

Functional Area WBS #: 22 - Engineering and Research

Completed by: D. A. Tate (ANL-W) R. A. Nickelson (INEEL)

**FUNCTIONAL AREA SUMMARY FORM**

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

Notes:

- ANL-W has a machine shop under their engineering organization. INEEL has their machine shop under PAMO and prototype shop under the Energy and Environmental Sciences division. The machine shops and prototype lab *are* included in this form.
- ANL-W's engineering department actually oversees, maintains, etc. their own software licenses and provides their own "IT" support. INEEL has this function under IT. This function **isn't** included in this form.
- INEEL has blanket master contracts and ANL-W has BOAs for engineering subcontracts.
- ANL-W's engineering/drafting department and machine shop are on a cost recovery basis. INEEL's isn't.
- ANL-W's engineering department is responsible for bonded storage. INEEL's isn't. This **isn't** included in this form.
- The INEEL has an Engineering Council and ANL-W doesn't. This *is* included in this write-up.

1) ACTIVITIES needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Standardization of engineering/drafting and configuration management procedures/standards, processes, and tools			X
2. Organization alignment		X	X
3. Standardization of engineering job family structure (HR, compensation, position descriptions)			X
4. Blanket Master Contracts – renegotiation and consolidation		X	X
5. Software licenses for engineering/drafting tools			
5.1 Prepare recommendation & software licensing crosswalk to ensure continuous availability of software tools	X		
5.2 Integrate/Consolidate software licenses		X	X

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
6. Engineering Council			X

2) GAP(S)

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- Organizations and responsibilities for executing engineering/drafting/machine shop work differ
- Procedures, processes, and tools differ
- Subcontracts for getting additional engineering resources end when the contracts end

3) Other

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- Need to ensure software licenses for engineering/drafting tools continue through the transition process
- ANL-W's machine shop is non-union whereas INEEL's is union. INEEL's prototype shop is non-union.

4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

- We have an existing IWO between ANL-W and INEEL that allows us to share technical resources. Discussions regarding additional sharing of resources are on going.
- The INEEL Weld Manual and Weld Test Facility are site-wide services that are used by both INEEL and ANL-W.

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**GAP/RISK DESCRIPTION FORM**

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.
- Organizations and responsibilities for executing engineering/drafting/machine shop work differ
  - Procedures, processes, and tools differ
  - Subcontracts for getting additional engineering resources end when the contracts end
- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)? (Risk 1 = minimal consequence on January 31, 2005; Risk 5 = operational barrier to laboratory on January 31, 2005)
- Risk: 2
- Description:
- Minimal risk as there is a potential for interface problems with operations, NE-ID, and management for ongoing engineering projects. It is the experience of INEEL Engineering staff involved in the Lockheed transition that adequate and appropriate work arounds are available to help effect a smooth transition.
- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Review and integrate/consolidate engineering/drafting and configuration management procedures, processes, and tools			INL
2. Review organizations and roles/responsibilities to develop new organization.		New Contractor	INL
3. Review and integrate/consolidate engineering job family structure			INL
4. Review and integrate/consolidate blanket master contracts and renew for new INL contractor		New Contractor w/ Support From INEEL and ANL-W	INL

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
5.1 Review and prepare crosswalk of engineering/drafting software licenses	INEEL and ANL-W		
5.2 Integrate/consolidate engineering/drafting software licenses		INEEL and ANL-W	INL
6. Review Engineering Council Charter to determine if it should be continued and if so, how to wrap in ANL-W			INL
7. Provide any required training for INEEL and ANL-W engineers.			INL