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PRODUCTION ROLL OUT PLAN FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM

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 U.S. Department of Energy Contract DE-AC06-96RL13200

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Abstract: The primary objective of the Production Roll Out Plan is to communicate the methods and schedule for implementation and roll out to end users of BMS. This document encompasses and standardizes the integrated approach for production roll out for the BMS. It also identifies the support methods to be used. The BMS is currently comprised of the following vendor product modules as databases: ...

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 Release Approval Date

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PRODUCTION ROLL OUT PLAN

FOR

HANDI 2000

BUSINESS MANAGEMENT SYSTEM

Prepared by: Amanda McKay, LMSI Software Engineer

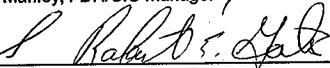
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1 INTRODUCTION

1.1 OVERVIEW

The Hanford Data Integration 2000 (HANDI 2000) Project will result in an integrated and comprehensive set of functional applications containing core information necessary to support the Project Hanford Management Contract (PHMC). It is based on the Commercial-Off-The-Shelf (COTS) product solution with commercially proven business processes. The COTS product solution set, of PassPort (PP) and PeopleSoft (PS) software, supports finance, supply, human resources, and payroll activities under the current PHMC direction. The PP software is an integrated application for Accounts Payable, Contract Management, Inventory Management, Purchasing and Material Safety Data Sheets (MSDS). The PS software is an integrated application for Projects, General Ledger, Human Resources/Training, Payroll, and Base Benefits. This set of software constitutes the Business Management System (BMS) and MSDS, a subset of the HANDI 2000 suite of systems.

1.2 PURPOSE

The primary objective of the Production Roll Out Plan (PROP) is to communicate the methods and schedule for implementation and roll out to end users of BMS.

1.3 SCOPE

This document encompasses and standardizes the integrated approach for production roll out for the BMS. It also identifies the support methods to be used. The BMS is currently comprised of the following vendor product modules as databases:

<i>Business Management System</i>	<i>Vendor Product</i>	<i>Vendor Modules</i>
Finance Management	PeopleSoft	General Ledger Projects Module
Supply Management	PassPort	Accounts Payable Inventory Management Contracts Management Purchasing
Chemical Management	PassPort	MSDS
Human Resources	PeopleSoft	Human Resources Training
Payroll	PeopleSoft	Payroll Base Benefits

1.4 ACRONYM DEFINITIONS

Acronym	Definition
BMS	Business Management System
CTS	Customer Technical Support
DOE-RL	Department of Energy Richland Operations Office
EUSP	End User Support Plan
FDH	Fluor Daniel Hanford, Incorporated
FY	Fiscal Year
H2K	HANDI 2000
HANDI 2000	Hanford Data Integration Project
HLAN	Hanford Local Area Network
HR	Human Resources
LMSI	Lockheed Martin Services, Incorporated
MSDS	Material Safety Data Sheet
PHMC	Project Hanford Management Contract
POC	Point of Contact
PP	Indus PassPort software
PS	PeopleSoft software

1.5 ROLES AND RESPONSIBILITIES

Roles and responsibilities for end user support will be defined in the following areas:

- End Users
- BMS Patrol
- Customer Technical Support (CTS)
- Training
- Implementation Team

1.6 REFERENCES

HNF-3206	HANDI 2000 Training Plan
HNF-2972	Training Survey
HNF-2961	Legacy System Retirement Plan
HNF-2713	Security Administration Plan
HNF-2638	System Integration Test Plan
HNF-2858	Backup and Recovery Plan
HNF-2583	Software Configuration Management Plan
DOE Letter	Number 98-SID-019
Work Flow Analysis	PP Supply, PP Chemical Management/MSDS, PS Financials, PS Human Resources/Payroll
APPENDIX A	Security Access Form
APPENDIX B	System Change Request (SCR) Instructions
APPENDIX C	HANDI 2000 Implementation Team Points of Contact
APPENDIX D	HANDI 2000 Patrol Points of Contact

2 IMPLEMENTATION

2.1 IMPLEMENTATION APPROACH

- The BMS implementation will ensure that the data and information priorities for the necessary aspects of the BMS are established
- BMS will use and build upon the PHMC infrastructure and technology developed to meet PHMC-specific requirements
- COTS and Site Data Standards will be used to promote interoperability, extensibility, and capability for evolution

2.2 EXPECTED BENEFITS

- Simplification
- Streamlined processing
- Error reduction
- Standardized processes
- Improved access to information by utilizing the drilldown functionality
- Process and function ownership
- Reduction in the number of systems to maintain
- Reduction in number of interfaces to maintain
- True integrated processing between systems
- One place to go for item descriptions
- Template structure will assist in description consistency
- Elimination of duplicate entry (for all of the replaced systems)
- Improved system history of problem actions and resolutions
- Y2K compliance, elimination of effort to make existing systems compliant
- Reduction of the number of interacting systems

2.3 SYSTEMS BEING REPLACED

The following systems will be replaced by the BMS: *Reference HNF-2961, Legacy System Retirement Plan*

New BMS Application	Systems Being Replaced	Estimated "Old" System Retirement Date
Supply - Inventory	Hanford Inventory Program (HIP)	February 26, 1999
	Warehouse Inventory Management System (WIMS)	February 26, 1999
	General Inventory Catalogue (GIC)	February 26, 1999
	General Supplies Catalogue (GSH)	February 26, 1999
	Electronic Vendor Catalogue (EVC) Note: EVC is a process for transferring and formatting data for placement in Soft Reporting)	Retired
Supply - Contracts	Systems Contract Administration (PAMM-SCA)	December 31, 1999
Supply - Purchasing	Purchasing Information Document System (PIDS)	December 31, 1999
	Rockwell Purchasing History (RPH)	February 26, 1999
Supply - Accounts Payable	Accounts Payable Module (PAMM-APM)	December 31, 1999
	Payment Requestor Administration (PAMM-PRA)	December 31, 1999
Chemical Management/MSDS	Hazardous Material Inventory Depository (HMID)	FY99
	Chemical Inventory Control System (CICS)	FY99
	Standards Laboratory Inventory System (SLIC)	FY99
Finance - General Ledger	Finance Data Systems (FDS)	TBD
Finance - Projects Module	Project Analysis and Reporting (PAR)	February 26, 1999
	Expense Commitment System (ECS)	February 26, 1999
Human Resources	Westinghouse Human Resources (WHR)	February 26, 1999
Payroll	Human Resources Payroll (HRP)	February 26, 1999

3 PROCESSES TO BE IMPLEMENTED

The processes to be implemented are shown in the following pages. For additional information, reference *Work Flow Analysis for PS Finance, PS Human Resources/Payroll, PP Supply, and PP Chemical Management/MSDS*

3.1 SUPPLY – INVENTORY MANAGEMENT PROCESSES

- New Master Catalog Setup
- Material Request
- Receiving (Excluding Just In Time (JIT))
- Receiving
- Quality Control (QC) Inspection – Detail of Receiving Process
- Over, Short, Damage and Discrepant (OSD&D)
- Replenishment – Spares & General Supply Inventory (GSI)
- Shipping Notice
- Stock Putaway – Spares & GSI
- Pick & Issue
- Return to Storage – GSI
- Return to Storage – Spares
- Return to Vendor – JIT
- Trouble Sheets – Balance on Hand Adjustment
- Cycle Count Material

3.2 SUPPLY – PURCHASING PROCESSES

- Request for Quote (RFQ) preparation
- RFQ bid submittal
- Standard purchasing
- Purchase Order (PO) revisions for Catalog identification changes, or new lines
- PO for terms, quantity or price changes
- Expediting POs
- Blanket POs
- Blanket PO maintenance

3.3 SUPPLY – CONTRACTS MANAGEMENT PROCESSES

- Contracts
- Contract Releases
- Request For Proposal (RFP) – Creation and Processing
- Contract Payment Authorization
- Contract Amendment

3.4 SUPPLY – ACCOUNTS PAYABLE PROCESSES

- Invoice Cycle
- Process Invoice – Material Related
- Initiate Match
- Process Payments
- Reconcile Bank Account
- Voucher
- Employee Payment Request
- Evaluated Receipt Settlement Invoice

- Recurring Invoice
- Electronic Data Interchange (EDI) Invoice
- Automatic Credit Invoice
- Cancel Check
- Process 1099 Forms
- Process Invoice – Freight Invoice / PO Related (Over \$50)
- Process Invoice – Retention Release
- Process Invoice – All Expedited & Contract Related

3.5 CHEMICAL MANAGEMENT/MSDS PROCESSES

- New Item Initiation
 - Catalog ID Created and Routed
 - Identify Chemical Constituents
 - Approve catalog Id
 - Chemical Receiving (X-Type)
 - Putaway
- Material Request
 - Purchase Request
 - Purchase Order
- Chemical Receiving
 - Enter Trace
 - QC Inspection
 - Over, Short or Damaged and Disposition (OSD&D)
 - Label Stock
- Putaway Process
- Issue
- Chemical Inventory Adjustments
 - Cycle Count upload
 - Cycle Count Approval
- Chemical Issue
 - Chemicals Returned to Storage
 - Putaway
 - Transfers
- Chemical Data
 - Additional Reportable Threshold
 - Actual Chemical Quantities (MSDS Traceable)
 - Actual Chemical Quantities (MSDS Non-Traceable)
- MSDS Management
 - Manufacture and related catalog ID's
 - Manufacture Information
 - Add Manufacture
 - Composition & Ingredients Information
 - Chemical Data
 - Chemical Quantity
 - Additional Thresholds
 - MSDS Exposure Limits
 - Additional Selection
- Check for Duplicates
 - Image MSDS
 - Create MSDS Coversheet
 - Transmit to Dolphin
 - MSDS Created in Storekeeper Format
 - MSDS Load Execution
 - MSDS Created/Updated
 - MSDS Approval Routing

3.6 FINANCE – GENERAL LEDGER/PROJECT COSTING PROCESSES

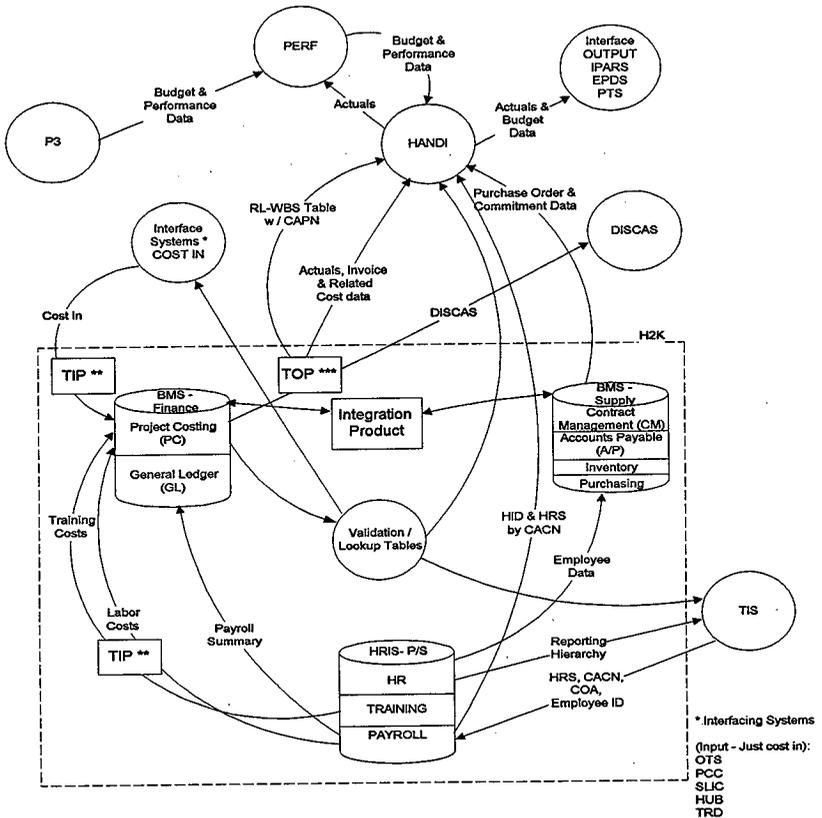
- Accrual
- Allocations
- Budget
- Closing Procedure
- Fixed Assets Accounting
- Funds Control
- General Ledger Account Maintenance
- Hanford Business Structure
- Inventory Processes
- Invoice/Departmental Integrated Standardized Core Account System (DISCAS)
- Labor Costing
- PassPort-PeopleSoft Integration
- Unit Billed Service
- Travel & Treasury
 - Operations Travel System (OTS) Cash Disbursement
 - Travel Expense Reimbursement
 - Cash Receipt
- Savings, Pensions, & Insurance
- Insurance Payment
 - Pension Payment
 - Savings Plan Payment
- Other Hanford Contractors (OHC)
 - Work Performed by Enterprise Companies (ENCO) for PHMC
 - Work Performed by ENCOs for OHC
 - Work Performed by PHMC for OHC – Work Order
 - Work Performed by OHC for PHMC – Work Order
 - Work Performed by PHMC for OHC – Walk In
 - Work Performed by PHMC for the DOE-RL using the Request for Services
 - Pension Payment
 - Savings Plan Payment

3.7 HUMAN RESOURCES/TRAINING/PAYROLL/BENEFITS

- Employment/Recruiting
- Voluntary Reduction of Force/Involuntary Reduction of Force (VROF/IROF) Tracking
- Special Voluntary Retirement Program
- Disability Tracking
- Consolidated Omnibus Budget Reconciliation Act (COBRA) Tracking/Maintenance
- Inactive/Non-Employee Insurance
- Site Wide Training System
- All site-trained employees are in Human Resources Integrated System (HRIS)
- Payroll Viewer
- Salary Planning
- Salary Expenditure Fund Tracking
- Organization Maintenance
- Core Employee Updates
- Tuition Reimbursement
- Skills Inventory
- Employee Appraisals
- Equal Employment Opportunity (EEO)/Affirmative Action Reporting
- Employee profile System

4 BMS CRITICAL INTERFACES

Business Management Systems
 Critical Interfaces
 (Targeted - 10/01/98)



** TIP: Transaction Input Preparation Process
 *** TOP: Transaction Output Preparation Process

5 DELIVERY PLAN

5.1 RESPONSIBILITIES

Training coordination is the responsibility of FDH. Each contractor is responsible for ensuring that appropriate personnel attend training. Lockheed Martin Services, Incorporated (LMSI) is responsible for fileserver preparation, application testing, and system delivery. FDH, LMSI and the COTS vendors are responsible for performing system testing.

5.2 USER PROFILES

Users are categorized in three major categories:

- **Power User** - Personnel utilizing PP or PS applications to accomplish their daily work
- **Periodic User** - Personnel who may require PP or PS application on an occasional basis.
- **Casual User** - Personnel who may require PP or PS applications to do some of their work but not necessarily on a daily basis.

Each application within BMS has developed specific User Profiles. For additional information, reference HNF-2713, *Security Administration Plan*. For detailed information, contact the appropriate Business Process Owner.

Each user will be required to complete a HANDI 2000 Security Access Form. This form will be accessed through Site Forms Number A-6002-581. The form will be used by the System Administrators to determine the specific Profile and security access to the system. BMS passwords and downloading instructions will be sent to individuals upon approval of their Security Access Form. Reference Appendix A, Security Access Form

5.3 SYSTEM DELIVERY METHOD

Upon completion of training, users will be granted access to a "practice" region or database for PP and/or PS. Upon approval of the production environment, authorized users will be granted access to the "production" region of PP and/or PS.

5.4 SYSTEM DELIVERY IMPLEMENTATION SCHEDULE

Once the system has passed all testing activities and production readiness reviews, BMS will be available for delivery to end users through WinInstall via Software Distribution. The installation program will be protected against unauthorized installations of the application.

The schedule and organizations identified are listed below:

Responsible Organization	System User Training Start Date	Initial System User Training End Date	System Install Start Date (Practice region)	System Install End Date (Practice region)	Production Region Install & Use Start Date
PHMC	08/17/98	10/04/98	08/01/98	Should be same as Initial System User Training End Date	10/01/98

5.5 PRODUCTION READINESS

The following checklist must be completed and have the appropriate signatures before the BMS system is considered production ready. The completed Production Readiness Checklist will be submitted with a cover letter to the HANDI 2000 BMS Project Director.

PRODUCTION READINESS CHECKLIST	
<input type="checkbox"/>	Network and Operations support personnel assigned and processes in place
<input type="checkbox"/>	Production Readiness Review Board
<input type="checkbox"/>	Functional System Administrators assigned and processes in place
<input type="checkbox"/>	CTS/End User Support mobilized and processes in place
	- CTS staff ready to support system
	- Communication ready to site personnel
<input type="checkbox"/>	Hardware Certification complete
<input type="checkbox"/>	Region and database configuration complete
<input type="checkbox"/>	Business owner readiness
	- Integration Test approval signatures
	- Affected HNF procedures updated
<input type="checkbox"/>	TIS system changes ready
	- CACN, COA
	- Partial, split week processing
<input type="checkbox"/>	User Profiles & Security Access loaded & verified
<input type="checkbox"/>	Software ready for use in production environment
<input type="checkbox"/>	SCRs identified for Pre-Production are implemented and approved
<input type="checkbox"/>	RIDS
<input type="checkbox"/>	Computer Risk Assessment
<input type="checkbox"/>	Operations Contingency Plan
<input type="checkbox"/>	Patrol (resident experts) trained and mobilized
<input type="checkbox"/>	* Data Tables loaded and verified
<input type="checkbox"/>	Implementation Plan signed
	- Projects stated readiness for H2K
<input type="checkbox"/>	Performance Agreement products delivered to the Department of Energy, Richland Office
<input type="checkbox"/>	* Data Conversions (migrations/loads) completed and verified

6 HANDI 2000 EQUIPMENT LIST

The HANDI 2000 equipment list identifies the type of system equipment, server address, location, responsible department for backup, and type of operating system. *Reference HNF-2858, Backup and Recovery Plan*

SYSTEM	ADDRESS	LOCATION	RESPONSIBLE DEPARTMENT	OPERATING SYSTEM
Production UNIX Server	H2KP1	Data Center (339A)	LMSI Computer Systems Management	UNIX
Non-Production UNIX Server	H2KD1	Data Center (339A)	LMSI Computer Systems Management	UNIX
CA Unicenter Cluster Production Server	APEMC01A	Data Center (339A)	LMSI Computer Systems Management	NT
CA Unicenter Cluster Standby Server	APEMC02B	Data Center (339A)	LMSI Computer Systems Management	NT
200E P3 Application Server	APP302	200E Server Room	Network Infrastructure Systems	NT
HRIS Prod DB Server	HRIS6	2261/102	Network Infrastructure Systems	NT
HRIS Prod Batch / Process Scheduler/ IIS Web Server	APHRISP3	2261/102	Network Infrastructure Systems	NT
HRIS Prod Payroll Processing Server	APHRISP5	2261/102	Network Infrastructure Systems	NT
HRIS Prod Reporting DB Server	APHRISP4	2261/102	Network Infrastructure Systems	NT
HRIS Backup Batch / Process Scheduler/ IIS Web Server	APHRISP3	2261/102	Network Infrastructure Systems	NT
HRIS Backup Payroll Processing Server	APHRISP3	2261/102	Network Infrastructure Systems	NT
HRIS Backup Reporting DB Server	HRIS3	2261/102	Network Infrastructure Systems	NT
HRIS Test/Dev DB Servers	HRIS3, HRIS2	2261/102	Network Infrastructure Systems	NT
HRIS Test/Dev Batch / Process Scheduler/ IIS Web Server	APHRIST3	2261/102	Network Infrastructure Systems	NT
HRIS Test/Dev Payroll Processing Server	HRIS1	2261/102	Network Infrastructure Systems	NT
HRIS Test/Dev Reporting DB Server	HRIS4	2261/102	Network Infrastructure Systems	NT
PassPort and PeopleSoft Application Server	APH2K01	2355	Network Infrastructure Systems	NT
P3 Database Server	APH2K02	2355	Network Infrastructure Systems	NT

7 END USER HARDWARE/SOFTWARE REQUIREMENTS

7.1 MINIMUM WORKSTATION REQUIREMENTS

Reference the following table for user roles and minimum hardware and software workstation requirements

User type	Definition	Minimum Workstation Requirements
Power User	Personnel utilizing PP or PS applications to accomplish their daily work	PP Client Workstation Pentium 100 Processor 32 MB RAM 60MB Available Disk Space Windows 95 Portal/97 PassPort Interface 6.0.1 PS Financials Client Workstation Above configuration and PeopleSoft 7.0 SQL*Net for users running Crystal Reports PS HR/PR Client Workstation Above configuration and PeopleSoft 7.0 PeopleTools 7.01 Windows 95 or NT 4.0 SQL Server Driver 2.65.0240 or later ODBC -32 bit SQL*Net for users running Crystal Reports
Periodic User	Personnel who may require PP or PS applications to do some of their work but not necessarily on a daily basis.	PP Client Workstation Pentium 100 Processor 32 MB RAM 60 MB Available Disk Space Windows 95 Portal/97 PassPort Interface 6.0.1 or Portal G PassPort Interface 6.0.1 PS Financials Client Workstation Above configuration and PeopleSoft 7.0 SQL*Net for users running Crystal Reports PS HR/PR Client Workstation Above configuration and PeopleSoft 7.0 PeopleTools 7.01 Windows 95 or NT 4.0 SQL Server Driver 2.65.0240 or later ODBC -32 bit SQL*Net for users running Crystal Reports

Casual User	Personnel who may require PP or PS application on an occasional basis.	PP Client Workstation 486/33 Processor 16 MB RAM 60 MB Available Disk Space Windows 95 Portal/97 PassPort Interface 6.0.1 or Portal G PassPort Interface 6.0.1 PS Financials Client Workstation Above configuration and PeopleSoft 7.0 SQL*Net for users running Crystal Reports PS HR/PR Client Workstation Above configuration and PeopleSoft 7.0 PeopleTools 7.01 Windows 95 or NT 4.0 SQL Server Driver 2.65.0240 or later ODBC -32 bit SQL*Net for users running Crystal Reports
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The recommendation is that all users of the BMS software have a Pentium 100 processor or better. The faster machines will help significantly in the acceptance of new business processes.

As organizations procure new workstations they should refer to the site standards established for new purchases.

7.2 SOFTWARE

In addition to the above software on client workstations, End Users must have Hanford Local Area Network (HLAN) access installed. Software Distribution WinInstall Hanford Site Applications will be used to download the appropriate software for PassPort and PeopleSoft to the client workstation.

7.3 SECURITY REQUIREMENTS

Passwords will be issued to users after approved Security Access Forms are received. Users will be prompted to change their initial password the first time they log on to BMS. The new password will be encrypted for security purposes. Reference HNF-2713, Security Administration Plan, and Appendix A Security Access Form

Function	Required Training	GEN001	PUR-001	PUR-003	PUR-003	PUR-004	PUR-005	CON-001	CON-004	CON-003	CON-004	CON-005	INV-001	INV-002	INV-003	INV-004	MSDS-001	AP-001	
AP Payment Approver																			X
AP System Administrator																			X
Finance Integration System Administrator																			X
MSDS System Administrator																	X		
Purchasing and Contract Management System Administrator				X							X								

8.1.3 Executive Overviews

FDH shall provide overview sessions of the BMS and MSDS.

8.1.4 Computer Based Training

A software tutorial is available for users covering the fundamental principals of the PassPort and PeopleSoft applications. This can be downloaded via WinInstall. The computer based training is a prerequisite to formal training, and is recommended for Casual users not attending formal training.

8.1.5 User Materials

Training material will be handed out during the training sessions. In addition, application specific user manuals will be provided to classroom participants. For additional information, reference HNF-3206, *HANDI 2000 Training Plan*.

9 COMMUNICATION

Communication regarding HANDI 2000 is accomplished in a variety of ways.

9.1 IMPLEMENTATION TEAMS

FDH has formed an Implementation Team to serve as the field contact for BMS rollout. Each major project has a Point Of Contact (POC) on the Implementation Team. The team's primary focus is communication. This is comprised of communicating to the field the forthcoming changes that will affected business areas within their projects. In addition, the team communicates the field's needs and impacts to FDH and the BMS and MSDS business process owner representatives.

9.2 NEWSLETTERS

FDH is publishing a newsletter for the HANDI 2000 project from "HANDI Mandy". The Finance sub-project of HANDI 2000 is also publishing newsletters. Access the Intranet HANDI 2000 home page to have names added to the mailing lists and for additional HANDI 2000 information.

9.3 REACH ARTICLES

FDH is publishing a series of articles regarding HANDI 2000 in the "REACH" (PHMC newspaper).

9.4 TRANSITION CENTER

FDH has a Transition Center at 2355 Stevens, in room 400. A person is on duty during normal working hours to answer any questions regarding BMS. A computer is loaded with the BMS applications available for employees to try. Additionally, a variety of printed information is available.

9.5 PRESENTATIONS

The project teams are performing "road shows" to interested stakeholders, including process owners, users and managers. Presentations will continue after implementation.

10 HANDI 2000 FEEDBACK

10.1 END USER FEEDBACK MECHANISMS

Prior to production, End Users are encouraged to provide feedback to the business process owners and their Implementation Team POCs. Upon and after implementation into production, End Users are encouraged to continue providing feedback to the business process owners and BMS and MSDS Patrol POCs, and to participate in user groups. *Reference APPENDIX C, HANDI 2000 IMPLEMENTATION TEAM*

10.2 SYSTEM CHANGE REQUEST/PROBLEM REPORT

The System Change Request (SCR) form is the vehicle used to specify changes required to resolve a system problem, add, modify or delete functionality, or improve performance. An SCR is the initial identification of proposed changes to systems and must be agreed to by the customer prior to review by the HANDI 2000 Change Control Boards or commencement of change implementation activities. *Reference HNF-2583, Software Configuration Management Plan and Appendix B, SCR – System Change Request Form Instructions.*

10.3 WHO TO CALL

- Business questions – Patrol POC
Reference APPENDIX D, HANDI 2000 Patrol Points of Contact
- Computer application system questions – Patrol POC
Reference APPENDIX D, HANDI 2000 Patrol Points of Contact
- General logging on and printing questions – Customer Technical Support (CTS)

11 CONVERSION

11.1 SUPPLY DATA CONVERSION

The *Supply Management Data Conversion Plan* provides the environment for data conversion pertaining to the PassPort software. The PP software is an integrated application for Accounts Payable, Contract Management, Inventory Management, Purchasing and MSDS. The data conversion plan addresses the types of data that have been identified as candidates for conversion. There is a section for each type of data identified and includes the following:

- A layout of the data records(s) for the load programs along with information pertaining to which system will supply the data for each field.
- A summary of the conversion rules for the data load programs for each of the supply management modules.
- A list of the various tables which must be populated as prerequisites to the loads.
- A list of any other data loads, which must be populated prior to executing this load program.

11.2 FINANCIAL DATA CONVERSION

No automated legacy system data conversion is required. Capital History data will be entered manually.

11.3 PAYROLL DATA CONVERSION

The Payroll Data Conversion Plan, located in the Payroll project area, provides the environment for data conversion pertaining to the PeopleSoft (PS) Payroll software. Much of the information and data is stored electronically at AP014\PSPAYROLL\CONVERT. The data conversion plan addresses the types of data that have been identified as candidates for conversion. Sections include the following:

- Procedures to generate data from the current MSA Payroll to PS Payroll.
- Procedures to load the MSA data to the PS tables.
- PS table definitions.
- PS Import definitions.
- Data mapping spreadsheets.
- Working papers.

11.4 MSDS DATA CONVERSION

No automated legacy data conversion is required until the FY99 phase.

12 OPERATIONS AND MAINTENANCE

FDH is responsible for functional operations and maintenance. LMSI is responsible for technical operations and maintenance. The following documents will be available for reference.

Document Number	Document Title
HNF-2583 Rev.0	Software Configuration Management Plan for HANDI 2000 Business Management Systems
HNF-2584 Rev.0	Region Management Plan for HANDI 2000 Business Management Systems
HNF-2585 Rev.0	Data Management Plan for HANDI 2000 Business Management Systems
HNF-2638 Rev.0	System Integration Test Plan for PassPort and PeopleSoft
HNF-2639 Rev.0	Release and Upgrade Procedure for HANDI 2000 PassPort and PeopleSoft Applications
HNF-2713 Rev.0	Security Administration Plan for HANDI 2000 Business Management Systems
HNF-2712 Rev.0	End User Support Plan for HANDI 2000 PassPort and PeopleSoft
HNF-2795 Rev.0	Production Roll Out Plan for HANDI 2000 Business Management System
HNF-2857 Rev.0	System Design Description
HNF-2858 Rev.0	Backup and Recovery Plan for HANDI 2000 Software
HNF-2859 Rev.0	Disaster Recovery Plan for HANDI 2000 Hardware and Software Systems
HNF-2961 Rev.0	Legacy System Retirement Plan
HNF-3180 Rev.0	Operations Performance Management Plan
HNF-3181 Rev.0	Technical Support Plan
HNF-3182 Rev.0	Operations System Administration Plan

13 APPENDIX A Security Access Form
REQUEST FOR USER APPLICATION ACCESS **DATE:**

IMPORTANT NOTICE: Workstation required configuration for system access must be: CASUAL USERS a minimum 486/33 with 16 mg RAM and Windows95 installed. ALL OTHERS: a minimum Pentium 100 with 32 mg RAM and Windows 95 installed. Install through Software Distribution.

INSTRUCTIONS (Print or Type)

- Please complete all applicable information about the person requiring access.
- Return completed forms to Security Administration G1-57.

User Name (last, first, mi)	Hanford ID	Company	Cost Center
Job Title	CPU Number	Work Location (bldg./area/room)	Work Phone Number
Manager Name (last, first, mi)	Hanford ID	Work Phone No.	Manager Signature

Select User Access Additions/Changes; all selected user access privileges **MUST** be supported by the Kind of Function or Information Access Required narrative.

TYPE OF USER ACCESS REQUEST: <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Inactivate User Access	PASSPORT USERS: Default Printer Address: <input type="checkbox"/> Local <input type="checkbox"/> Network Network Printer Address:	Annual Access Review Only. Access must be (check one) <input type="checkbox"/> Maintained <input type="checkbox"/> Upgraded <input type="checkbox"/> Downgraded <input type="checkbox"/> Deleted (no longer required) Review Date:
---	--	---

Kind of Function or Information Access Required:

Business Process Owner Approval: _____ **Date:** _____

System Administrator Approval: _____ **Date:** _____

*****PassPort Users Only*****

Function	Approval level \$	Auto-Approve YES	Comments
Material request Approval			Approval for Material Purchases
Purchase Requisition Approval			Buyer Function Only
Purchase Order Approval			Buyer Function Only. Purchase Order Threshold Approvals
Contract Payment Authorization			Authorization to Approve Contract Payments
Contract Requisitions			\$ Approval for Contract Requisitions
Contract and Amendment Approval			Buyer Function Only. Approval for Contract and Amendments
Employee Payment Approval			AP Function Only. Approval for Employee Payments
Invoice Approval Amount			AP Function Only. Approvals for Invoice Amounts
Invoice Total Mismatch Approval			AP Function Only. Approvals for Invoice Mismatch Totals

SECURITY PROFILES -- FOR SECURITY ADMINISTRATION USE ONLY.

PEOPLESOFT
FINANCE

- Technical System Administration
- Functional Administration
- Technical Support
- Project Controls Group
- Accounting Lead
- GL Accountant
- Treasury/AP Accountant
- Cost Accountant
- Funds Control Analyst
- Project Budget Analyst
- Other
- Program Analyst

PEOPLESOFT
PAYROLL/HUMAN
RESOURCES

- Technical System Administration
- PeopleSoft Panels
- Crystal Reports
- PeopleSoft and Crystal

PASSPORT

AP, PURCHASING, INVENTORY, CONTRACT MANAGEMENT, CHEMICAL MANAGEMENT

- | | | | |
|--|------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Technical System Administration | <input type="checkbox"/> Read Only | <input type="checkbox"/> AP Invoice Auditor | <input type="checkbox"/> Read Only |
| <input type="checkbox"/> Office Support | <input type="checkbox"/> Read Only | <input type="checkbox"/> AP Payment Approver | <input type="checkbox"/> Read Only |
| <input type="checkbox"/> Material Requisitioners | <input type="checkbox"/> Read Only | <input type="checkbox"/> AP EDI | <input type="checkbox"/> Read Only |
| <input type="checkbox"/> Contract Requisitioners | <input type="checkbox"/> Read Only | <input type="checkbox"/> AP Checks | <input type="checkbox"/> Read Only |
| <input type="checkbox"/> Requisition Review/Approve | <input type="checkbox"/> Read Only | <input type="checkbox"/> AP Misc | <input type="checkbox"/> Read Only |
| <input type="checkbox"/> Buyers | <input type="checkbox"/> Read Only | <input type="checkbox"/> Vendor Administrator | <input type="checkbox"/> Read Only |
| <input type="checkbox"/> Buyer Manager Contract Administrator | <input type="checkbox"/> Read Only | <input type="checkbox"/> Vendor Input | <input type="checkbox"/> Read Only |
| <input type="checkbox"/> Contract Admin Manager | <input type="checkbox"/> Read Only | <input type="checkbox"/> Inventory Manager | <input type="checkbox"/> Read Only |
| <input type="checkbox"/> Buyer Tech Representative | <input type="checkbox"/> Read Only | <input type="checkbox"/> Warehouse Manager | <input type="checkbox"/> Read Only |
| <input type="checkbox"/> Inventory Management Specialist | <input type="checkbox"/> Read Only | <input type="checkbox"/> MSDS System | <input type="checkbox"/> Read Only |
| <input type="checkbox"/> Warehouse Store Keeper | <input type="checkbox"/> Read Only | <input type="checkbox"/> AP System Administrator | <input type="checkbox"/> Read Only |
| <input type="checkbox"/> QC Inspection Chemical Inventory Specialist | <input type="checkbox"/> Read Only | <input type="checkbox"/> Security System Administrator | <input type="checkbox"/> Read Only |
| <input type="checkbox"/> Master Catalog Administrator | <input type="checkbox"/> Read Only | <input type="checkbox"/> Finance Integration System Administrator | <input type="checkbox"/> Read Only |
| <input type="checkbox"/> Treasury | <input type="checkbox"/> Read Only | <input type="checkbox"/> Purchasing/CM System Administrator | <input type="checkbox"/> Read Only |
| <input type="checkbox"/> AP 1099 | <input type="checkbox"/> Read Only | <input type="checkbox"/> Contract Amendments | <input type="checkbox"/> Read Only |
| | | <input type="checkbox"/> Contract Payments | <input type="checkbox"/> Read Only |

DATABASE ADMINISTRATION (DA) OR SOFTWARE

ENGINEER (SE) USE ONLY

- Finance Management
- Supply Management
- Human Resources/Payroll
- Chemical Management

ASSIGNED DATABASE

- Production Practice
- Development Training
- Demo Audit
- Acceptance Upgrade
- Other _____

Date Access Profile Completed: _____

Date Password Assigned: _____

Date Update Entered: _____

Date Analyst Notified: _____

DA or SE Signature: _____

Date: _____

Systems Analyst Signature: _____

Date: _____

REQUEST FOR USER ACCESS FORM COMPLETION INSTRUCTIONS

1.0 PURPOSE

This form is used to document management authorization of PHMC personnel authorized to access the HANDI 2000 project modules.

2.0 SCOPE

This form must be prepared for any PHMC employee requesting access to the HANDI 2000 project modules.

3.0 RESPONSIBILITIES

The employees' manager shall ensure that a new access form is prepared and submitted to Security Administration when their employee requires:

- New access
- Changes to an existing security profile
- No longer requires access

The employees' manager shall also ensure that an exiting employee completes the User Access form to terminate access as part of the exit interview process.

4.0 PROCEDURE

- 4.1 Complete all the user information in Block 1.
- 4.2 Complete Type of User Access Request.
- 4.3 Annual Access Review Only. - Leave blank and System Administrator will complete.
- 4.4 Complete the Kind of Function or Information Access Required information in Block 3- provide a description of how the employee will use the business functions to perform their job duties.
- 4.5 Business Process Owner Approval in Block 3 - leave blank and Business Process Owner will review and sign authorizing employee access.
- 4.6 System Administrator Approval in Block 3 - leave blank and System Administrator will review and sign authorizing employee access.
- 4.7 **For PassPort Users only:** Approval level – completed by the authorizing manager and required if the employee will be allowed to automatically approve material requests or is a purchasing or contract administrator. Contract administrators should designate approval levels for contract requisitions, amendments, and payments.
- 4.8 **For PassPort Users only:** Auto Approve Indicator - complete by placing a checkmark after the appropriate approval level category.
- 4.9 **For PassPort Users only:** Approval Dollar Level - complete by identifying the maximum dollar level the employee is authorized to approve for materials requests, materials purchase orders (buyer signature authority level), contract requisitions (buyer signature authority level), contract amendment, and contract payment authority level.
- 4.10 Send the completed forms to Security Administration MSIN G1-57.
- 4.11 Completed forms received at Security Administration will be routed to the appropriate Security Administrator.
- 4.12 The functional Security Administrator will review the form for completeness and coordinate review and approval with the appropriate Business Process Owner.
- 4.13 Business Process Owner reviews and approves the form and returns the approved form to the functional Security Administrator for assignment of the database(s) and employee security access profile(s) that match the access information provided in step 4.4.
- 4.14 The completed form is submitted to the Data Base Administrator for setup of the user password. PassPort users will also be assigned a UNIX account. The Security Administrator will assign the password and forward request to the UNIX account administrator (if appropriate).
- 4.15 If appropriate, the UNIX account administrator will assign an account to the employee and send the required UNIX account authorization form to the employee for completion.
- 4.16 The Security Administrator will notify the employee when their access is setup and ready for use.

14 APPENDIX B SCR – System Change Request Form Instructions

SCR - System Change Request Form

SCR Number: _____

Project ID: _____ Activity Type: _____ Software Change _____ Problem Report

Sub Project ID: _____ Type Change: _____

Title: _____

Description:

Module Name(s):

Resolution:

Status: _____ Priority: _____ Urgency: _____

Requester: _____ Request Date: _____

Request Completion Date: _____

Comments:

WBS code: _____ Assigned To: _____

Acceptance
Criteria:

Est Begin Date: _____ Est End Date: _____ Est Hours: _____

Act Begin Date: _____ Act End Date: _____ Act Hours: _____

CCB Date: _____ Closed Date: _____

SCR Number - Each Project can pre-set its starting number and each System Change Request will require a unique number for each Project. This number is used for tracking the SCR. The automated SCR system will automatically generate the SCR Number.

Project ID - The Project ID associated with this request (i.e. HANDI 2000, TIS, HUB, etc).

Activity Type - Select either System Change or Problem Report.

Sub Project ID - The Sub Project ID is a further breakdown of Project ID information. For example, a Project ID might be HANDI 2000, and a sub Project ID might be General Ledger.

Type Change - Identifies whether the record is a defect of enhancement.

Title - The title associated with this SCR or PR.

Description - The requirements associated with the SCR or PR. It may contain the customer's and/or software engineer's requirement descriptions.

Module Name(s) - Any modules changed by the SCR. For each SCR there could be many modules affected and these should be individually identified.

Resolution - Description of the solution used in solving this request.

Status - The only values allowed within this field are: New, Cancelled, Accepted, In Work, User Test, Ready to Implement, Completed, or On Hold.

Priority - The software engineer will determine the criticality of the SCR or PR to the project, (i.e., 1- System or major component down/unusable through 10 - Slight modification needed)

Urgency - The requestor would indicate the urgency of the SCR or PR. Three choices can be entered into the field: 1 - High, 2 - Medium, or 3 - Low.

Requester - The name of the individual making the request.

Request Date - Date the request was made.

Requested Completion Date - Date the requester would like the request to be completed.

Comments - This is for the comments made throughout the life cycle of this request.

WBS Code - The Work Breakdown Structure Code associated with the SCR or PR. The Project must have a WBS Code in order to perform the work.

Assigned To - The name LMSI/SD&I software engineer who is assigned to the SCR or PR.

Acceptance Criteria - Acceptance criteria specified by the Requester.

Estimated Begin Date - Estimated Begin Date for work to begin on the SCR or PR.

Estimated End Date - Estimated End Date to complete work on the SCR or PR.

Estimated Hours - Estimated Hours to complete work on the SCR or PR.

Actual Begin Date - Actual Begin Date the work began on the SCR or PR.

HANDI 2000

DOC ITEM: Production Roll Out Plan

HNF-2795, Rev.0

DATE: 09/15/98

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Actual End Date - Actual End Date the SCR or PR was completed.

Actual Hours - Actual Hours in took to complete the SCR or PR.

CCB Date - The date the Change Control Board reviewed and approved the SCR for work.

Closed Date - Date the SCR or PR was closed due to completion and implementation.

15 APPENDIX C HANDI 2000 Implementation Team

Project Implementation Leads

Jeff Foster	Spent Nuclear Fuels (DESH)	376-1980
Jeff Rampon	Spent Nuclear Fuels (DESH)	376-0289
Linda Powers	Waste Management (WMH)	372-3975
Alan Grasher	Facility Stabilization (BWHC)	373-2565
Mike Wells	Tank Waste Remediation System (LMHC)	373-2078
Miriam Steffen	NHC	376-3168
Bruce Lenzer	Infrastructure (DynCorp)	373-3584
Roger Corless	FDH	372-8219
Pat Marmo	FDH	376-1383

HANDI 2000 Contacts

Wendy Scott	HANDI 2000 (FDH)	373-2463
John Bickford	HANDI 2000 (FDH)	373-7664
Ed Gibson	HANDI 2000 (FDH)	376-6567
Scott Bennion	HANDI 2000 (FDH)	376-6755
Dawn Adams	HANDI 2000 (FDH)	376-1005
Bill Bowen	Reengineering (FDH)	372-0182
Bob Aaron	HANDI 2000 Training (FDH)	
Tim Stokes	HANDI 2000 Training (FDH)	373-3302
Chris Hopkins	HANDI 2000 Supply (FDH)	376-3275
Paul Felts	HANDI 2000 Finance (FDH)	376-0367
Chris Wiprud	HANDI 2000 Finance (FDH)	376-0478
Pam Edwards	HANDI 2000 Human Resources (FDH)	376-7175
Mike Stephenson	HANDI 2000 Chemical Management (FDH)	376-3870
Jim Fish	HANDI 2000 Project Management (FDH)	376-0778
Gary Duncan	HANDI 2000 Work Management (FDH)	376-6008
Terri Lutter	LMSI Integration	376-2990
Chris Maiden-Lowe	LMSI Integration	372-0943
Linda Blumer	LMSI Integration/Data Management	376-2836
Pat Baynes	Site Systems Engineering (LMHC)	372-3583
Sandy Evosevich	LMSI	376-7451
Brian Isaacs	LMSI	376-8776

Cynthia Hightower	DESH Training	372-0085
Karolyn Friday	FDH/CIO	376-4077

Labor Relations

Gerald Saskowsky	Labor Relations (FDH)	373-1813
Keith Smith, Jr.	HAMTC	376-6965

Project Direction POCs

Dave Eder	WM POC (Project Direction)	376-0755
Jerry Bosley	TWRS POC (Project Direction)	373-5177
Jeff Rampon	SNF POC (Project Direction)	376-0289
Marcella Baumann	Facilities Stabilization POC (Project Direction)	372-3672
Phil Townsend	Infrastructure POC (Project Direction)	373-3718
Mike Skriba	Numatec POC (Project Direction)	376-8192

DOE POCs

Andy Wirkkala	DOE Asst. Mgr. For Facility Transition	373-7835
Paul Mendez	DOE Financial Management Division	376-6645

16 APPENDIX D HANDI 2000 PATROL POINTS OF CONTACT

Company / Project	Supply - Buyers	Supply - Contracts	Supply - Material Requests / Catalog	Finance - P3	Finance - Reports	Chemical Management	Human Resources
FDH	Mike Taylor Bob Moore	Lois Hill	Chris Hopkins Kim Schultz Brent Wagner	Larry Andros Margaret Davis Don Larfield Chris Wiprud Kevin McIntosh Joe Talca	Larry Andros Margaret Davis Don Larfield Chris Wiprud Kevin McIntosh	Mike Stephenson	Pam Edwards Dini Staudacher Connie Raliff
BWGH / Facility Stabilization and Advanced Reactors	Ann e Thompson	Ann e Thompson	Gerald Malura	Liesa Kinsey	Paul Bodiner Key Barron Janie Salazar	De nitis Turner	Joan Eckert
DESH / Spent Nuclear Fuels	Dana Worthington	Bob Willard	Bob Willard	Clyde Gilson	Clyde Gilson	Phil Colgan Chuck Detrick	N/A
DYN / Infrastructure	Rob Sheehy Stan Cottrell	Stan Cottrell	Paulette White(1163) Erma Vaughn(1163)	JoAnn Kreigler Sheri Stolle	Cliff Stice	Robyn Currler Brian Dixon	Josie Villa
LMHC / Tank Waste Remediation System	Renee Finkle Alice Hendrickson Laurie Cortez	Ralph Wood Laurie Cortez	Renee Finkle Laurie Cortez	Mike Lewis Jim Biehan	Al Gotschalk Heather Schut Linnea Williams	Steve Staley Troy Harford John Hasson	Carrie Locke
NHC	Miriam Stefan TBD	TBD	Linda Gibson	Roy Brogdon Dwight Carter	Pam Fitzgibbons	N/A	Pat Maki
WMH / Waste Management	Tracey Burch	Kelli Gier	N/A	N/A	N/A	N/A	N/A