**Workplan of the Task Team on the International Cloud Atlas (2014-2018)**(Version: as approved by CIMO-MG-13 in Dec. 2014)

| **No.** | **Task description** | **Person responsible** | **Action** | **Deliverable** | **Deadline for deliv.** | **Status**  **[%]** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Establish sub-groups as required (text experts, image experts, decision aid) and prepare detailed plan of action | All, **Cohn, Bruhn** | 1. Develop project plan  2. Continuous review. | 1. Detailed Project Plan  2. Refinement of plan. | 1.Sep 2014,  then  2. ongoing | 100  50 | CIMO-16 4.35-36 |
| 2. | Identify needs for new/ replacement imagery and metadata. Generate a list of images and metadata required | Image Expert Sub-Group: **Bruhn (lead),** Anderson, Trice (may need others) | 1. Review imagery  2. Prepare list of required images and metadata | 1. List of the needs for new/replacements imagery and metadata | 1. Oct 2014  2. Oct 2014 | 100  100 |  |
| 3. | Draft the new Glossary | Text Expert Sub-Group - Glossary: **Lovell (lead Glossary),** Rae, Cohn (eg NSSL liaison), others | 1. Prepare List 2. Add definitions | 1. List 2. Glossary of terms | 1. 80% Dec 2014  2. 100% Apr 2015 | 80  50 |  |
| 4. | Review, revise and update text | Text Expert Sub-Group: **Rae (lead),** Anderson, Lovell, Cohn, need others | 1. Review   1. Revise/update | 2. Completed text | 1. Oct 2014  2. 80% Mar 2015 | 100  30 |  |
| 5. | Acquire and sort candidate imagery | Secretariat, **Tam,** Trice | 1. Build and test web portal  2. Request submissions  3. Sort Images/Metadata | 1. Test portal ready for testing.  2. Live portal built, debugged.  3. Letter to PRs etc  4. Full set of candidate images and metadata online | 1. Dec 2014  2. Feb 2015  3. Feb 2015  4. 50% Apr 2015 | 0  0 |  |
| 6. | Select Imagery | Image Expert Sub-Group | 1. Select images for ICA  2. Assemble associated metadata  3. Compose descriptions/captions  4. Get second opinion on imagery and metadata | 1. Imagery Set  2. Associated metadata  3. Complete information in place for each image | 1. Sep 2015  2. Nov 2015  3. Nov 2015  4. Nov 2015 | 0 |  |
| 7. | Create an updated Cloud Coding Decision Aid and develop a simplified Cloud Classification Decision Aid (limited to identifying genera) for Volume I | Decision Aid Sub-Group: **Thurig-Jenzer (lead),** Rae, Campos, Lovell | 1. Develop Decision/Coding Aid  2. Develop simplified Identification Aid | 1. Updated Cloud Coding Decision Aid and Cloud  2. Classification Decision Aid | 1. 80% Dec 2014  2. 80% Feb 2015 | 80  10 | Do more cartoons need to be developed? |
| 8. | Design all aspects of the web-based ICA, including the Image Template, all desired functionality, the final formats needed (e.g. various printable subsets), and search requirements | **Trice (lead),** Tam | 1. Do it.  2. Confirm compliance with WMO website design requirements | 1. Website design. | 1. Sep 2015 | 20 | Need to allow for testing and debugging here, and it may take considerable time. A review process is required. |
| EXTERNAL REVIEW POINT | | | | | | | |
| 9. | Build the website | **Tam (lead)**, Trice | 1. Do it  2. Quantify the cost of operating/maintaining the website once operational. | 2. Fully functional (offline, empty) website | 1. Nov 2015 | 0 |  |
| 10. | Prepare all text, images and metadata for web format and populate the website | Secretariat |  | 1. ICA assembled (not yet operational) | 31 Dec 2015 | 0 |  |
| 11. | Complete web site functionality | TBD |  | 1. Fully functional website | TBD |  |  |
| 11a | ´´Blind user´´ Test |  | Test every page, link and combination of button clicks | 1. List of bugs |  |  |  |
| 12. | Final proof-read, error correction, and approval | TBD |  | 1. Errors/bugs removed | TBD |  |  |
| 13. | Publication | TBD |  | ICA published on web ICA hard copy available | TBD |  |  |

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