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MEM #48

MEMORANDUM FOR: Project Managers Not Yet Responding to Requests
for Status Information on TMI Action Plan Items

FROM: Paul Vineyard
Internal Information Systems Branch
Office of Management and Program Analysis

SUBJECT: REQUESTED INFORMATION FOR INCLUSION IN TRACKING
SYSTEM

There have been attempts since August to obtain information regarding the implementation of the TMI Action Plan items, which has given rise to the Action Plan Tracking system, coordinated through the Office of Management and Program Analysis (MPA).

The system is not automated - it remains a large data set in which is stored summary information supplied by project managers assigned to the task item. The purpose of the tracking system is to facilitate communication between associated action item project managers and to report summary information on the status of the Action Plan. More specific information will be obtainable through the lead office contact when necessary.

The system has great potential utility, more so as each of the items are completed. Once the system is complete, a formal update cycle will be initiated in December and continue on a quarterly basis until the Action Plan items have been incorporated into the various office operating plans.

Any questions regarding this procedure, or comment on the form and content of the tracking system should be directed to me. Please return the completed forms by November 7, 1980.

Thank you for your cooperation.

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Paul Vineyard
Internal Information Systems Branch.
Office of Management and Program Analysis
MNBB 12711, X27533

Enclosures: *NONE*

cc: H. Denton, NRR (w/o encl.)

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1. TMI Action Plan Summary

2. Computer Printout

OFFICE ▶	MPA: IISB	MPA: IISB
SURNAME ▶	PVineyard/vj	WJPite
DATE ▶	10/30/80	10/30/80

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