

Division of Fuel Management Qualifications Program Review/Update/Revision DRAFT
Project Plan

This project plan will include:

- i. Preliminary (Pre-Tasking) Activities,
- ii. Task 1 – Identifying Qual card revisions needed and any outdated material
- iii. Task 2 – Revising and updating Qual cards and supporting material
- iv. Task 3 – Addressing training gaps
- v. Task 4 – Communications and final qualification plan revisions

Throughout the Qualifications program review/update/revision process, feedback from the Division of Fuel Management (DFM) staff and management should be sought and efforts to incorporate the feedback received should be pursued. The DFM staff who have recently gone through the qualifications process or who are currently in the qualifications process should be particularly sought out and provided with opportunities to provide feedback.

Preliminary (Pre-Tasking) Activities

- A team of DFM staff members should be assembled to implement this project plan for each specific Appendix to IMC 1246 (i.e., each individual “qual card”).
- The team should consider the work completed by the [Qualifications Working Group](#) (QWG) and discuss whether any revisions should be made to this proposed project plan.
- The team should establish a draft timeline for the tasks in the project plan based on the information provided by the QWG.

Task 1 – Identify and document outdated material in the current qualification programs found in the current version IMC [1246](#), including Appendices A thru D for both fuel facilities and storage and transportation business lines and for inspectors, project managers, and reviewers.

(Estimated Level of Effort: hours, Estimated Completion:)

Subtasks:

- a) Review and identify the documents referenced in the relevant Appendices that are currently unavailable, outdated, withdrawn, or superseded.
- b) Determine the availability of documents and training material referenced in the relevant Appendices.
- c) Document the results of the review.

Task 2 - Revise and update relevant Appendices and supporting material for the associated qualification completion plans.

(Estimated Level of Effort: hours, Estimated Completion:)

Task 3 – In the context of required training for qualification (Appendix A of IMC 1246), develop a framework for creating/revising general training requirements for project managers, inspectors, and technical reviewers in DFM

(Estimated Level of Effort: hours, Estimated Completion:)

Subtasks:

Using the results of the review of the contents of IMC 1246 from Task 1:

- a) Identify the common areas or training in the Appendices (qualification journals) for fuel facilities, storage and transportation, and safeguards project managers and reviewers
- b) Recommend common qualification requirements for the DFM project managers and technical reviewers.
- c) With the results of a) and b) above, create a framework/roadmap for general qualifications.

Task 4 - Make necessary adjustments to communications plan and finalize improvements to the qualification plans across the division.

(Estimated Level of Effort: hours, Estimated Completion:)

Subtasks:

- a) Assess changes to the communication plan for updating the qualification process for fuel facilities, storage and transportation project managers and reviewers.
- b) Seek and incorporate feedback from DFM management about changes needed to the communication plan.
- c) Develop “marketing” tools (e.g. an infographic) for the DFM Qualification Program (See also Communication Plan)
- d) Finalize all revisions to the updated qualification plans and facilitate a “roll out” of the updated qualifications program to the DFM staff.