

DEC 11 1980

MEMORANDUM FOR: Office Directors

FROM: Norman M. Haller, Director
Office of Management and Program Analysis

SUBJECT: TMI ACTION PLAN TRACKING SYSTEM

Attached is a copy of the TMI Action Plan Tracking System. As a result of the Chairman's direction last week, we are providing this document to you so it can be updated in preparation for the meeting with the Chairman on January 28 to discuss status of the action items. Specific forms to use for the update are being sent directly to your program support branch chiefs.

We were instructed to be very precise in tracking elements one-for-one relative to the original requirements of the action plan. In order to comply, we have expanded a number of entries in the tracking system to create a line item for each individual element in the original action plan. Thus, you will see two types of line items in what we have distributed.

- items that were entered in earlier versions of the tracking system on the basis of information supplied by your staffs (these items must be updated), and
- items which have been entered this week, because of the need to capture all of the elements, but have no information other than a number (these items should be updated on a best effort basis, given our first priority to meet the January 23 meeting deadline).

Please do the following:

1. Have the individual task manager for each element in the action plan update (or complete) entries for their line items and return to MPA on or before January 7. We will use the program support branch chiefs as contacts for this task unless you designate another point of contact.
2. You as Office Directors authenticate a red, yellow, or green flag for each action item (red meaning serious problems, yellow meaning any schedule slippage or lesser problems than red, and green meaning no problems -- see the attachment for more precise definitions). These flags should be provided to us by January 13.

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- 3. We will do the data entry and return the document to you for a final check on January 19. We ask that your staffs complete a quick review of the document, supply any corrections to the update material, and return it to us by January 21. We will then make the final corrections and have it to the EDO by the 23rd in preparation for any dry runs before the meeting with the Chairman on the 28th.

As part of your update it should be recognized that the baseline for this activity is the original action plan NUREG-0660. Modifications can only be accepted where such modifications have been approved by the Commission. For example, NUREG-0737 represents approved changes to the original action plan; thus your updates should take account of the approved revisions to the original action plan emanating from NUREG-0737. No other changes to the baseline will be recognized.

We know there will still be a number of questions about the details of this process that will arise during the next 2-3 weeks. We will make every attempt to work very closely with your program support branches to assure that these questions are quickly resolved. I sincerely appreciate your cooperation.

Original Signed By
Norman M. Haller

Norman M. Haller, Director
Office of Management and Program Analysis

Attachment:
TMI Action Plan Tracking System

cc: W. J. Dircks
E. K. Cornell
T. A. Rehm
Program Support Branch Chiefs

Distribution:

Central File
IISB R/F
OMPA R/F
TMI File
Mem #35&36

OFFICE	IISB: MPA	IISB: <i>WJP</i>	DDIR: MPA	MPA: <i>NM</i>
SURNAME	PVineyard/vj	WJPik	HSBassett	NMHaller
DATE	12/ /80	12/ /80	12/ /80	12/ /80

ATTACHMENT

TMT ACTION PLAN TRACKING SYSTEM
STATUS INDICATORS

Status indicators are reported in the left-hand margin below the action item number. Items within numbered groups are mutually exclusive; it is possible to have 3 status items appearing.

1. Inactive - No work is currently underway in this item. Further explanation should be provided next to "current status" (i.e., - scheduled to begin in FY 82; no resources have been allocated; etc.)

REQMENT - A requirement has been issued and the item is being implemented. No direct NRC participation is necessary - awaiting industry compliance.

Complete - All activity on the action item has been finished; study or report completed; requirement, issuance and implementation complete.
2. Red - Trouble with item; serious slip (1 year); severe resource shortage; tracking problems.

Yellow - Any slip less than 1 year; potential red item.

Green - Execution and/or implementation are going smoothly.

(These categories are to be assigned by the office director)
3. Commission - Indicates Commission review/action is required on the item. (An explanation of the Commission action must be included when this appears.)

OFFICE ▶						
SURNAME ▶						
DATE ▶						