

Linux Foundation
June 2023 PMO
Check-in

Cycle Launch Date: June 26, 2023



Amanda Martin

Director of Program
Management

Reports To John Walicki
Manager View

John Walicki, has delivered this report on **August 7,
2023**

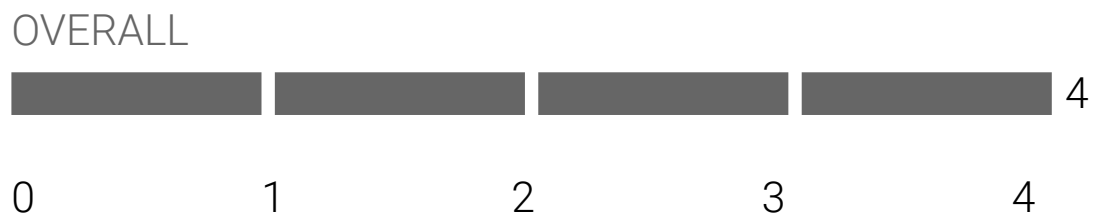
Overall Summary

Average Score 4 out of 4 *



* This is the average score from all unhidden reviewers, excluding the self score.

Summary of Competencies



Question Breakdown

Business Goals

1. R Consortium

Have the R Consortium grant management process 80% automated

Self

Ahead:Amanda Martin

The grant process in Github is automated as much as possible without human intervention. I created a google script in the form that sends all responses to GitHub as issues. Then a Github action to place that issue in the board for submissions. The committee then votes on approve, deny or more information. For deny the issue is automatically closed, for approve we manually make a docusign and of course more information needs human email depending on the information requested.

This was so successful the Census project also requested this workflow and has thus been implemented.

Manager

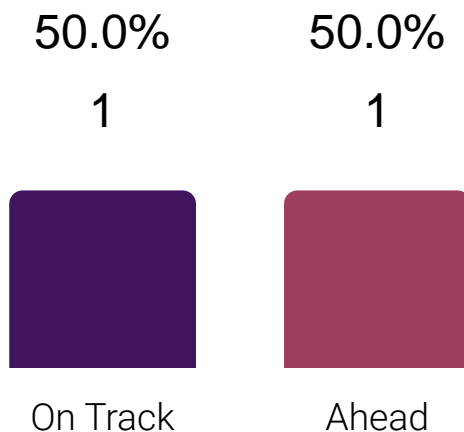
Ahead:John Walicki

As a great example of her GitHub / GitHub Actions expertise, Amanda has created workflows to manage the R Consortium grants program. She delegated and assigned roles to a junior PC. Amanda used her diplomacy to navigate a set of R Consortium GB leadership

2. OpenSSF OKR

OKR are measured and assessed semi-yearly

Response Distribution



Self

On Track: Amanda Martin

The ORKs are published on Github and reflected on monthly personally and scheduled to be looked at in a future board meeting.

Manager

Ahead: John Walicki

Since joining the Linux Foundation in March 2023, Amanda has quickly established herself to organize the OpenSSF program management. While the OpenSSF leadership was changing, Amanda has been a steady hand on the tiller. She delegated and assigned roles to more junior PMs. She led / assisted in the hiring process, job definition, applicant filtering, candidate interviews and selection of several new hires onto the OpenSSF staff. She has assisted these new hires into their OpenSSF roles.

Peer Review

3. How long have you worked with the employee?

Peer

Omkhar Arasaratnam

Since May 1, 2023

4. On what project(s) have you worked with this employee?

Peer

Omkhar Arasaratnam

OpenSSF

5. What are this employee's key contributions to the project(s)?

Peer

Omkhar Arasaratnam

As the PMO lead for OpenSSF, Amanda has been accountable for numerous deliverables in the short time I've worked with her including:

- Creation of materials for board and committee meetings
- Developing ad-hoc reports to assess completeness of workgroup artifacts
- Beginning Solar Designer mailing list migration

6. Is there anything else performance-related that you would like to share about this employee?

Peer

Omkhar Arasaratnam

Amanda has been an excellent partner. Now that we're fully staffed, in the balance of the year I look forward to working with her as a key collaborator in improving governance, structure and rigor at the OpenSSF.

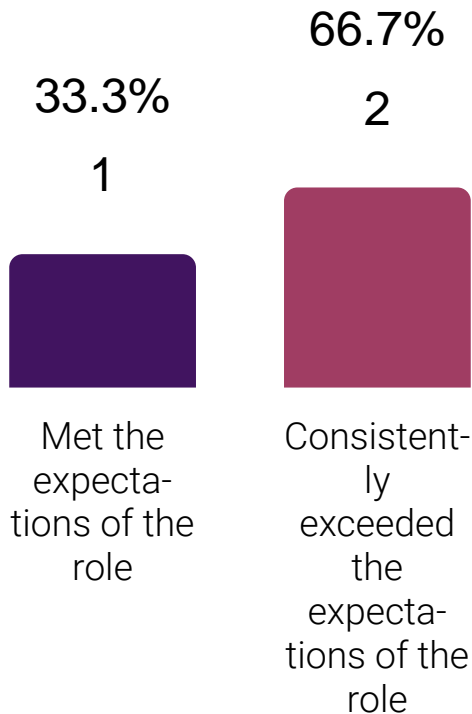
OVERALL

7. Overall, I/this employee...

Manager Score out of 4 *



Response Distribution



Self

Met the expectations of the role: Amanda Martin

In addition to this we have made a new repo for ossf/community to start automating the processes of the SIG/WG/Projects.

Manager

Consistently exceeded the expectations of the role:John Walicki

I've been impressed with Amanda's ability to create structure within the OpenSSF project while leadership changes were underway. She partnered across the LF to seek out solutions to program management tasks, documented her procedures along the way and helped guide the projects toward success. She has deftly engaged and nurtured (sometimes outspoken) OpenSSF members and community. Looking forward to working with Amanda to make a larger impact on the PM team.

Peer

Consistently exceeded the expectations of the role:Omkar Arasaratnam