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PHMC Year 2000: Status Reporting for Mission Essential Year 2000 Projects, Volume 3

Prepared for the U.S. Department of Energy

FLUOR DANIEL HANFORD, INC.
Richland, Washington

Hanford Management and Integration Contractor for the
U.S. Department of Energy under Contract DE-AC06-96RL13200

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A-6001-401 (10/97)

Revision #	Description	Date Revised
0	1) Exception Reports are required for only DOE HQ reported projects, 2) minor wording cleanup, 3) changed status report from an Excel spreadsheet to a web-based, 4) updated the non-mission essential and mission essential definition.	April 13, 1998
1	1) Update requirements to match HQ, 2) update definitions.	May 6, 1998
2	1) Update verbiage to "Status Report Date Requirements," table and reporting calendar, Section 7.4, along with two flowcharts, added.	June 3, 1998
3	Provide report date requirements for infrastructure and equipment Year 2000 projects.	July 20, 1998

1.0 PURPOSE

The PHMC Year 2000 status reporting process is designed to encompass the reporting requirements of the Office of Management and Budget (OMB), DOE HQ, RL and the PHMC team for mission essential Year 2000 projects.

2.0 SCOPE

Status reporting is required for all mission essential Year 2000 projects until each Year 2000 project has completed the compliance assurance process.

3.0 MILESTONES

The milestones established by OMB and DOE HQ are the driving forces behind the activities and associated dates. (compliance assurance is a PHMC requirement).

Test Plans	06/15/98
Renovation	09/15/98
Validation	02/15/99
Compliance Certification	02/15/99
Implementation	03/31/99
Contingency Plan	03/15/99
Compliance Assurance	07/31/99

4.0 RESPONSIBILITIES

4.1 YEAR 2000 PROJECT OFFICE

The Year 2000 Project Office establishes the reporting process; provides directions, instructions and guidance to the subcontractors; integrates the information; updates the DOE HQ Mission Essential Status Database; maintains the PHMC Year 2000 Database, reports PHMC Performance Agreement (SID 1.2.1) progress to RL and to DOE HQ Mission Essential Database. The Year 2000 Project Office will provide status of compliance assurance activities.

4.2 SUBCONTRACTORS

The Year 2000 Points of Contact (POC) for each subcontractors provides status, schedule dates and exception reports as required in these instructions for the Year 2000 projects they own. An intranet interface allows the Year 2000 POC to enter the status (actual dates and percent complete) for each of their projects.

4.3 FLUOR DANIEL HANFORD (FDH)

The FDH Chief Information Officer (CIO) provides status reports, and exception reports for the FDH identified Year 2000 projects.

5.0 REPORTING REQUIREMENTS

All Year 2000 projects are required to have a current and complete status report. Status reporting will be provided by completing a status report for each Year 2000 project through the PHMC Year 2000 webpage (http:\\apsql02.rl.gov\y2k\index.html). Subcontractors and FDH are responsible for completing all information on the status report as described in Section 5.1 with the exception of compliance assurance, which is the responsibility of the Year 2000 Project Office.

The Year 2000 Project Office will review monthly input several days prior to the end of the month. They will make notification of any anomalies in order to have changes made before reports are prepared.

5.1 YEAR 2000 PROJECT COMPLETION CRITERIA

The following matrices provide the completion guidelines for each application, infrastructure and equipment Year 2000 project. The matrices describe what activity constitutes the acceptable completion of the required status activity. The basis of the matrices is documented by a letter from FDH to RL, FDH-9855270, Clarification of Fiscal Year 1998 Performance Agreement, SID 1.2.1, Section 5, "Completion Criteria and Specifications" dated June 19, 1998. The measure of this performance and RL's review and validation process is described in section 7.0.

HNF-2899, "PHMC Year 2000: Handbook, Volume 1", and HNF-2899, "PHMC Year 2000: Compliance Assurance Guidelines, Volume 3", provides further documentation definition.

The following should be noted:

1) Year 2000 projects with a 'Replace' disposition will report completion of Assessment and Contingency Plan status activities for the existing project. The remaining status activities (Renovation Test Plan, Renovation, Validation, Compliance Certification, Implementation, Compliance Assurance) are associated with the replacement system. Attachment 4 describes what constitutes 100% completion of the status activity.
2) A contingency plan may be selected as a method of disposition, and not to be confused with a contingency plan developed in case a system is not deactivated, repaired or replaced.

Status Report Date Requirements - APPLICATIONS								
DOE HQ Dates		06/15/98	09/15/98	02/15/99	02/15/99	03/31/99	03/15/99	07/31/99
Year 2000 Project Disposition	Status Activity							
	Assessment	Renovation Test Plan	Renovation	Validation	Compliance Certification	Implementation	Contingency Plan	Compliance Assurance
Deactivate	Date decision to deactivate documented	Date OSSP System Retirement Process, Step 1, complete	Date OSSP System Retirement Process, Step 1, complete	Date OSSP System Retirement Process, Step 1, complete	Date OSSP System Retirement Process, Step 1, complete	Date OSSP System Retirement Process, Step 4, complete	Date original system Y2K Contingency Plan will be completed. Date filled in only if deactivated system will not be validated by 2/15/99	Date FDH Y2K Project Office completes compliance assurance report
Replace	Date Assessment documentation and Y2K Project Plan complete	DateY2K Renovation Test Plan is prepared	Receipt of COTs package, equipment / infrastructure components, or when coding is complete on the replacement system	Date Renovation Test Plan successfully completed	Date compliance certification documentation signed	Date Operations signs acceptance	Date original system Y2K Contingency Plan will be completed. Date filled in only if replaced system will not be validated by 2/15/99	Date FDH Y2K Project Office completes compliance assurance report
Repair	Date Assessment documentation and Y2K Project Plan complete	DateY2K Renovation Test Plan is prepared	Date when coding is complete for fixing the Y2K problem or date compliant application/component received.	Date Renovation Test Plan successfully completed	Date compliance certification documentation signed	Date Operations signs acceptance	Date original system Y2K Contingency Plan will be completed. Date filled in only if repaired system will not be validated by 2/15/99	Date FDH Y2K Project Office completes compliance assurance report
Indicated Compliant	Date Assessment documentation and Y2K Project Plan complete	Date same as Assessment	Date same as Assessment	Date same as Assessment	Date compliance certification documentation signed	Date same as Assessment	Date left blank	Date FDH Y2K Project Office completes compliance assurance report
Contingency Plan	Date Assessment documentation and Y2K Project Plan complete	Date same as Assessment	Date Contingency Plan is written	Date Y2K Contingency Plan tested or Renovation Date	Date compliance certification documentation signed	Date Operations signs acceptance of Y2K Contingency Plan	Date same as Renovation	Date FDH Y2K Project Office completes compliance assurance report

Status Report Date Requirements - EQUIPMENT								
DOE HQ Dates		06/15/98	09/15/98	02/15/99	02/15/99	03/31/99	03/15/99	07/31/99
Year 2000 Project Disposition	Status Activity Assessment	Renovation Test Plan	Renovation	Validation	Compliance Certification	Implementation	Contingency Plan	Compliance Assurance
Deactivate (at component level)	Date Assessment documentation and Y2K Project Plan complete	Date same as Assessment	Date JCS originated or equipment is removed	Date system is tested functional with equipment removed or date same as Renovation	Date compliance certification documentation signed for Equipment Project	Date same as Renovation	Date original system Y2K Contingency Plan will be completed. Date filled in only if deactivated system will not be validated by 2/15/99	Date FDH Y2K Project Office completes compliance assurance report
Replace (at component level)	Date Assessment documentation and Y2K Project Plan complete	Date Y2K Renovation Test Plan written	Date JCS is originated or date equipment is received	Date JCS field work is complete or date Y2K Renovation Test Plan performance complete	Date compliance certification documentation signed for Equipment Project	Date Operations signs acceptance	Date original system Y2K Contingency Plan will be completed. Date filled in only if replaced system will not be validated by 2/15/99	Date FDH Y2K Project Office completes compliance assurance report
Repair (at component level)	Date Assessment documentation and Y2K Project Plan complete	Date Y2K Renovation Test Plan is written	Date JCS is originated or date equipment is received	Date JCS field work is complete or performance of Renovation Test Plan is complete	Date compliance certification documentation signed for Equipment Project	Date Operations signs acceptance	Date original system Y2K Contingency Plan will be completed. Date filled in only if repaired system will not be validated by 2/15/99	Date FDH Y2K Project Office completes compliance assurance report
Indicated Compliant (at component level)	Date Assessment documentation and Y2K Project Plan complete, or documented 'no date used'	Date same as Assessment	Date same as Assessment	Date same as Assessment	Date compliance certification documentation signed for Equipment Project	Date same as Assessment	Date left blank	Date FDH Y2K Project Office completes compliance assurance report
Contingency Plan (at component level)	Date Assessment documentation and Y2K Project Plan complete	Date same as Assessment	Date Contingency Plan written	Date Y2K Contingency Plan tested or Renovation Date	Date compliance certification documentation signed for Equipment Project	Date Operations signs acceptance of Y2K Contingency Plan	Date same as Renovation	Date FDH Y2K Project Office completes compliance assurance report

Status Report Date Requirements - INFRASTRUCTURE									
	DOE HQ Dates		06/15/98	09/15/98	02/15/99	02/15/99	03/31/99	03/15/99	07/31/99
Infrastructure Project	Year 2000 Project Disposition	Status Activity Assessment	Renovation Test Plan	Renovation	Validation	Compliance Certification	Implementation	Contingency Plan	Compliance Assurance
Desktop Personal Computer	Indicated Compliant	Date Assessment documentation and Y2K Project Plan complete	Date same as Assessment	Date same as Assessment	Date same as Assessment	Date compliance certification documentation signed	Date same as Assessment	Date left blank	Date FDH Y2K Project Office completes compliance assurance report
	Contingency Plan	Date Assessment documentation and Y2K Project Plan complete (reset date)	Date same as Assessment	Date Contingency Plan written	Date Contingency Plan concept is tested or Renovation date	Date compliance certification documentation signed	Date Operations signs acceptance of Contingency Plan	Date same as Renovation	Date FDH Y2K Project Office completes compliance assurance report
Enterprise Server	Replace	Date Assessment documentation and Y2K Project Plan complete	Completion of the Y2K Renovation Test Plan	Date COTS package is received	Date Renovation Test Plan successfully completed	Date compliance certification documentation signed	Date Operations signs acceptance	Date original system Y2K Contingency Plan completed Date filled in only if replaced system will not be validated by 2/15/99	Date FDH Y2K Project Office completes compliance assurance report
Infrastructure Project: NT Servers	Repair	Date Assessment documentation and Y2K Project Plan complete	Date Y2K Renovation Test Plan complete	Date compliant infrastructure components received	Date Renovation Test Plan successfully completed	Date compliance certification documentation signed	Date Operations signs acceptance	Date original system Y2K Contingency Plan completed. Date filled in only if repaired system will not be validated by 2/15/99	Date FDH Y2K Project Office completes compliance assurance report
	Contingency Plan	Date Assessment documentation and Y2K Project Plan complete	Same as Assessment Date	Date Contingency Plan written	Date Contingency Plan concept is tested or Renovation date	Date compliance certification documentation signed	Date Operations signs acceptance of Contingency Plan	Date same as Renovation	Date FDH Y2K Project Office completes compliance assurance report

Status Report Date Requirements - INFRASTRUCTURE

	DOE HQ Dates		06/15/98	09/15/98	02/15/99	02/15/99	03/31/99	03/15/99	07/31/99
Infrastructure Project	**Year 2000 Project Disposition**	**Status Activity**							
		Assessment	**Renovation Test Plan**	**Renovation**	**Validation**	**Compliance Certification**	**Implementation**	**Contingency Plan**	**Compliance Assurance**
Infrastructure Project: Hubs, Routers and Network Switches	**Indicated Compliant**	Date Assessment documentation and Y2K Project Plan complete	Date same as Assessment	Date same as Assessment	Date same as Assessment	Date compliance certification documentation signed	Date same as Assessment	Date left blank	Date FDH Y2K Project Office completes compliance assurance report
	Replace	Date Assessment documentation and Y2K Project Plan complete	Date Renovation Test Plan complete	Date COTS package received	Date Renovation Test Plan successfully completed	Date compliance certification documentation signed	Date Operations signs acceptance	Date original system Y2K Contingency Plan will be completed. Date filled in only if replaced system will not be validated by 2/15/99	Date FDH Y2K Project Office completes compliance assurance report
	Contingency Plan	Date Assessment documentation and Y2K Project Plan complete (roll date back)	Date same as Assessment	Date Contingency Plan written	Date Contingency Plan concept is tested or Renovation date	Date compliance certification documentation signed	Date Operations signs acceptance of Contingency Plan	Date same as Renovation	Date FDH Y2K Project Office completes compliance assurance report
Infrastructure Project: Software	**Replace**	Date Assessment documentation and Y2K Project Plan complete	Date Y2K Renovation Test Plan complete	Date additional licenses or other COTS received	Date Renovation Test Plan successfully completed	Date compliance certification documentation signed	Date Operations signs acceptance	Date original system Y2K Contingency Plan will be completed. Date filled in only if replaced system will not be validated by 2/15/99	Date FDH Y2K Project Office completes compliance assurance report
	Contingency Plan	Date Assessment documentation and Y2K Project Plan complete (complete determination of non-mission essential software)	Date same as Assessment	Date Contingency Plan written	Date Contingency Plan concept is tested or Renovation Date	Date compliance certification documentation signed	Date Operations signs acceptance of Y2K Contingency Plan	Date same as Renovation	Date FDH Y2K Project Office completes compliance assurance report

Status Report Date Requirements - INFRASTRUCTURE									
	DOE HQ Dates		06/15/98	09/15/98	02/15/99	02/15/99	03/31/99	03/15/99	07/31/99
Infrastructure Project	Year 2000 Project Disposition	Status Activity Assessment	Renovation Test Plan	Renovation	Validation	Compliance Certification	Implementation	Contingency Plan	Compliance Assurance
Infrastructure Project: Hardware	Deactivate	Date decision to deactivate is documented	Date OSSP System Retirement Process, Step 1, complete	Date OSSP System Retirement Process, Step 1, complete	Date OSSP System Retirement Process, Step 1, complete	Date OSSP System Retirement Process, Step 1, complete	Date OSSP Retirement Process, Step 4, complete	Date original system Y2K Contingency Plan will be completed. Date filled in only if deactivated system will not be validated by 2/15/99	Date FDH Y2K Project Office completes compliance assurance report
	Replace	Date Assessment documentation and Y2K Project Plan complete	Date Y2K Renovation Test Plan complete	Date additional licenses or other COTS received	Date Renovation Test Plan successfully completed	Date compliance certification documentation signed	Date Operations signs acceptance	Date original system Y2K Contingency Plan will be completed. Date filled in only if replaced system will not be validated by 2/15/99	Date FDH Y2K Project Office completes compliance assurance report
	Contingency Plan	Date Assessment documentation and Y2K Project Plan complete (no dates were used)	Date same as Assessment	Date Contingency Plan written	Date Contingency Plan concept is tested or Renovation Date	Date compliance certification documentation signed	Date Operations signs acceptance of Y2K Contingency Plan	Date same as Renovation	Date FDH Y2K Project Office completes compliance assurance report
Site Phone Switch	Contingency Plan	Date Assessment documentation and Y2K Project Plan complete (accept Y2K impact)	Date same as Assessment	Date Contingency Plan written	Date Contingency Plan concept is tested or Renovation Date	Date compliance certification documentation signed	Date Operations signs acceptance of Y2K Contingency Plan	Date same as Renovation	Date FDH Y2K Project Office completes compliance assurance report
	Repair	Date Assessment documentation and Y2K Project Plan complete	Date Y2K Renovation Test Plan complete	Date when compliant infrastructure components are received	Date Renovation Test Plan successfully completed	Date compliance certification documentation signed	Date Operations signs acceptance	Date original system Y2K Contingency Plan will be completed. Date filled in only if repaired system will not be validated by 2/15/99	Date FDH Y2K Project Office completes compliance assurance report

tus Report Date Requirements - INFRASTRUCTURE

	DOE HQ Dates		06/15/98	09/15/98	02/15/99	02/15/99	03/31/99	03/15/99	07/31/99
frastructure Project	**Year 2000 Project Disposition**	**Status Activity**							
		Assessment	**Renovation Test Plan**	**Renovation**	**Validation**	**Compliance Certification**	**Implementation**	**Contingency Plan**	**Compliance Assurance**
Server	**Replace**	Date Assessment documentation and Y2K Project Plan complete	Date Y2K Renovation Test Plan complete	Date new hardware COTS package received	Date when Renovation Test Plan has been successfully completed	Date compliance certification documentation signed	Date Operations signs acceptance	Date original system Y2K Contingency Plan will be completed. Date filled in only if replaced system will not be validated by 2/15/99	Date FDH Y2K Project Office completes compliance assurance report
	Repair	Date Assessment documentation and Y2K Project Plan complete	Date Y2K Renovation Test Plan complete	Date compliant infrastructure components received	Date Renovation Test Plan successfully completed	Date compliance certification documentation signed	Date Operations signs acceptance	Date original system Y2K Contingency Plan will be completed. Date filled in only if repaired system will not be validated by 2/15/99	Date FDH Y2K Project Office completes compliance assurance report

5.2 YEAR 2000 PROJECT EXCEPTION REPORT

Any DOE HQ designated Year 2000 project that reports an estimated or actual date for renovation, validation or implementation that will not meet the DOE HQ established due date (Section 3.0), must prepare a Year 2000 Project Exception Report (Attachment 3).

6.0 REPORTING PROCESS

6.1 YEAR 2000 STATUS REPORT WEBPAGE

The Year 2000 Status Report was designed on the Year 2000 webpage to facilitate the reporting process. Webpage reporting allows information security (you can only access those Year 2000 projects assigned) and the form has built-in logic duplicating the requirements in section 5.1. In other words, if required fields are not filled in, a notice will be displayed indicating which information is not complete. Once all information has been entered, the record can be updated. The Status Report is located at:

http://apsql02.rl.gov/y2k/index.html → Reports → Company (select) → Status Reports.

6.2 YEAR 2000 PROJECT STATUS REPORT

Status reporting is performed as follows:

a. **Authorized Persons:** Status reporting updates can only be performed by persons identified by the company Year 2000 POC. These persons will only have access to the Year 2000 projects identified within their company. Compliance assurance status is performed by authorized person(s) from the Year 2000 Project Office.

b. **Log in Screen:** If you accessed the webpage using Internet Explorer your computer logon information (HID) is automatically validated against the Y2K database security tables. If you accessed the webpage using Netscape, you will be asked for your logon ID (HID) and password (same as your computer password). This information is then validated against the Y2K Database security tables. If you get an unauthorized message, and you feel you should have access, contact your company Year 2000 POC.

c. **Project Selection:** A listing of the Year 2000 projects authorized for the HID entered will be displayed. Select a project.

d. **Status Report Form:** The status report form is presented for the selected Year 2000 project. The top part of the form presents project identification information. This information cannot be changed. Any changes to this information must be provided to Vic Forney and authorized by the company Year 2000 POC. An e:mail link is provided for this. The bottom of the form highlights in **RED** the required data entry fields for the project disposition (refer to the Status Reporting Guidelines for specifics). Enter all required fields. Update the record.

e. **Valid Data Entries:** Dates: mm/dd/yyyy. Percentages: x or xx (whole numbers).

f. **Valid Data Updates/Data Violations:** After the record is updated, a screen is displayed indicating the correct and incorrect data entries. For incorrect data, return to the status report form and complete as directed. Update the record again.

g. **Return to the Project List:** After the data validation, select the return to project list button to select another project.

6.3 YEAR 2000 PROJECT EXCEPTION REPORT

a. Identify which DOE HQ reported Year 2000 project dates do not meet the required milestone due dates for renovation, validation and implementation.

b. Complete the "DOE HQ Year 2000 Project Exception Report" form for each Year 2000 project (Attachment 3).

c. Send report(s) electronically to Doug Broz, Year 2000 Project Office.

d. All questions should be directed to: Doug Broz, Year 2000 Project Office, 376-6936.

7.0 FY 1998 PERFORMANCE AGREEMENT

The DOE RL Year 2000 FY 1998 Performance Agreement (SID 1.2.1) will be measured using the status provided in the PHMC Year 2000 Status Reporting for Mission Essential Projects. The performance measure, expectations, incentive fee and measurement guidelines are described below.

7.1 PERFORMANCE MEASURE

The objective of the RL FY 1998 Performance Measure is to eliminate Year 2000 associated computer related problems that if left unresolved would have an adverse impact on the Hanford mission.

7.2 PERFORMANCE EXPECTATION

Date	Activity	Performance Expectation	Increased Performance
	ASSESSMENT		
09-30-98	• Infrastructure	100%	-
09-30-98	• Equipment	100%	-
09-30-98	• Applications	80%	100%
	RENOVATION		
09-30-98	• Infrastructure Year 2000 Projects	70%	80%
09-30-98	• Equipment Year 2000 Projects	70%	80%
09-30-98	• Application Year 2000 Projects	30%	40%

7.3 MEASUREMENT GUIDELINES

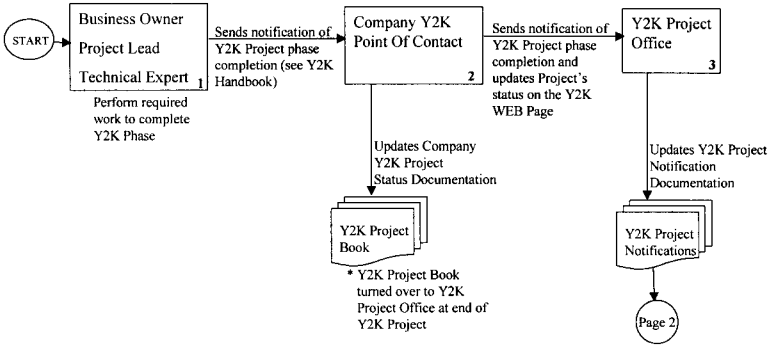
Percent completion is calculated by dividing the number of Year 2000 projects **100% completed** by the total number of Year 2000 projects (e.g., # of 100% Assessments Completed / Total # Projects).

7.4 PROJECT REVIEW AND VALIDATION PROCESS

A Year 2000 Project Review and Validation Process will be used by DOE RL to support their review of the performance agreement.

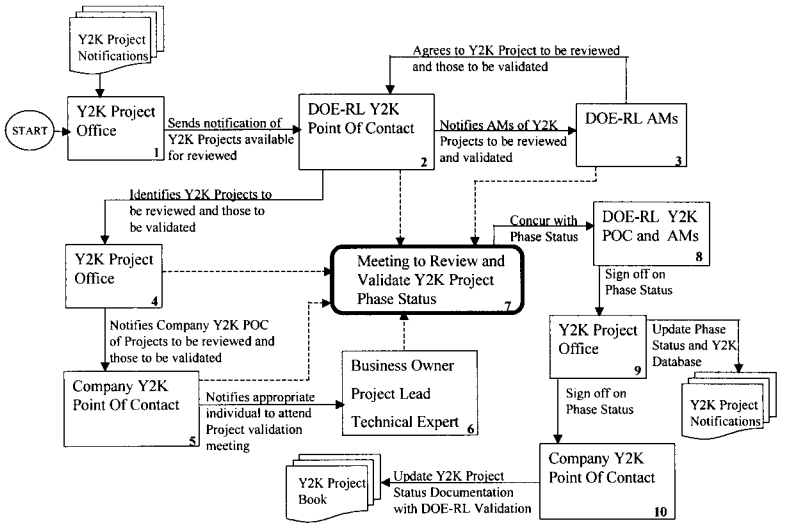
Flowchart 1, Year 2000 Project Phase Completion Process, depicts activities and responsibilities initiating the review and validation process for a Year 2000 project.

Flowchart 1: Year 2000 Project Phase Completion Process



Flowchart 2, Year 2000 Project Review and Validation Process, represents the activities and responsibilities leading to DOE RL's concurrence on completion of a Year 2000 project phase. Steps 1-6 identify the participants and their role leading to the review meeting, Step 7.

Review and validations will involve different activities: reviews will be conducted in a meeting situation to examine Year 2000 project documentation; validations will involve onsite inspection, demonstrations, and documentation examination. DOE RL will determine which projects to be reviewed and which are to be validated (see notation between Step 2 and 4 on the Project Review and Validation Process flowchart). Steps 8-10 describe activities to resolve comments and obtain signatures.



8.0 REPORTING CALENDAR

Monthly status reporting is required until a Year 2000 project has completed the compliance assurance process. Status is provided through the PHMC Year 2000 webpage (http://apsql02.rl.gov/y2k/index.html). Subcontractors, FDH, and the Year 2000 Project Office are responsible for inputting status per instructions in these guidelines. The Year 2000 Project Office will review status information several days prior to submitting required reports to RL (the last working day of each month) and DOE HQ quarterly (1998 - May 15, July 21, October 21; 1999 - January 21, April 21).

DOE RL Input	DOE HQ Reports
Last Working Day of the Month	21st day of each month

Assessment

Phase 2 of the FDH Year 2000 Project is to assess each Year 2000 project. Preliminary tests will be performed on the system, equipment or infrastructure to determine its response to the applicable date changes. From this information: methods of correcting the malfunctions are reviewed; the schedule and cost for each method are developed; a cost/benefit study is performed; a correction method recommendation is given to the system owner; interfaces are redefined and owners contacted; a Year 2000 project plan is developed. (This equates to the DOE HQ assessment terminology and milestone date of January 1, 1997.)

Compliance Assurance

Phase 6 of the FDH Year 2000 Project is the oversight by FDH of the test plans, assessment, renovation, validation and implementation efforts. Compliance assurance will be performed on a graded approach as determined by the risk identified in the Impact Identification Phase, and as modified in the Assessment and Renovation Phases. The extent of compliance assurance will be determined by the associated FDH Project Director. (There is no comparable phrase in the DOE HQ terminology or milestones. See HNF-2899, "PHMC Year 2000: Compliance Assurance Guidelines").

Compliance Certification

A letter of compliance certification signed by a manager responsible for the Year 2000 project.

Contingency Plan

A contingency plan is an alternate approach prepared because: 1.) a Year 2000 project will not meet the DOE HQ milestones, thus it will not be compliant in time for sufficient operation of the project to ensure functionality. It addresses the actions to be performed by the users immediately before, during and immediately after an unforeseen Year 2000 problem. . (This equates to the DOE HQ Contingency Plan due March 15, 1999 for those Year 2000 projects that did not successfully complete the validation completion date of February 15, 1999) or 2.) The risk of using a non-compliant project is acceptable to the project owner (the cost/benefit analysis of the foreseen impact on the project caused by Year 2000 non-compliance and administrative procedures are cost effective compared to the costs to repair or replace the project components). The contingency plan addresses what will be done with a Year 2000 project, how it will be operated, and how business practices will be changed to accommodate noncompliance. These plans could be prepared at any point in the Year 2000 Project phases. HNF-2899, "PHMC Year 2000: Contingency Plans, Volume 4" provides information on preparing a contingency plan.

Deactivate

A system that is taken out of service and is not replaced. The business function it supported is no longer required or another method of gathering and using the data was determined. Any system that is deactivated and is replaced by another system should be identified as a replace and tracked accordingly. (There is no comparable terminology in the DOE HQ milestones.)

Implementation

Phase 5, of the FDH Year 2000 Project migrates a renovated Year 2000 project into production, which may result in new issues requiring resolution. Implementation involves user training and documentation updates as needed. (This equates to the DOE HQ Implementation milestone of March 31, 1999)

Indicated Compliant

A project or application, equipment or infrastructure component identified in the Impact Identification phase and, by current knowledge thought to be compliant. FDH will perform a graded compliance assurance process based upon the risk and the Project Director's direction. (There is no comparable terminology in DOE HQ milestones.)

Mission Essential

Mission essential Year 2000 projects are the focus of the FDH Year 2000 Project. An operational scientific or administrative system, item of equipment, or component that processes date information requiring Year 2000 compliance is also deemed mission essential if its failure results in: (1) injury to personnel, (2) damage to property (public or private), or (3) cessation, or delays of performance of the focus of the FDH Year 2000 Project. The expanded definition below (also defined by DOE HQ) is part of the inventory survey to facilitate further identification of mission essential: *(Mission essential can be one or more of the following whose loss or interruption would have an adverse effect on the: National security of the United States or Department of Energy programs; Safe operation of nuclear or hazardous waste facilities; Control and accountability of nuclear materials; Control of nuclear facilities and nuclear weapons access; Safeguards and security programs, including protection of classified information and restricted data; DOE-RL/PHMC ability to meet mission without incurring large financial losses; Protection of health and safety of the public, DOE and DOE contractor employees and the protection of the environment (i.e., monitoring radiation levels, maintenance of record(s) of personnel exposures to hazardous materials, etc.); Protection of DOE-RL/PHMC interests: property, land, buildings, equipment, and research and development; Compliance with federal regulatory requirements and data that must be regularly reported to Congress and/or other federal agencies; Mobilization, protection, and distribution of the nation's resources in order to promote national defense; Protection of the privacy of individuals on whom the Department of Energy keeps records, including security clearance documentation for DOE and DOE contractor personnel; Availability and protection of records essential to the preservation of the legal rights and interests of individual citizens and their Government; Contracts that call for acquisition, management, or use of computing resources; Operational*

defense activities during a national emergency.)

Non-Mission Essential — Those applications, equipment or infrastructure components that are not mission essential. They may be eliminated or maintained at the discretion if the owner. If they are maintained, it is the owners' responsibility to assess and renovate the system for compliance with Year 2000 problems and to obtain any funding necessary for these efforts.

Renovation — Phase 3, of the FDH Year 2000 Project is to renovate each Year 2000 project. Renovation is when the code is revised, procured compliant components are received, the contingency plan is written, JCS is originated, or the deactivation (retirement) process is initiated. (This equates to the DOE HQ milestone of September 15, 1998)

Renovation Test Plan — Part of Phase 3 of the Year 2000 Project Renovation phase are the test plans. The test plan is a plan on how to conduct testing and includes test cases and expected results to assure the renovation activities correct the Year 2000 problem and did not introduce any functionality problems. The plan identifies all the project features to be tested, the test administration and recording process, the general criteria for acceptance, whether "accepted with exceptions" is a permissible finding and under what conditions, the test responsibilities (staff), the test environment, discrepancy resolution process, sign off procedures. A sample renovation test plan is located in Appendix 5 of HNF-2899, "PHMC Year 2000: Handbook, Volume 1", and on the Year 2000 webpage at http://apsql02.rl.gov/y2k/index.html → Technical Information → Documents. (This equates to the DOE HQ test plan due date of June 15, 1998)

Repair — One way to renovate a Year 2000 project is to repair it. The actual changing of the code in a program to correct function errors caused by date changes. (DOE HQ uses this terminology the same way.)

Replace — One way to renovate a Year 2000 project is to replace it. A system whose functionality will be replaced in whole or in part by another method of gathering and using the data. For example, many systems are currently targeted for replacement by the HANDI 2000 enterprise resource planning initiative. The FDH Year 2000 Project is tracking the original system because the system replacing it may not be implemented before a Year 2000 problem occurs.

Risk Ranking	The ranking (1 to 5) against eight criteria (health and safety, environmental impact, security, regulatory compliance, financial integrity, cost impact, customer service delays, management interest) that also have a weighting factor (scale 1-5) This risk ranking, in conjunction with a mission essential determination, may be used to determine the level of compliance assurance.
Validation	Phase 4 of the FDH Year 2000 Project is the testing of the renovated project and review of the test results and variances. The test plan is run until it is successfully completed.
Year 2000 Project	A logical group of Year 2000 related applications, infrastructure and equipment components which may be consolidated for purposes of operation or for Year 2000 central management and administration.

A more comprehensive list of definitions is available on the Year 2000 webpage: http://apsql02.rl.gov/y2k/index.html → **General Information → Glossary.**

PHMC Year 2000 Project Status Report

Year 2000 Project Name: (1) **Date: (3)**

Year 2000 Project Description: (2)

Disposition: (4) [↘] **Replacement System: (5)** [ ]

Deactivate
Replace
Repair
Indicated Compliant
Contingency Plan

Person Responsible for Status Report: (6) **HID: (7)**

(8) STATUS ACTIVITY	(9) ESTIMATED COMPLETION DATE	ACTUAL COMPLETION (10)	
		% Complete	Actual Date
Assessment			
Test Plan			
Renovation			
Validation			
Compliance Certification			
Implementation			
Contingency Plan			
Compliance Assurance			

(1) Name as defined in the PHMC Year 2000 Database (Y2KAD) as a Year 2000 project. Year 2000 project coincide with the 'compliance project' defined in the PHMC Year 2000 Projectization Guidelines or defined by the major subcontractor. **This field is populated from the Y2KAD and is not editable.**

(2) The description of the Year 2000 Project as defined in the Year 2000 Database (Y2KAD). **This field is populated from the Y2KAD and is not editable.**

(3) Date information is reported and updated. **This field is populated from the Y2KAD and is not editable.**

(4) Disposition is the Year 2000 renovation method selected for the Year 2000 Project. **This field is populated from the Y2KAD but it can be edited.**

(5) The name of the new application replacing an existing application (e.g., FDS - existing; Handi 2000 Financial Module- new). **This field is populated from the Y2KAD and can be edited.**

(6) **Enter** the name of the person who is responsible for the information provided in the report and can be contacted should questions arise.

(7) **Enter** the Hanford Identification Number (HID) - Hxxxxxxx - of the person responsible for the Status Report. **This is required input for the Y2KAD.**

(8) Status Activities (see Attachment 1 - Definitions).

(9) Enter the estimated completion date (mm/dd/yyyy) for each Year 2000 status activity as required in Section 5.1. Note: Year 2000 projects with replace dispositions report status for 1) Assessment and Contingency Plan for the current system, and 2) the remaining status activities for the new system.

(10) **Enter** the percent complete as a whole number (without the % and without a decimal - e.g. 50) and actual completion date (mm/dd/yyyy) for each Year 2000 status activity as required in Section 5.1. **Do not enter the % complete or actual complete date for compliance assurance - this will be filled in by Year 2000 Project Office.** Note 1: Year 2000 projects with replace dispositions report status for 1) Assessment and Contingency Plan for the current system, and 2) the remaining status activities for the new system. Note 2: The Year 2000 Project Office has provided guidelines (Attachment 4) for calculating percent complete and (provided only as a recommendation).

ATTACHMENT 3 - DOE HQ YEAR 2000 PROJECT EXCEPTION REPORT

Report Date:

Year 2000 Project Name:

Person Responsible for Status Report:

Estimated Renovation Date: **Estimated Validation Date:** **Estimated Implementation Date:**	**Actual Renovation Date:** **Actual Validation Date:** **Actual Implementation Date:**
Description why the HQ established due dates cannot or will not be met:	
Indicate where the schedule could be accelerated with additional financial resources:	
Identify the estimated additional (delta) costs:	

Instructions:
An Exception Report is required for any Year 2000 project whose estimated or actual dates for *renovation, validation or implementation* cannot meet the DOE HQ milestones. Milestone dates are identified in the matrix in Section 3.0.

- Enter the Estimated or Actual dates for the status activity that does not meet DOE HQ milestone.
- Provide a brief description why the HQ established due dates cannot or will not be met. Explain what actions are being taken to resolve Year 2000 issues and why DOE HQ milestone dates may not be applicable for this project.
- Indicate where the schedule could be accelerated with additional financial resources. Status what additional resources are needed and how they will be used to help meet DOE HQ milestone dates.
- Identify the estimated additional (delta) costs required for the project to meet DOE HQ milestone dates.

ATTACHMENT 4 - PERCENT COMPLETE GUIDELINES

Percent Complete Metric Recommendations	
ASSESSMENT	
Year 2000 Handbook Task Description (Section #)	**% Weight When Completed**
Assessment Planning (2.1 -2.3)	10%
Problem Analysis and Renovation Techniques (2.4 - 2.5)	70%
Renovation Plan (2.6)	90%
Assessment Documentation (2.9)	100%
TEST PLAN	
Test Plan Completed and documented (3.1)	100%
RENOVATION	
Year 2000 Handbook Task Description	**% Weight When Completed**
Perform repair or replace (3.2)	90%
Renovation Documentation (3.3)	100%
VALIDATION	
Run Test (4.2)	50%
Validate Test Results (4.3)	80%
All issues resolved, validated and documented (4.7)	100%
COMPLIANCE CERTIFICATION	
Certification Letter (4.5)	100%
IMPLEMENTATION	
Implement (5.1)	80%
Implementation Documentation (5.2)	100%
CONTINGENCY PLAN	
Contingency Plan (4.6)	100%
COMPLIANCE ASSURANCE	
Establish document risk level (6.1 - 6.3)	30%
Conduct review (6.4)	80%
Compliance Assurance Report (6.5)	100%