EMERGENCY MANAGEMENT ISSUES SPECIAL INTEREST GROUP

New Product Workflow

Created: May 2013

Revised: February 2014

Overview

As EMI SIG members, our ultimate goal is to foster information sharing and product development for the U.S. Department of Energy/National Nuclear Security Administration's (DOE/NNSA) emergency management and continuity of operations communities.

This new product workflow includes the following:

- Proposing a new EMI SIG product
- Accepting the proposal
- Submitting a proposal appeal
- Developing the product
- Reviewing the product
- Finalizing the product
- Notifying the membership of product availability

Submit Proposal

⇩

Accept/Deny/Appeal Proposal

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Develop Draft Product

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Review Draft Product

⇩

Distribute Final Product

EMI SIG Product Criteria

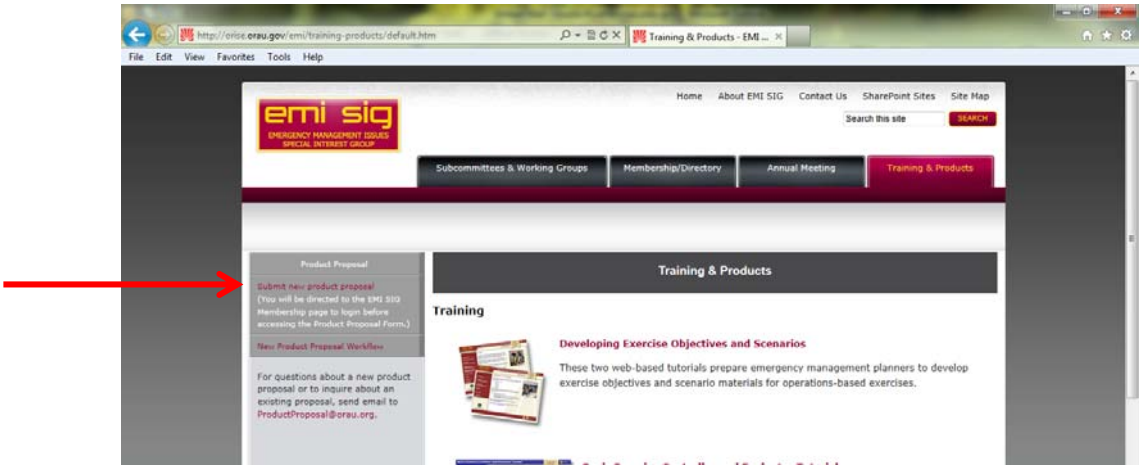
Product Proposals will be evaluated by the following criteria:

- As a matter of policy, the EMI SIG does not test, evaluate, and provide feedback for improvements to commercially available products and/or services.
- EMI SIG products are available to the entire EMI SIG membership at no cost for unlimited use.
- EMI SIG products are developed to address emergency management needs across the DOE/NNSA complex identified by the EMI SIG membership.

Submit Proposal

Initiator

- ☐ Selects link for new proposal on the EMI SIG Training and Products web page (http://orise.orau.gov/emi/training-products/default.htm)



- ☐ Logs into the EMI SIG Membership web page
- ☐ Completes New Product Proposal Form and submits
- ☐ Receives automatic acknowledgment of submission via email

ORISE Primary Administrator

- ☐ Receives submitted proposal
- ☐ Records submission
- ☐ Emails proposal to appropriate ORISE Coordinator within two days

ORISE Coordinator

- ☐ Reviews proposal
- ☐ Emails proposal to Subcommittee/Working Group Leadership Team for review (Subcommittee/Working Group Leadership Team consist of the Subcommittee/Working Group Chair, Co-Chair, DOE Advisor, Steering Committee Advisor, and ORISE Coordinator.)
- ☐ Records status

Accept/Deny/Appeal Proposal

Subcommittee/Working Group Leadership Team

- ☐ Receives proposal via email from the ORISE Coordinator
- ☐ Reviews proposal and makes decision whether or not to forward to the EMI SIG Manager within five working days
- ☐ Subcommittee/Working Group Chair emails review results with comments to ORISE Coordinator

Note: If agrees with concerns, provides written comments. If denies, provides justification for denial.

ORISE Coordinator

- ☐ Receives Subcommittee/Working Group Leadership Team decision
- ☐ Sends email to Initiator about Subcommittee/Working Group Leadership Team decision
  - If the proposal is accepted, informs Initiator of decision to forward the proposal to the EMI SIG Manager for review.
  - If the proposal is denied, informs Initiator of the denial and explains the option to appeal the proposal by furnishing additional information for clarification via email to ProductProposal@orau.org.
  - If denied with no appeal or appealed and denied, the proposal review process stops here.
- ☐ Records status
- ☐ Emails proposal to EMI SIG Manager for review

EMI SIG Manager

- ☐ Receives proposal via email from the ORISE Coordinator
- ☐ Reviews proposal and confers with NA-41 Sponsor and/or the EMI SIG Steering Committee prior to making decision to either accept or deny proposal
- ☐ Works with ORISE Coordinator to estimate time and cost of developing the product
- ☐ If cost estimate is acceptable, emails decision/review results, with comments, to ORISE Coordinator

Note: If accepted with concerns, EMI SIG Manager provides written comments. If denied, EMI SIG Manager provides justification for denial.

ORISE Coordinator

- ☐ Receives decision from EMI SIG Manager
- ☐ Sends email to Initiator and Subcommittee/Working Group Leadership Team about decision
  - If the proposal is accepted, informs Initiator of the acceptance and indicates that the proposal will be sent to the Subcommittee/Working Group Leadership Team for development.
  - If the proposal is denied, informs Initiator of the denial and explains the option to appeal the proposal by furnishing additional information for clarification via email to ProductProposal@orau.org.
  - If denied with no appeal or appealed and denied, the proposal review process stops here.
- ☐ Records status of proposal

Develop Draft Product

Subcommittee Leadership Team

- ☐ Receives email from ORISE Coordinator that proposal is accepted for product development
- ☐ Appoints a Task Leader for product development

Task Leader

- ☐ Forms Task Group and forwards member contact information to ORISE Coordinator
- ☐ Develops initial meeting agenda
- ☐ Contacts ORISE Coordinator to schedule the initial meeting/teleconference for Task Group

ORISE Coordinator

- ☐ Schedules initial Task Group meeting/teleconference with Task Leader
- ☐ Emails Task Group members informing of initial meeting/teleconference and agenda

Task Leader

- ☐ Conducts initial Task Group meeting/teleconference
- ☐ Sets future meeting dates and times
- ☐ Ensures product development requirements are documented by the ORISE Coordinator
- ☐ Drafts product development schedule with milestones in coordination with ORISE Coordinator
- ☐ Monitors Task Group development progress
- ☐ Informs Subcommittee/Working Group Leadership Team and/or Subcommittee members of development progress
- ☐ Ensures completion of draft product

ORISE Coordinator

- ☐ Assists Task Leader with draft product development schedule
- ☐ Coordinates with Task Leader to schedule Task Group meetings/teleconferences and prepare agendas
- ☐ Informs the Task Group members of meetings/teleconferences and agendas as coordinated with Task Leader
- ☐ Documents and ensures all requirements for product development are communicated and met
- ☐ Assists Task Leader with monitoring Task Group development progress
- ☐ Informs EMI SIG Manager of development progress
- ☐ Ensures completion of draft product

Review Draft Product

Task Leader

- ☐ Sets schedules for draft product reviews with ORISE Coordinator
- ☐ Reviews product drafts
- ☐ Approves and informs ORISE Coordinator to send draft product to peer(s) and editor for review and comment

ORISE Coordinator

- ☐ Assists Task Leader in scheduling reviews with peer(s) and editor
- ☐ Prepares/ensures draft product is ready for review cycle
- ☐ Sends draft product with instructions to peer(s) for review and comment (upon approval from Task Leader)
- ☐ Sends draft product with instructions to editor for review and comment (upon approval from Task Leader)
- ☐ Receives completed peer(s) review
- ☐ Discusses peer(s) review results with Task Leader
- ☐ Sets peer review meeting/teleconference with Task Group members as requested by Task Leader
- ☐ Receives completed editor review
- ☐ Discusses editor review results with Task Leader
- ☐ Sets editor meeting/teleconference with Task Group members as requested by Task Leader

Task Leader

- ☐ Ensures peer(s) review issues are addressed and resolved
- ☐ Ensures editor review issues are addressed and resolved
- ☐ Informs OC and Task Group that peer and editor issues are addressed and resolved
- ☐ Requests that OC send product to Subcommittee/Working Group Leadership Team for review

ORISE Coordinator

- ☐ Records status of peer's and editor's review completion
- ☐ Prepares/ensures updated draft product is ready for Subcommittee/Working Group Leadership Team review
- ☐ Sends updated draft product with instructions to Subcommittee/Working Group Leadership Team for review and comment (upon approval from Task Leader)

Subcommittee Leadership Team

- ☐ Reviews updated draft product
- ☐ Sends Subcommittee/Working Group Leadership Team review results to Task Leader and ORISE Coordinator

Review Draft Product (continued)

Task Leader

- ☐ Receives completed Subcommittee/Working Group Leadership Team review
- ☐ Ensures Subcommittee/Working Group Leadership Team review issues are addressed and resolved
- ☐ Informs ORISE Coordinator and Task Group that Subcommittee/Working Group Leadership Team issues are addressed and resolved
- ☐ Requests that ORISE Coordinator send product to EMI SIG Manager for review

ORISE Coordinator

- ☐ Records status as Subcommittee/Working Group Leadership Team review completed
- ☐ Prepares/ensures updated draft product is ready for EMI SIG Manager's review
- ☐ Sends updated draft product with instructions to EMI SIG Manager for review and comment (upon approval from Task Leader)

EMI SIG Manager

- ☐ Reviews updated draft product
- ☐ Confers with Sponsor (NA-41) and/or Steering Committee as appropriate
- ☐ Sends review results to Task Leader and ORISE Coordinator

Task Leader

- ☐ Receives completed EMI SIG Manager's review
- ☐ Ensures EMI SIG Manager's review issues are addressed and resolved
- ☐ Informs ORISE Coordinator and Task Group that EMI SIG Manager's issues are addressed and resolved
- ☐ Requests that ORISE Coordinator record status of EMI SIG Manager review completion

ORISE Coordinator

- ☐ Records status of EMI SIG Manager's review completion

Final Distribution

EMI SIG Manager

- ☐ Informs ORISE Coordinator and ORISE Primary Administrator that the new product may be published, distributed, and/or posted on the EMI SIG Training and Products web page and/or appropriate Subcommittee SharePoint site(s)

ORISE Coordinator

- ☐ Finalizes the new product for publication, distribution, and/or posting (upon approval from the EMI SIG Manager)
- ☐ Records status of new product completion
- ☐ Coordinates with ORISE Primary Administrator for posting on EMI SIG website and/or SharePoint sites.
- ☐ Sends email to Subcommittee members to notify of the new product availability
- ☐ Sends request to EMI SIG Manager to notify the EMI SIG membership of the new product availability
- ☐ Documents lessons learned

EMI SIG Manager

- ☐ Notifies the EMI SIG membership of the new product availability