Path Forward and Deliverables for ORR Working Group Task Teams

 The purpose for this memorandum is to offer some thoughts as to the function, timing, and Deliverables of each Task Team from the effort.

Several related issues or challenges are involved in this effort.

* Achieving readiness continues to be a major challenge.
* The adequacy of the Order and associated Standard and Guide continues to be questioned.
* The completeness and effectiveness of the available training is identified as an issue that should be included within the deliberations of the group.

**Achieving Readiness Task Team**

It is generally understood that the core issue with the readiness process is that readiness is not being achieved prior to the start of the verification process. However, that is not an issue with the readiness verification process or the Order and Standard that defines that process. Rather, it is an issue with the processes used to achieve readiness. To the degree the Task Team can define the issues with achieving readiness, they will provide a service to the overall process. If the Task Team does identify any weaknesses or omissions with the order and standard that would enhance achieving readiness, they should be communicated to the team who will revise the order and standard. However, the more likely Deliverable will be additional guidance concerning the appropriate methodology for planning for and achieving readiness. This might be in the form of a DOE Standard, a best practices manual, or simply a bibliography of the contractor documents on the subject that are judged to be most effective in practice.

Deliverable:

* Documentation in a form to be determined of the best practices to plan for and achieve readiness.
* White paper input to the Readiness Review Process team defining recommended changes or areas of confusion in the order, standard, and handbook.
* Development, in conjunction with the training Task Team, training criteria and elements that enhance and reinforce the methodologies determined to be effective in achieving readiness, including the elements of the readiness review process (determination of level of readiness review and preparation of the POA) that are a critical part of achieving readiness.

**Readiness Review Level Determination Task Team:**

This Task Team will evaluate the processes currently employed to define the level of the Readiness Review. Changes and modifications to the process will be considered. One possibility under discussion is a single named review with a graded scope from checklist to "full scope ORR". The evaluation should also consider how the scoping decisions are made and whether there is adequate guidance available. The deliberations of this Task Team may impact the efforts of the Achieving Readiness Task Team and/or the efforts of the Readiness Review Process Task Team. In the event this Task Team determines a significant change to the process, such as eliminating the ORR/RA division, is warranted, they will prepare a white paper that provides the arguments and reasons for the recommended change to the existing process.

Deliverable:

* White paper input to Achieving Readiness Task Team with recommended inputs to the documentation being prepared by that group.
* White paper input to the Readiness Review Process Task Team, including recommended sections to be added or changes to be made to the order, standard, and/or handbook.
* White Paper to define and argue the basis and rational to support a decision to make a fundamental modification to the current processes. (Use of single graded review vice current ORR/RA methodology)

**Startup Notification Report Task Team:**

This Task Team will evaluate the current SNR processes and the identified inadequacies and weakness in the process with a goal to strengthen or clarify the discussions in the order and standard and to provide a template for the SNR. This Task Team may also identify issues that should be considered by Task Team 1.

Deliverable:

* White paper including recommended wording of recommended changes and additions to the order and standard concerning the requirements and expectations for the SNR. This input should include a template for the SNR.
* White paper to the Achieving Readiness Task Team concerning the preparation of the SNR as an element of achieving readiness. (If warranted)
* Possible input to training Task Team concerning SNR processes and expectations.

**Readiness Review Process Task Team:**

This Task Team is tasked with development of proposed changes or clarifications to the process through changes to the order, standard and handbook. The work of this Task Team must follow and include the inputs from the other Task Teams. The initial efforts of this Task Team should include an initial review of the order, standard, and handbook to identify areas or sections that should or might be modified to improve clarity or more effectively achieve the desired process outcome. The final work of the Task Team must consider the inputs from the other Task Teams.

Deliverable:

* Draft changes to order, standard, and handbook that include the results of the deliberations of this Task Team and the inputs from the other Task Teams.
* Input to training Task Team to include areas of change in requirement or emphasis in the draft changes that should be included in the revised training modules.

**Standard Definition Task Team**

This Task Team is evaluating selected terms and concepts associated with the readiness review process that required improved clarity and consistency. Following the evaluation, the Task Team will develop proposed definitions and discussions concerning the selected terms and concepts for use by Task Teams 1, 4, and 7.

Deliverable:

* Definitions and clarifying discussions for selected terms and concepts associated with readiness review process. These inputs will be provided to Task Teams 1, 4, and 7.

**Continuous Improvement Task Team:**

This Task Team will consider methods to improve development and promulgations of lessons learned and best practices. The results from this Task Team may be incorporated into the final Deliverables of Task Teams 1, 4, and 7.

Deliverable:

* White Paper discussing recommend improvements to the DOE ORR web site to foster sharing on existing site ORR related procedures and processes
* White Paper discussion of proposed improvements to the sharing of effective and/or innovative practices or processes.

**Training Task Team**

This Task Team will evaluate the currently available training materials for completeness and adequacy. The goal is to modularize the training to support the various groups associated with the Readiness Review process including the managers who are responsible for achieving and overseeing the achievement of readiness and the Readiness Review Team Members and Team Leaders. The Task Team will also incorporate any process changes or improvements developed by the other Task Teams into the final training materials. Finally, the Training Task Team will evaluate methods and processes to train and qualify instructors for the various training courses.

Deliverable:

* Updated training materials including modules that can be adapted to the various interested groups in the Readiness Process.
* Updated training materials to include changes resulting from the work of this effort.