

Best Practice 17 - Work Window Manager

Facility: Savannah River Site, Aiken, SC

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Brief Description of Best Practice: Work Window Managers are being used to Manage a Facilities scheduled work activities and are personally responsible for all work in an assigned work week.

Why the Best Practice was used: Work Window Manager concept complements the rolling work week concept and insure all aspects of Planning, Scheduling and Coordination are complete.

What are the benefits of the Best Practice: The Facility has someone responsible for successful completion of all work within any given work week.

What problems/issues were associated with the Best Practice: The appropriate people, with specific applicable skills, had to be selected to this new position and given the authority commensurate with the responsibility.

How the success of the Best Practice was measured: Work Window Managers (WWM) measure the success of their work week through the use of standard WWM critique reports.

Description of process experience using the Best Practice:

Facilities have experienced an increase in schedule effectiveness by using Work Window Managers.

ISM Core Function and Guiding Principle to which this Best Practice relates

Principle 2: Clear Roles and Responsibilities

Principle 3: Competence Commensurate with Responsibilities

Core Function 4: Perform Work Within Controls; Principle 7: Operations Authorization