

Puerto Rico T/TA Work Plan

1. **Please describe the scope and details of the planned on-site T/TA:** NRCCPS will continue to assist ADFAN with its efforts to develop, train and implement a safety decision making model
2. **Has the Regional Office approved the on-site T/TA days?** Yes
3. **Timeframes for planned on-site T/TA:** throughout fiscal year 06
3. **What are the various T/TA tasks and who is responsible(e.g., NRC, State/Tribe/County, RO Specialist etc.?)**

Task 1: Identify pre and post implementation tasks and needs, including those where TA will be most needed	Responsible party: ADFAN advisory group
	Due date: 02/15/2006
Task 2: Review conceptual framework of model and draft curriculum	Responsible party: NRCCPS and ADFAN advisory group
	Due date: 03/30/2006
Task 3: Identify workload issues and develop plans for addressing	Responsible party: NRCCPS and ADFAN advisory group
	Due date: 04/28/2006
Task 4: Develop position paper outlining workload issues for consideration by the Administrator	Responsible party: NRCCP with Approval from advisory group
	Due Date: 05/31/2006
Task 5: Provide framework to assess readiness and framework to support a strategic plan for implementation	Responsible party: NRCCPS
	Due date: 04/28/2006
Task 6: Facilitate decision making surrounding key issues regarding implementation	Responsible party: NRCCPS
	Due date: 04/28/2006
Task 7: Revise, develop policies and procedures including documentation	Responsible party: Rosa, Elsa and Evelyza
	Due Date: 05/05/2006
Task 8: Develop minimum expectations, requirements of supervisors	Responsible party: Carmen N, Carmen R, Maria A and Maria T
	Due date: 05/15/2006

Task 9: :Develop staff development methods for immediate expertise needs of supervisors and advisory group around 6 questions, safety assessment process and use of forms	Responsible party: Chiqui, Nylsa, And Madeline
	Due date: 06/16/2006
Task 10: Develop methods to measure 1 st quarter benchmarks, methods for later reviews and for feedback	Responsible party: Zaida, Iris, and Pilar
	Due Date: 06/30/2006
Task 11: Develop a communication strategy; provide oversight to implementation tasks; develop minimum expectations of managers	Responsible party: Elsa, Evelyza and Maria L
	Due date: 05/12/2006
Task 12: Standardize forms for PES and ongoing; decide which forms to suspend usage for pilot; create narrative format to document six questions	Responsible party: Elsa, Evelyza and Maria L
	Due date: 05/21/2006
Task 13: Develop benchmarks for assessing success in the first quarter of implementation	Responsible party: Advisory group With NRCCPS assistance
	Due date: 05/30/2006

5. What are the plans for following up on-site T/TA and who will be responsible? Each workgroup has a lead and is responsible to the advisory group. Rosa Fuentes will take lead responsibility for the Administrator to ensure that assignments are carried out.

6. What are the timeframes for follow-up? See above time frames. More TA and an expanded workplan will follow as implementation preparation continues.

7. Will the expected outcomes of the T/TA be captured in any ongoing evaluation efforts? QA measures will be part of the implementation plan