
SUBJECT LONG RANGE PLAN/STRATEGIC PLANNING MEETING - OCTOBER 22, 1998

TO See Attached Distribution List

FROM Tom Wintczak

DATE October 26, 1998

ATTENDEES

See Attached List

DISTRIBUTION

Attendees
Attached Distribution List
Document and Information Services H0-09

A meeting on the above subject was held on October 22, 1998, at 3350 George Washington Way, Conference Room 1B40.

The following notes/comments are grouped by the topics identified in the viewgraphs and hardcopy material presented in the 10/22 meeting. Each topic is followed by a (V) if it is a viewgraph or a (H) if it is hardcopy. If no comments were provided on a viewgraph, then it is not included in this summary.

Planning for Strategic Planning (V)

- Planning Period. Clarification was provided regarding three time periods of concern. The concept of stewardship was introduced into the post-current Hanford mission description.
- Time and Effort for Strategic Planning. This team is expected to complete meetings in late October-early November in order to provide sufficient materials to support the preparation of draft materials to be completed by November 13.
- Products to be produced. There is no change in the products of this team as they were identified in the kickoff meeting.
- Frequency to update strategic planning. Annually in the April-May timeframe to support DWP.

Status and Decision Tables (H):

- References. The sources of the information contained in these tables needs to be included. Key assumptions should also be noted.

Vision Element (V):

- Recommendation provided to replace the phrase "Integration activities have" with "The mission has".

Strategic Objectives/Performance Indicators Element (V):

- Recommendation to change definition for "ideals" to read, "Ideals are ends that we strive toward.
- Five "bins" were identified for sorting/developing strategic objectives: Assessment, Science & Technology, Integration, Peer Review, and Public Involvement.
 - A recommendation was provided that two of the bins, Assessment and Integration, encompass the core objectives for the project and the other three bins contain objectives that support and enable the accomplishment of the core objectives.
 - B. Ford was given the action to contact attendees to develop a set of objectives prior to the next meeting.
 - M. Quadrel volunteered to provide a copy of an "objectives hierarchy tree" to B. Ford to distribute to the team.

Technical Objectives (H):

- Four objectives which had been developed early in the project were reviewed against the criteria identified in the viewgraph presentation for evaluating objectives (easily understood, measurable, balance between challenge and achievability, and motivational quality) and against the definitions for ideals, goals, and objectives. All four require rewriting. Three of the four, as written, were either ideals or goals and not objectives.

Threats and Opportunities (H):

- In the context of discussing Strategic Issues for the project, the Threats and Opportunities that have been identified to date were reviewed. Numerous comments, recommendations, and clarifications were provided by the team as well as suggestions for additional new items.
- A key concept was provided to the team that endstates should not be viewed as fixed. The project should adopt and foster a clear understanding that a fundamental role of the project is to manage an evolving set of end states. A challenge in this strategic objective is to maintain a decisional framework in which options are not closed down while still making progress.

Project Logic (H):

- A draft project logic was provided to the team for review and comment. A few comments were provided in the meeting (e.g. an output from running the SAC is the effects). Team members were asked to provide comments on the logic to B. Ford.

Project Schedule/Long Range Plan (H):

- The draft schedule was provided and discussed. Comments are to be provided to T. Wintczak.

Next Meeting: To be scheduled for 10/29.

Attendees:

R. W. Bryce
J. D. Davis
B. H. Ford
B. F. Marlin
D. E. Olson
T. L. Page
M. J. Quadrel
W. Riggsbee
G. Rogers
M. K. Sakach
J. L. Waite
T. M. Wintczak
J. C. Womack
T. W. Woods

DISTRIBUTION

Alpha Omega Systems

T. M. Woods E-Mail

Bechtel Hanford, Inc.

D. H. Butler cc:Mail
B. H. Ford cc:Mail
A. J. Knepp cc:Mail
B. F. Marlin cc:Mail
M. K. Sakach cc:Mail
T. M. Wintczak cc:Mail

Columbia River United

G. deBruler E-Mail

DOE-Headquarters

M. Harmon cc:Mail

DOE-RL

R. A. Holten cc:Mail
D. E. Olson cc:Mail
J. A. Poppiti cc:Mail
K. M. Thompson cc:Mail

General Public

G. Rogers E-Mail

Fluor Daniel Hanford

J. L. Waite cc:Mail
J. D. Williams cc:Mail

Fluor Daniel Northwest

F. M. Mann cc:Mail

JAI Corporation

D. Clark E-Mail

Lockheed Martin Hanford Company

C. C. Haass cc:Mail
J. C. Womack cc:Mail

Oregon Office of Energy

D. Dunning E-Mail
S. Sautter E-Mail

Numatec

J. D. Davis cc:Mail

Pacific Northwest National Laboratory

R. W. Bryce cc:Mail
C. T. Kincaid cc:Mail
T. L. Page cc:Mail
M. J. Quadrel cc:Mail
T. L. Stewart cc:Mail

TRIBAL GOVERNMENTS

Confederated Tribes of the Umatilla Indian

Reservation

S. Harris E-Mail

Nez Perce Tribe

S. Sobczyk E-Mail

Yakama Indian Nation

B. Harper E-Mail

W. Riggsbee E-Mail

U.S. Environmental Protection Agency

T. Post E-Mail

WA State Dept. of Ecology

S. Alexander cc:Mail