

Functional Area WBS #: Supply Chain/Warehousing and Distribution (W&D) 3.1

Completed by: G. B. Wray (ANL-W) D. L. Kahl (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.

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. Incoming Contractor determines W&D system status – implement one of two existing or implement different system		X	X
2. Integration of W&D System (ERP)			X
2.1 Train Personnel			X
3. Integration of W&D Procedures			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.

- Separate ERP Systems and Procedures are utilized.

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.

- Separate Collective Bargaining agreements for represented personnel, different Labor Representation, agreements and rates. Please see WBS 1.6 Labor Relations for more information.

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

A relationship between INEEL and ANL-W supply chain organizations already exists. When mutually advantageous and appropriate, the two organizations work together to purchase common supplies in such a volume to receive a price break.

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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.

Currently there are two different sets of Warehousing procedures and two separate ERP systems. This affects all areas of W&D and the operation thereof. Determination of which ERP system to utilize must be made to support transition and consolidation.

- 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: 1

Description: Minimal consequences on January 31, 2005; business operations are not impacted; execution timeframe is not a factor.

- 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 database operating system with appropriate IS/IT personnel in ANL/INEEL	ANL/INEEL		
2. Identify inconsistencies and grade them	ANL/INEEL		
3. Identify areas that can benefit from standardization of the process/procedure		ANL/INEEL	
4. Integration of W&D procedures			INL
4.1 Training of personnel			INL
5. Consolidation of W&D Systems			INL
5.1 Training of personnel.			INL

Functional Area WBS #: Supply Chain/Property Management WBS 3.2

Completed by: G. B. Wray (ANL-W) D. L. Kahl (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.

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 excess disposition	X		
2. Review and standardize property transactions	X		
3. Integration of Property Management System (ERP)			X
4. Integration of property management procedures			X
5. Incoming contractor – accept, access, or wall to wall inventory complete associated reviews and approvals		X	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.

- Separate ERP Systems and Procedures are utilized.

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.

- None

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

- Proposed utilization of BBWI personnel at ANL-W in Property Management for training purposes and vice versa.

Functional Area WBS #: Supply Chain/Property Management WBS 3.2

Completed by: G. B. Wray (ANL-W) D. L. Kahl (INEEL)

GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.

Currently there are two different sets of Property Management procedures and two separate ERP systems. This affects all areas of Property Management and the consistent reporting thereof. An early determination of which ERP system to utilize must be made in order to support a smooth transition and consolidation.

- 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: 1

Description: No immediate impact to operations.

- 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 database operating system with appropriate IS/IT personnel in INEEL/ANL-W	ANL/INEEL		
2. Identify inconsistencies and grade them	ANL/INEEL		
3. Identify areas that benefit from standardization of the process/procedure		ANL/INEEL	
4. Integration of property management procedures		New Contractor	INL
5. Consolidation of property management systems		New Contractor	INL

Functional Area WBS #: Supply Chain/Chemical Management 3.3

Completed by: G. B. Wray (ANL-W) D. L. Kahl (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.

NOTE: Please See WBS 16, Environmental Protection and Compliance, For A Complete Discussion On Chemical Management

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)?

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
Activities to transition functional area to one contractor			
(See Note Above)			

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.

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.

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

Functional Area WBS #: Supply Chain/Subcontracts 3.4

Completed by: G. B. Wray (ANL-W) D. L. Kahl (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.

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. Integration of Subcontract Management System (ERP)		X	X
2. Integration of Subcontract Management Procedures		X	X
3. Transition of existing contractual agreements to follow-on contractor		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.

- Separate ERP Systems and Procedures are utilized.

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.

- None

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

- Utilization of existing INEEL Contractual Agreement to support ANL WAG Cleanup, at no fee, and disposal using the ICDF facility.

Functional Area WBS #: Supply Chain/Subcontracts 3.4

Completed by: G. B. Wray (ANL-W) D. L. Kahl (INEEL)

GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.

Currently there are two separate ERP systems and procedures. Determination of which system to utilize or adoption of a new system must occur to support transition and consolidation.

- 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: Minor consequences on January 31, 2005; business operations may be hindered; gap must be addressed within a reasonable timeframe for continued business operations.

- 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 database operating system with appropriate IS/IT personnel in ANL/INEEL	ANL/INEEL		
2. Identify inconsistencies and grade them	ANL/INEEL		
3. Consolidation of systems or adoption of a new system.		New Contractor	INL
3.1 Training of personnel			INL

Functional Area WBS #: Supply Chain/Purchasing and Material Control 3.5

Completed by: G. B. Wray (ANL-W) D. L. Kahl (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.

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. Integration of Subcontract Management System (ERP)		X	X
2. Integration of Subcontract Management Procedures		X	X
3. Transition of existing contractual agreements to follow-on contractor		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.

- Separate ERP Systems and Procedures are utilized.

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.

- None

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

- None

Functional Area WBS #: Supply Chain/Purchasing and Material Control 3.5

Completed by: G. B. Wray (ANL-W) D. L. Kahl (INEEL)

GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.
 Currently there are two separate ERP systems and procedures. Determination of which system to utilize or adoption of a new system must occur to support transition and consolidation.
- 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: Minor consequences on January 31, 2005; business operations may be hindered; gap must be addressed within a reasonable timeframe for continued business operations.
- 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 database operating system with appropriate IS/IT personnel in ANL/INEEL	ANL/INEEL		
2. Identify inconsistencies and grade them	ANL/INEEL		
3. Consolidation of systems or adoption of a new system.		New Contractor	INL
3.1 Training of personnel			INL