

Action Item	System Owner	Who Else
Draft Develop Technical Review Criteria for EE/ES/PMI/PMII	Amy	PMI/PMII/EE/ES
Prepare Checklist for Application Administrative Completeness	Joanna A.	Legal/EE/ES
Solicit Input From Customers for Application Administrative Completeness	Joanna A.	EE/ES
Prepare Checklist for Technical Completeness	Amy	PMI/PMII/EE/ES
Solicit Input From Customer for Technical Completeness	Amy	PMI/PMII/EE/ES/Kim
Educate Ombudsman On Process and Action Items	Amy	
Revise AQM-4 Application Using Inputs	Amy	EE/ES
Develop Standards & Process to Return Administratively Incomplete Application	Joanna F.	Joanna A./Joanna F./John P.
Educate the Business Community	Ray Blondin	
Develop Plan for Process/System Education of the Business Community	Nancy	PMI/PMII/EE/ES/Kim
Prepare Statement of Endorsement	Paul	Team to Sign
Design and Implement Process for Pre-Submittal Meeting	Everett	PMI/PMII/EE/ES

Develop a Plan for Implementation With the Branch Staff	Paul	PMI/EE/ES
Fomalize FIFO System and Prioritization of Applications	Nancy	Joanna F.
Draft Plan to Address Document Transfer Process for New Castle/Dover	Ali	PMII/PMI/Joanna A./Amy/Carol/Kathy B./Sandi
Formalize Process for Visually Tracking Permit Progress	Paul	PMI/Amy
Establish Process for Technical Review Gate	Amy	PMII/PMI/EE/ES
Identify and Formalize SMEs	Paul	PMI/Amy/EE/ES
Identify Engineering Training Required	Amy	PMII/PMI/EE/ES
Create Standards for EE/ES Drafts, PMI Review and PMII Review	Paul	PMI
Improve Content of Legal Notice	Everett	PMI/James Brunswick/Christina Wirtz/Public Affairs
Develop Mechanism to Formally Notify Applicant of Administrative/Technical Completeness	Paul	Joanna A.
Establish Performance Metrics	Paul	PMI
Begin Collecting Performance Metrics	Paul	Everett/Amy

Plan to Manage Lagging Permits in Pipeline	Nancy	PMII/PMI
Develop Implementation Schedule	Ali	Team
Develop Plan to Effectively Include MNSR BACT Review in Process	Paul	PMI/Gene/Amy
Document all Materials Developed During Workshop in Consistent Format	Amy	Team

When	Resources Needed	Comments
10/14/05	Internal	
9/8/05	Internal	
9/1/05	Internal	ID key points by reviewing apps rec'd since Jan 1, 2005
10/14/05	Internal	ID key points by reviewing apps rec'd since Jan 1, 2005
10/14/05	Internal	ID key points by reviewing apps rec'd since Jan 1, 2005
8/26/05	Internal	
12/15/05	Internal	Visual, Internal use, Structuring
9/15/05	Internal/External	assure return process is not arbitrary
ongoing	Internal/External	Plan by 9/8/05
9/15/05	Internal	Plan to present at 9/21/05 meeting
8/19/2005	Internal	Paul to draft, Ali to review, team to endorse by signature
10/14/2005	Internal	We need to conduct a few trial runs

8/24/2005	Internal	
8/24/2005	Internal	
9/21/2005	Internal	
8/24/2005	Internal	Have draft board to present at meeting, finalize later
10/14/2005	Internal	This will include "return to sender" point for both the technical review gate and when we request additional information while drafting permit
9/15/2005	Internal	Create concept by 8/24/2005 meeting
9/21/2005	Internal	Joe Martini is working on a project for tracking training, see DEMEP for training resources, Ask EE/ES what they need at 8/24/2005 meeting, include cross training
11/17/2005	Internal	
11/17/2005	Internal	
9/1/2005	Internal	
9/21/2005	Internal	
9/21/2005	Internal	Post it, it needs to be visual

9/21/2005	Internal	Have ideas by 8/24/2005 Meeting, Implement by December 05
9/21/2005	Internal	Have draft of program by 1/1/2006, Roll Out by 4/1/2006, Full Implementation by 7/1/2006
9/15/2005	Internal	Need to develop internal and external guidance documents, Must include timeframes for updates
9/1/2005	Internal/VSM Mapping Software	