# Management Oversight Tracking Sheet for Quarterly GIMCS Update Input To OEDO

**FY __2007_____. Quarter __4th_. WITS #** WITS#200300066. **Due _10/09/2007_.**

| Activity | Task | Assigned To | Date Assigned | Date Started | Date Completed | Comments |
|---|---|---|---|---|---|---|
| Request | 1. Prepare and issue memo requesting GIMCS update input. | Tim Mitts | Ongoing | 8/15/2007 | 8/23/2007 | |
| Obtain | 2. Contact RPM / TM and BC and discuss request for agreement on date they will provide information and any assistance from GIP. | Tim Mitts | Ongoing | 8/27/2007 | 9/10/2007 | |
| | 3. Follow-up with RPM / TM and BC to obtain firm commitment on date they will provide information. | Tim Mitts | Ongoing | 9/11/2007 | 9/24/2007 | |
| Track | 4. Document coordination efforts and update information provided and save to G-Drive. | Tim Mitts | Ongoing | 8/28/2007 | 10/1/2007 | |
| Prepare | 5. Enter update information into GIMCS and compile all status update information provided into E-Mail format. | Tim Mitts | Ongoing | 9/25/2007 | 10/2/2007 | |
| Confirm | 6. Provide the updated GIMCS report information and the compiled GI status update information the RPM / TM and BC for each GI for their opportunity to review and comment (confirm the input). | Tim Mitts | Ongoing | 10/2/2007 | 10/2/2007 | |
| Approve | 7. Provide the compiled GI status update information to OEGIB and DRASP management for review and comment. | Tim Mitts | Ongoing | 10/2/2007 | 10/3/2007 | |
| Transmit | 8. Transmit the E-Mail to the OEDO, document the transmittal, and save to G-Drive. | Tim Mitts | Ongoing | 10/3/2007 | 10/9/2007 | |
| | | | | | | |

## Quarterly GIMCS Update Input To OEDO

The steps below provide guidance for GIP staff assigned to provide Quarterly GIMCS Update Input to the OEDO for Inclusion in the EDO's Quarterly Report to Congress. The major activities required to perform this assignment include: Requesting, Obtaining, Tracking, Preparing, Confirming, Approving, and Transmitting. The detail tasks involved in performing these activities are described below along with estimates for level of effort and task duration, suggested start dates, and must meet or beat completion dates.

Requesting

1. GIP staff member prepares and issues memorandum requesting GIMCS Update information. This memorandum is from DRASP Division Director to Office Division Directors that have staff serving as Responsible Project Manager or Task Manager (RPM / TM) for GIs in Active or Regulatory Office Implementation status (i.e, GIMCS Action Levels). Refer to ML071170394 for example from 3rd Quarter FY 2007.
    a. Approximate level of effort for this task is 0.1 to 1 staff day.
    b. Approximate duration for this task is 3 to 6 calendar days.
    c. Suggested start dates and meet or beat completion dates by Quarter
        i. 1st Quarter – Start November 20 & Complete December 1
        ii. 2nd Quarter – Start February 20 & Complete March 1
        iii. 3rd Quarter – Start May 20 & Complete June 1
        iv. 4th Quarter – Start August 20 & Complete September 1

Obtaining

2. GIP staff member contacts RPM / TM and their Branch Chief (BC) to discuss the request for Quarter update to GIMCS Information. This interaction is to establish common understanding and reach agreement on:
    a. The date that the RPM / TM and BC will provide the requested information for their assigned GIs with agreement through the SES level manager that the update information provided is complete and accurate.
    b. The assistance (if any) the RPM / TM and BC would like from the GIP staff representative (e.g., prepare draft of update form for their review and agreement, import latest GIMCS information into the update form to facilitate their making and identifying changes, etc.).
    c. Approximate level of effort for this task is 0.5 to 2 staff days.
    d. Approximate duration for this task is 3 to 6 calendar days.
    e. Suggested start dates and meet or beat completion dates by Quarter
        i. 1st Quarter – Start December 1 & Complete December 15
        ii. 2nd Quarter – Start March 1 & Complete March 15
        iii. 3rd Quarter – Start June 1 & Complete June 15
        iv. 4th Quarter – Start September 1 & Complete September 15

3. GIP staff member follows-up with RPM / TM and BC (if necessary) to obtain firm commitment on the date the RPM / TM and BC will provide the requested information for their assigned GIs.
   a. Repeat offer for assistance to expedite process, if appropriate.
   b. Escalate to OEGIB BC to obtain firm commitments and requested information, if necessary.
   c. Approximate level of effort for task is 0.1 to 1 day.
   d. Approximate duration for this task is 1 to 3 days.
   e. Suggested start dates and meet or beat completion dates by Quarter
      i. 1st Quarter – Start December 10 & Complete December 25
      ii. 2nd Quarter – Start March 10 & Complete March 25
      iii. 3rd Quarter – Start June 10 & Complete June 25
      iv. 4th Quarter – Start September 10 & Complete September 25

<u>Tracking</u>

4. GIP staff member documents coordination efforts (e-mails, phone calls, and meetings) and the information updates provided as part of Requesting and Obtaining the GIMCS Update Information described in Steps 1, 2, & 3 above. Use a data tracking sheet like that provided in the example from 3rd Quarter FY 2007 (ML071170394). Maintain and save the Request Memo, Data Tracking Sheet, and individual GI Update Forms on the G-Drive under the appropriate GIMCS Quarter Update folder at: G:\DRASP\GSI\GIMCS\GIMCS Quarterly to EDO_Congress
   a. Approximate level of effort for task is 1 to 3 days.
   b. Approximate duration for this task is 15 to 20 days.
   c. Suggested start dates and meet or beat completion dates by Quarter
      i. 1st Quarter – Start December 1 & Complete December 25
      ii. 2nd Quarter – Start March 1 & Complete March 25
      iii. 3rd Quarter – Start June 1 & Complete June 25
      iv. 4th Quarter – Start September 1 & Complete September 25

<u>Preparing</u>

5. GIP staff member enters update information provided into GIMCS for each GI. The GIP staff member also compiles the status update information provided for all GIs in logical groupings such as: Reactor GIs that were Closed during the Quarter; GIs with significant schedule adjustments during the Quarter; and other as appropriate for the nature of the update information provided. The compilation of status update information into logical groups will constitute the body of the E-Mail providing the Quarterly GIMCS Update Input to the EDO. See attached E-Mail for example from GIMCS 2nd Qtr FY 2007 EDO Report to Congress.
   a. Save the E-Mail to G-Drive under the appropriate GIMCS Quarter Update folder at: G:\DRASP\GSI\GIMCS\GIMCS Quarterly to EDO_Congress
   b. Approximate level of effort for task is 0.1 to 2 days.
   c. Approximate duration for this task is 3 to 6 days.
   d. Suggested start dates and meet or beat completion dates by Quarter

i. 1st Quarter – Start December 15 & Complete December 25
ii. 2nd Quarter – Start March 15 & Complete March 25
iii. 3rd Quarter – Start June 15 & Complete June 25
iv. 4th Quarter – Start September 15 & Complete September 25

Confirming

6. GIP staff member provides the latest GIMCS report output (with update input incorporated) and the compilation of status update information into logical groups (from the Preparing activity, Step 5 above) to RPM / TM and BC for opportunity to review and comment. This correspondence should inform the RPM / TM and BC that GIP staff is providing this update information to the OEDO for inclusion in the EDO's Quarterly Report to Congress and they should provide any comments before the GIP staff sends the E-Mail to the OEDO (no comment, or tardy comment, will be taken as providing their consent to the content).
   a. Save this correspondence (including any comments from the RPM / TM and BC) to G-Drive under the appropriate GIMCS Quarter Update folder at: G:\DRASP\GSI\GIMCS\GIMCS Quarterly to EDO_Congress
   b. GIP staff member edits GIMCS reports and the compilation of status information for the E-Mail in response to comments, as necessary.
   c. Approximate level of effort for task is 0.1 to 1 days.
   d. Approximate duration for this task is 1 to 4 days.
   e. Suggested start dates and meet or beat completion dates by Quarter
      i. 1st Quarter – Start December 20 & Complete December 30
      ii. 2nd Quarter – Start March 20 & Complete March 30
      iii. 3rd Quarter – Start June 20 & Complete June 30
      iv. 4th Quarter – Start September 20 & Complete September 30

Approving

7. GIP staff member provides the compilation of GI status update information into logical groups (after editing from the Confirming activity, Step 6 above) to OEGIB and DRASP management for review and comment. This compilation of update information should be in the form of the E-Mail to the OEDO. Examples are provided in the E-Mails from GIMCS 2nd , 3rd, and 4th Qtrs FY 2007 EDO Report to Congress at: G:\DRASP\OERA\GSI\GIMCS\GIMCS Quarterly to EDO_Congress.
   a. GIP staff member edits the compilation of status information for E-Mail in response to comments, as necessary.
   b. GIP staff member has the E-Mail (with properties) saved in ADAMS.
   c. GIP staff member saves the final version of the E-Mail to G-Drive under the appropriate GIMCS Quarter Update folder at: G:\DRASP\GSI\GIMCS\GIMCS Quarterly to EDO_Congress
   d. Approximate level of effort for task is 0.1 to 1 days.
   e. Approximate duration for this task is 1 to 4 days.
   f. Suggested start dates and meet or beat completion dates by Quarter
      i. 1st Quarter – Start December 25 & Complete January 5
      ii. 2nd Quarter – Start March 25 & Complete April 5

iii. 3rd Quarter – Start June 25 & Complete July 5
iv. 4th Quarter – Start September 25 & Complete October 5

Transmitting

8. GIP staff member provides the compilation of GI status update information in the form of the E-Mail to the OEDO to the OEGIB secretary (or alternate) with instructions to send the E-Mail to the OEDO. The secretary should send the E-Mail to RidsEdoMailCenter; EDO Group Account (i.e., EDOCAL@nrc.gov) per OEDO Procedure 0420, Step 3.1; and copy to appropriate distribution. Examples are provided in the E-Mails from GIMCS 2nd , 3rd, and 4th Qtrs FY 2007 EDO Report to Congress at: G:\DRASP\OERA\GSI\GIMCS\GIMCS Quarterly to EDO_Congress.
   a. GIP staff member coordinates with the secretary to ensure the E-Mail includes the appropriate distribution (e.g., DRASP, OEGIB, Office Managers providing input, and Alison Debree).
   b. GIP staff member ensures that the secretary includes the E-Mail properties in the E-Mail to the EDO at RidsEdoMailCenter and EDO Group Account (i.e., EDOCAL@nrc.gov).
   c. GIP staff member saves the documentation of transmittal of the E-Mail to G-Drive under the appropriate GIMCS Quarter Update folder at: G:\DRASP\OERA\GSI\GIMCS\GIMCS Quarterly to EDO_Congress.
   d. GIP staff member verifies the documentation of this E-Mail is provided to the appropriate staff for management tracking system requirements (WITS, ATMIS, etc.), as necessary.
   e. Approximate level of effort for task is 0.1 to 1 days.
   f. Approximate duration for this task is 1 to 4 days.
   g. Suggested start dates and meet or beat completion dates by Quarter
      i. 1st Quarter – Start January 1 & Complete January 10
      ii. 2nd Quarter – Start April 1 & Complete April 10
      iii. 3rd Quarter – Start July 1 & Complete July 10
      iv. 4th Quarter – Start October 1 & Complete October 10