

# **PROJECT CHARTER**

**for**

## **Licensing Support Network (LSN)**

**Release Date:** 1/05/2001

Prepared by the Licensing Support Network Administrator  
Atomic Safety and Licensing Board Panel  
U.S. Nuclear Regulatory Commission  
Washington, D.C. 20555

# **1 INTRODUCTION**

## **1.1 Background Summary**

Section 114 (d) (2) of the Nuclear Waste Policy Act of 1982 (NWPA) requires the Commission to issue a final decision approving or disapproving issuance of the construction authorization for a mined geologic repository to store high-level radioactive waste at Yucca Mountain, NV, within three years of the U.S. Department of Energy (DOE) license application. The Licensing Support Network (LSN) is a critical tool to ensure that document access, and the associated hearing agenda, can all be handled in an expeditious manner. As outlined in 10 CFR Part 2, Subpart J, it will establish a system to provide shared document discovery and facilitate electronic motions practice for the hearings on DOE's license application for the repository.

## **1.2 Project Objectives**

The objective of implementing the Licensing Support Network (LSN) is to reduce the time needed for the licensing hearing and give the Agency some chance of meeting the congressionally mandated three-year licensing process time frame. It is generally acknowledged that although the system does not guarantee the licensing time frame will be met, without the LSN it may not be possible to meet the mandated time frame. The system will achieve this time saving by:

- replacing classic "discovery" exchanges among parties by making all parties' relevant documents publicly accessible before docketing;
- establishing an electronic and publicly accessible docket; and
- making motions practice a fully electronic process.

The system must be available in time to allow DOE and NRC to meet their obligations to make documents available 30 days after DOE's submission of its site recommendation to the President of the United States (currently scheduled for July 2001). Other participants make documents available 30 days after the site selection decision becomes final, after review by Congress.

## **1.3 Scope**

The LSN is responsible for addressing various requirements associated with NRC's mission to complete the adjudicatory process for the license application in a three-year time frame. Four components comprising the system's functionality have been identified:

1. Establishing an effective Internet-based method of accessing (search & retrieval) the record collections of the parties and potential parties to the high-level waste repository licensing proceeding;
2. Providing an audit/compliance subsystem, including the automated tools and policies and procedures needed to monitor participant compliance with the availability and document integrity submission requirements found in 10 CFR Part 2, Subpart J;

3. Providing a web-accessible official docket file for the proceeding; and
4. Providing electronic information exchange to support motions practice.

NRC's existing document management system (ADAMS), containing publicly accessible docket files, will meet the docket requirements. Similarly, NRC's existing Electronic Information Exchange (EIE) infrastructure will meet the Subpart J motions practice requirements. Therefore, this project is focused on the search and retrieval component and the audit capability.

The system must be available in time to allow DOE and NRC to meet their obligations to make documents available 30 days after DOE's submission of its site recommendation to the President of the United States (currently scheduled for July 2001).

## **2 PROJECT ROLES AND RESPONSIBILITIES**

This section identifies the personnel who play major roles on this project and summarizes their responsibilities.

### **2.1 Executive Sponsor**

The Executive Sponsor for the LSN is Paul Bollwerk, Chief Administrative Judge, Atomic Safety and Licensing Board Panel (ASLBP).

### **2.2 Overall Project Manager and Business Project Manager**

The Overall Project Manager and the Business Project Manager is Dan Graser, Licensing Support Network Administrator (LSNA). He is responsible for coordinating the business and technical aspects of the project.

### **2.3 Technical Project Manager**

Matt Schmit, ASLBP Systems Analyst, shares responsibility for project coordination and day-to-day contacts with the Overall Project Manager. He is the primary technical point of contact with the GRCI Team<sup>1</sup> Technical Project Manager and is responsible for ensuring that the NRC's System Development and Life-Cycle Management (SDLCM) Methodology is followed.

### **2.4 Business Subject Matter Experts**

Andy Bates, the Chairman of the Licensing Support Network Advisory Review Panel, provides domain expertise on implementing guidance from the advisory panel and on the processes and procedures associated with docketing activities.

The Pre-Application Presiding Officer (TBD) provides domain expertise on resolution of

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<sup>1</sup> The GRCI Team is comprised of GRCI, APPNET, AT&T, Autonomy, and Management Systems Designers, Inc.

disputes related to the design of the LSN, its implementation, or its operations including participant compliance.

## **2.5 Other Key Project Personnel and Stakeholders**

Margie Shepherd, ASLBP, lead policy and procedures analyst.

Joe Turner, ASLBP, system administrator and database auditor.

Sharon Stewart, Division of Contracts and Property Management, or her designee, will serve as Contracting Officer and will execute all contract actions.

Emile Julian, Office of the Secretary (SECY), provides liaison for docketing operations.

Francis X. (Chip) Cameron, Office of the General Counsel (OGC), provides liaison for implementation and compliance issues requiring legal counsel on behalf of the agency.

Arnold E. (Moe) Levin, Office of the Chief Information Officer (OCIO), provides liaison for integration with ADAMS and the EIE capability.

Jennifer Golder, Office of the Chief Financial Officer (OCFO), provides liaison for budgetary coordination.

John Cordes, Office of Commission Appellate Adjudication (OCAA), provides liaison for legal issues associated with procedural and documentary requirements that may be generated by subsequent litigation or appeal actions.

C. W. (Bill) Reamer, Office of Nuclear Materials Safety and Safeguards (NMSS), provides liaison for the Division of Waste Management (DWM) ensuring readiness and compliance for NRC as a participant to the proceeding.

The contractor team selected to implement the LSN has designated Larry Bradley as the overall Technical Project Manager who is responsible for technical development of the system including development and execution of the project plan and marshaling the design, integration, and/or maintenance and operations team.

## **3 PROJECT APPROACH**

The project will be implemented under the management of federal staff provided by ASLBP, interacting with key internal stakeholder constituencies noted above, and supported by a contractor team. Internal interactions are coordinated through the LSN Internal Working Group representatives.

The project will follow NRC's SDLCM Methodology. The Technical Project Manager, in close coordination with the Overall Project Manager, will prepare a Project Action Plan (PAP) which will describe the management and technical approach to meeting the requirements outlined in 10 CFR Part 2, Subpart J.

The NRC is intent on using a proven software solution. Consistent with this, the NRC expects to employ a package-based life-cycle model.

#### 4 CRITICAL SUCCESS FACTORS

The following factors are critical to the successful completion of the project:

1. Commission recognition that, as a critical initiative to ensure the 3-year high-level waste repository licensing decision mandate is met, it supports the LSN during the project's life.

***The LSN has been designated as a major agency initiative under the Clinger-Cohen Act.***

2. Adequate funding.

***The project is fully funded for design and implementation phases through the end of FY 2001.***

3. Active participation by all parties involved, including users and stakeholders.

***Members of the LSN Advisory Review Panel have been extensively involved with the design of the system since 1988.***

4. Aggressive and comprehensive Project Action Plan (PAP) with stakeholder buy-in.

***SDLCM Requirement.***

5. Adherence to the agreed upon scope, plan, and schedules as baselined in the PAP.

***SDLCM Requirement.***

6. Appropriate LSNA authority.

***Revisions to 10 CFR Part 2, Subpart J are in the public comment phase and will shortly be finalized.***

7. Development team qualifications and stability.

***Critical contract award criteria.***

8. Utilization of proven software products.

***Critical contract award criteria.***

9. Adherence to the agency SDLCM.

***Critical contract award criteria.***

10. Iteration (where possible).

**5 APPROVAL SIGNATURES**

The following have approved this project charter:

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G. Paul Bollwerk III  
Executive Sponsor, ASLBP

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Date

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Dan Graser  
Overall Project Manager, ASLBP

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Date

\_\_\_\_\_  
Larry Bradley  
Technical Project Manager,  
GRCI Team

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Date