

May 19, 1994

MEMORANDUM FOR: Steven A. Varga, Director  
Division of Reactor Projects - I/II

Jack W. Roe, Director  
Division of Reactor Projects - III/IV/V

FROM: Luis A. Reyes, Acting Associate Director  
Associate Director for Projects

SUBJECT: REVIEW AND UPDATE OF PROJECT MANAGER TRAINING PLAN

Attached is a copy of the familiarization plan for Project Managers (PMs). This plan provides, in checklist form, a guide for project managers and project engineers (PEs) regarding the technical and non-technical duties and responsibilities associated with their positions.

It is appropriate, every few years, to review and update this plan to reflect the impact of industry and agency changes on those positions. Accordingly, please take the action necessary to make this plan current and relevant to the PM and PE positions in your divisions. I would like the updated plan to be available to the PMs and PEs by June 15, 1994, as it is a good refresher for the current PMs and PEs as well as their replacements.

Original signed by

Luis A. Reyes  
Acting Associate Director for Projects  
Office of Nuclear Reactor Regulation

Attachment:  
As stated

DISTRIBUTION:  
Central File  
NRC & Local PDRs  
PDI-3 Reading  
R. Eaton  
S. Little

*MH+S-21*

*X-OAM-6-1-PROGRESS  
and wky status*

OFFICE	PDI-3:LA	PDI-3:PM	ADP (A)		
NAME	SLittle	REaton:dt	LReyes		
DATE	5/18/94	5/18/94	5/19/94		

OFFICIAL RECORD COPY  
DOCUMENT NAME:A:\TRAINING

270035

9406010121 940519  
PDR ORG NRRB  
PDR

003055

NRC FILE CENTER COPY

*DFU*



UNITED STATES  
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

May 19, 1994

MEMORANDUM FOR: Steven A. Varga, Director  
Division of Reactor Projects - I/II

Jack W. Roe, Director  
Division of Reactor Projects - III/IV/V

FROM: Luis A. Reyes, Acting Associate Director  
Associate Director for Projects

SUBJECT: REVIEW AND UPDATE OF PROJECT MANAGER TRAINING PLAN

Attached is a copy of the familiarization plan for project managers (PMs). This plan provides, in checklist form, a guide for project managers and project engineers (PEs) regarding the technical and non-technical duties and responsibilities associated with their positions.

It is appropriate, every few years, to review and update this plan to reflect the impact of industry and agency changes on those positions. Accordingly, please take the action necessary to make this plan current and relevant to the PM and PE positions in your divisions. I would like the updated plan to be available to the PMs and PEs by June 15, 1994, as it is a good refresher for the current PMs and PEs as well as their replacements.

A handwritten signature in cursive script, appearing to read "Luis A. Reyes".

Luis A. Reyes  
Acting Associate Director for Projects  
Office of Nuclear Reactor Regulation

Attachment:  
As stated