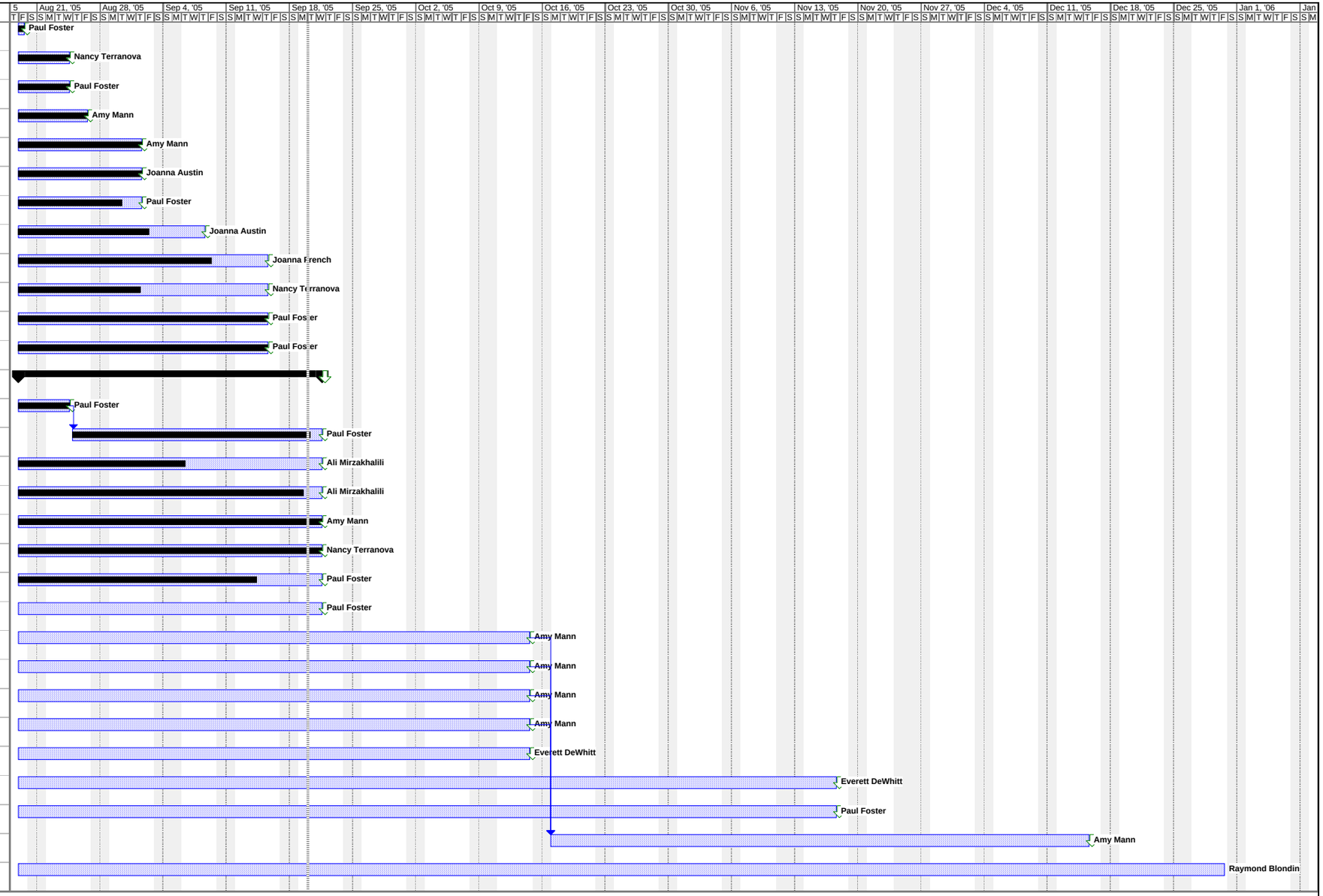
ID	Action Item	
1	Prepare Statement of Endorsement	Paul Foster
2	Formalize FIFO System and Prioritization of Applications	Nancy Terranova
3	Develop a Plan for Implementation with the Branch Staff	Paul Foster
4	Educate Ombudsman on Process and Action Items	Amy Mann
5	Document All Materials Developed During Workshop in Consistent Format	Amy Mann
6	Solicit Input From Customers for Application Administrative Completeness	Joanna Austin
7	Develop Mechanism to Formally Notify Applicant of Administrative/Technical Completeness	Paul Foster
8	Prepare Checklist for Application Administrative Completeness	Joanna Austin
9	Develop Standards and Process to Return Administratively Incomplete Application	Joanna French
10	Develop Plan for Process/System Education of the Business Community	Nancy Terranova
11	Identify and Formalize Subject Matter Experts	Paul Foster
12	Develop Plan to Effectively Include MNSR BACT Review in Process	Paul Foster
13	**Formalize a Process for Visually Tracking Permit Progress**	
14	Draft Boards for Presentation to Branch Staff	Paul Foster
15	Finalize Tracking Boards	Paul Foster
16	Draft Plan to Address Document Transfer Process for New Castle/Dover	Ali Mirzakhalili
17	Develop Implementation Schedule	Ali Mirzakhalili
18	Identify Engineering/Scientist Training Required	Amy Mann
19	Plan to Manage Lagging Permits in Pipeline	Nancy Terranova
20	Establish Performance Metrics	Paul Foster
21	Begin Collecting Performance Metrics	Paul Foster
22	Develop Technical Review Criteria for EE/ES, PMI, PMII	Amy Mann
23	Prepare Checklist for Technical Completeness	Amy Mann
24	Solicit Input From Customers for Technical Completeness	Amy Mann
25	Establish Process for Technical Review Gate	Amy Mann
26	Design and Implement Process for Pre-Submittal Meeting	Everett DeWhitt
27	Improve Content of Legal Notice	Everett DeWhitt
28	Create Standards for EE/S Drafts, PMI Review, and PMII Review	Paul Foster
29	Revise AQM-4 Application Using Inputs	Amy Mann
30	Educate the Business Community	Raymond Blondin



Project: VSM Tasks - updated 9.20.05
Date: Tue 9/20/05

Task | Milestone | Rolled Up Task | Rolled Up Progress | External Tasks | Group By Summary
Progress | Summary | Rolled Up Milestone | Split | Project Summary | Deadline