U.S. DEPARTMENT OF **ENERGY**

ISM Workshop on Activity-level Work Planning and Control (WP&C)

Special ISM Champions Workshop

DOE Forrestal HQ Building
and Video and Web Conferencing
Washington, DC

May 15-16, 2013

EFCOG Work Management Subgroup Introduction and Overview

Donna J. Governor
EFCOG Work Management Subgroup Chair
May 16, 2013

EFCOG Work Management Subgroup

- Provide Overview of the subgroup
  - Purpose
  - History
  - Current Membership
  - Current Projects
    - Assist Visits
    - EFCOG WP&C Improvement Project Plan and Guideline Document

EFCOG Work Management Subgroup

- Purpose
  - ✓ Promote excellence in Department of Energy (DOE) work management programs through;
    - sharing information, resources, knowledge
    - apply lessons learned,
    - and provide integrated recommendations to Department of Energy officials
  - ✓ Facilitate the objective of the Energy Facility Contractors Group (EFCOG) as it relates to Work Management Practices

EFCOG Work Management Subgroup

- <u>History</u>
  - Originally, served as subgroup within the EFCOG Infrastructure Working Group
    - Strong emphasize on work management within Maintenance, Operations, Construction, D&D activities

  - Participated in the development of the, *"NNSA Activity Level Work Planning & Control Processes, Attributes, Best Practices and Guidance for Effective Incorporation of ISM/QA, dated January 2006"*
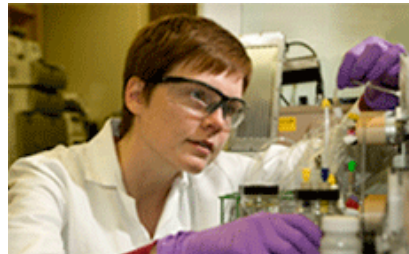
EFCOG

EFCOG Work Management Subgroup

- <u>Current History</u>
  - Subgroup moved over the EFCOG ISM/QA Working Group in 2007
    - Strong emphasize on implementing work management across all work activities, including R&D

  - Requested to assist in the development of the, "*EFCOG Work Planning & Control Guideline Project in 2011*"

EFCOG Work Management Subgroup

- Current membership includes the following sites and contractors:
  - LBL, LLNL, LANL, NNSS, SRS, Y12, Hanford, CH2M Hill, INL, Brookhaven, Argon, ORNL, SNL

- Officers
  - Donna J. Governor - Chair
  - Bonnie Barnes – Vice Chair
  - David Henderson – Secretary
  - Steele Coddington, Tim Flake, Steve Little – Past Chairs

Assist Visits

To fulfill our purpose of sharing information, apply lessons learned and incorporating continuous improvement, our subgroup initiated Assist Visits in 2007.

Assist visit are a peer to peer evaluation on how well hosting site are implementing WP&C into all activity level work planning.

Assist visits provide opportunities for sites to share information, experiences, knowledge and lessons learned.

Note Worthy practices identified are considered as Best Practices.

- Sites that have participated includes;
  Hanford, SRS, Y12, LANL, LLNL, NNSS, Sandia
- Next site scheduled is Lawrence Berkley Laboratory

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Assist Visits

A "crosswalk" matrix template has been developed using the following EFCOG WP&C Guide (CRADS) to provide a consistent approach to perform a Gap analysis. The template is also used by the Assist Team to document their observations and comments.

<u>Appendix I – Program Assessment</u>, which the Host Site completes prior to Assist Visit

<u>Appendix J – Implementation Assessment</u>, which is completed by Assist Team members and presented at the end to the Host Site

Host Site are requested to;

1. Self-identification and reference points for Appendix I criteria (*template*).

2. Provide a copy of the site's WP&C processes and procedures to Assist Team.

3. Coordination conference call with the Assist Team to address logistics, possible work observations, proposed interview schedules.

Assist Visits

- Assist Visit are typically schedule for three days;

  - First Day
    - Introduction
    - Work observations / interviews
    - End of day meeting

  - Second Day
    - Work observations / interviews continue
    - End of day meeting

  - Third Day
    - Necessary follow ups to ensure all criteria for has been reviewed and feedback is documented for host site
    - Team provides out brief to host site and turns over all documentation

Assist Visits

- Note Worthy practices that were identified may be considered as Best Practices which would be included in the annual report to the ISMS Working Group

- Previous examples of Note Worthy practices (take-aways) include:

  - ✓ Planners template (Y12)

  - ✓ Work Control Review Board (LLNL)

  - ✓ Planner Training (NNSS)

  - ✓ Performance Metrics (Sandia)

  - ✓ Workers Package Contents (SRS)

  - ✓ Troubleshooting Guide (LANL)

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EFCOG WP&C Improvement Project Plan and Guideline Document

- Spring 2010 – DOE approached the EFCOG Work Management Subgroup to work together on a WP&C Improvement Initiative Project Plan to improve the activity level WP&C across the NNSA and EM sites

- December 2010 – WP&C Improvement Initial Project Plan was signed as a Joint Initiative by; EM, NNSA, HSS and EFCOG

- May 2012 – EFCOG WP&C Guideline Document is approved and recommended for use by all member contractors

- March 2013 – WP&C Improvement Project Plan updated and signed by the three Project Managers (Tim Flake - EFCOG, Jim Winter - NNSA, Don Rack - EM)

EFCOG WP&C Improvement Project Plan and Guideline Document

The WP&C Improvement Project Plan has three focus areas, and is available on the Work Management webpage:

1. Implementation and Assistance

   - Assist Visits
   - Lean Review completed by Y12 Six Sigma Black Belt team which provided recommendations for implementation using an Enterprise Resource Planning system

2. Metrics

3. EFCOG Guideline, Revision 1

EFCOG WP&C Improvement Project Plan and Guideline Document

- Current concerns and considerations
  - Limited resources at sites have had a significant impact on Assist Visit and Project Plan participation
    - Continued Travel restrictions
    - Site Personnel taking on additional responsibilities and/or reduce weekly hours
    - Project Plan was signed but was not forwarded to the Executive Council based upon concerns over non-performance of actions
  - CRADs need to be improved to be applicable to all types of work activity and align with Safety Culture and HPI

EFCOG Work Management Subgroup

Would you site be interested in hosting an Assist Visit or participating in an Assist Visit at another site? If so, please contact the EFCOG Work Management Subgroup.

Contact information:

http://www.efcog.org/wg/im_wm/index.htm

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