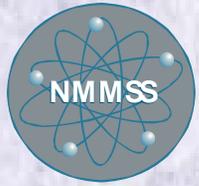


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Revising NMMSS Reports

Improving Report Utilization and
Delivery

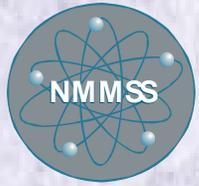
Juan C. Subiry
NAC International



NMMSS Reports in Distribution

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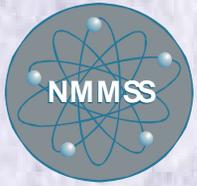
- 2,676 Records on D-4-A Distribution List
 - 679 ARFs reports (D-2, D-3, D-15, etc..)
 - 1,997 Other reports
- Delivery frequency and special requests result in more than 14,000 report deliveries per year



NMMSS Reports in Distribution

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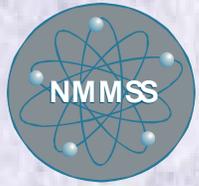
- 652 Recipients
 - 175 DOE Recipients receive approximately 1600 reports (some for multiple RISs and multiple frequencies)
 - 477 Other recipients receive the difference (1080 reports)
 - DOE Facilities receive 60% of all reports on distribution



Report Usage – NMMSS Feedback

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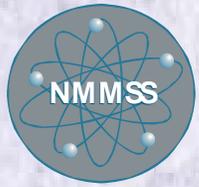
- **515 Report types in NMMSS (includes multiple variations; internal reports, etc.)**
- 204 generated in last five years
- 196 generated in last four years
- 192 generated in last three years
- 175 generated in last two years
- 156 generated last year



NMMSS Report ID - Types

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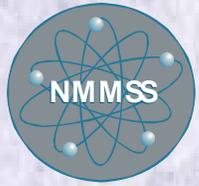
- 515 Report Types
 - 311 have not been generated in five years
 - 204 generated in the last five years
 - 115 Report types received by more than one user
 - 87 Reports received only by one user
 - About 50 identified for potential cancellation



Report Usage – User Feedback Update

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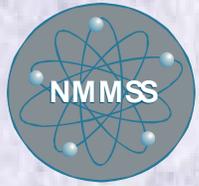
- Mostly for reconciliation activities
 - TJ Series, A-200, I-27, M-742 constitute the bulk of reports used (79%)
- Financial / Reporting
 - DOE facilities
 - Less than 3% of reports issued
 - Lower report frequencies
- Directory Reports (Maintenance)
 - D Series – 18% of reports used



Issues – NMMSS Feedback

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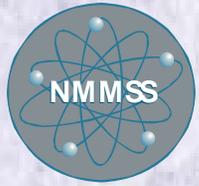
- Report distribution needs updating
 - Recipient no longer exists
 - Recipients filing reports that are not needed
- Report Similarity
 - Similar reports sorted differently
 - Some report types designed for particular needs
- Modern Report Distribution Capabilities
- Report usage
 - Some reports are used by only one recipient
 - Some reports have not been used in 5 years



NMMSS Reports- Update Plan

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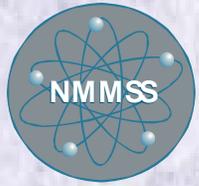
- Identify reports, users frequency to determine best strategy –
 - Analyze reports generation data and discuss with NMMSS staff
 - Perform Survey of NMMSS Reports Users
 - Identify NMMSS reports changes
 - Reports that can be canceled
 - Reports that can be consolidated
 - Report final list to project sponsors



External Survey of NMMSS Reports

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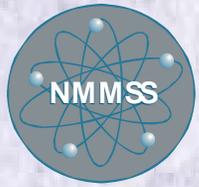
- Survey key points (goals)
 - Is the recipient the primary user?
 - Is the report data adequate or can it be modified?
 - Why is the report needed?
 - Is the primary user willing to use other reports?
 - Impact on report changes (Internal practices)
 - Data availability
 - Building consensus among report users



NMMSS Report Review Activities

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- Analyzed reports generation data
- Surveyed NMMSS Staff to identify internal needs
 - NMMSS staff familiarity of report needs is valuable
 - NMMSS reports used for operations
- Issued NMMSS News article – March 2005.
- Performed survey of 60 report users

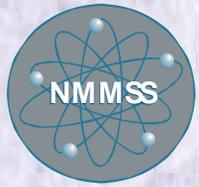


NMMSS Report Review

Current Status as of April 23, 2005

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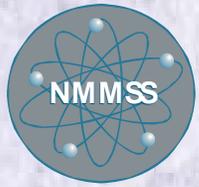
- 515 Report Types
 - 288 have been targeted for cancellation
 - 176 Identified as needed (52 are in Upgrade Spec)
 - 99 Main reports
 - 77 Sorts or variations
 - 51 pending further evaluation (some will require NMMSS Upgrade developer feedback)
- Most users are willing to use new report types that may combine information from other reports
- Most users report willingness to explore new report delivery capabilities



NMMSS Report Review Projected Activities

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- Continue to contact NMMSS Report Users
 - Explore new report alternatives
 - Explore delivery alternatives (SecureNet, email, etc.)
- Assess possibility of report combination
 - Integrate task with upgrade capabilities (option)
 - This may eliminate an additional 20 reports
- Identify NMMSS report changes and finalize report listing
- Evaluate future alternatives to reduce number of reports



Projected Outcome

515 Report types

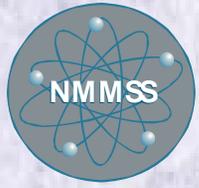


110 Report types (and 88 Query variations)

Future evaluation:

Address potential for report combination

Key evaluation point: Report Complexity



Your Participation is Encouraged

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