

STIP STRATEGIC PLAN

2003 Revision

TOC

Message from the Director (TBD)

Executive Summary (pending completion of rest of document)

Introduction (update data from 97 and state progress/accomplishments since then)

Principles (update only last item re: Admin – use reference to e-gov)

Situational Analysis (updated last year – any new input?)

Planning Assumptions (as is except update reference to IG audit)

Vision (as updated last year)

Mission (as updated last year)

Goals (as updated last year and with revisions to bring up to date)

Strategies (some updated last year but some still incomplete)

Organizational Infrastructure (update and SIMPLIFY)

Next Steps

App A: Participants (update using attendees last year and this year – OR list all POCs with asterisks for attendees)

App B: Goal groups (list current members of each)

App C: Planning Relationships (delete?)

App D: STI Definition (revise?)

Vision

The critical contribution that DOE research and development results make to the welfare of the nation and the world is recognized by U.S. citizenry as well as the global scientific community.

Mission

Share scientific and technical information as appropriate through a robust, collaborative, and innovative Program forged by all Departmental elements using state-of-the-art technologies that are cost-effective and allow maximum use of the information.

Goals, Strategies, and Measures

Goal 1: Provide convenient, timely and appropriate access to STI in a customer-driven form.

Strategy 1: Utilize site-hosted electronic collections to ensure timely availability of STI

Measure 1a: By 4/03, demonstrate harvesting concept and share lessons learned with STIP community

Measure 1b: By 9/03, resolve coding of special characters in harvested records

Measure 1c: By 3/04, implement harvesting at all major STI-producing sites

Measure 1d: By 12/04, conduct pilot at 1 site to test expanding harvesting to limited STI

Strategy 2: Enhance access to legacy collections

Measure 2a: By 4/03, develop procedures for adding site's digitized collection to OSTI's central file

Measure 2b: By 9/03, demonstrate addition of site legacy records to OSTI's database

Measure 2c: By 12/03, develop DOE-wide guidelines for analyzing strategies and costs for increasing access to legacy STI

Measure 2d: By 4/04, develop site-specific plans for dealing with legacy STI

Strategy 3: Enhance accessibility and ease of use of site collections with state-of-the-art search tools

Measure 3a: By 04/03, give users capability to simultaneously and transparently search multiple OSTI sources

Measure 3b: By 4/04, develop a common look and feel for user interfaces to OSTI information systems

Measure 3c: By ____, effectively link content from distributed sources [this is done now via tools such as IB, EnergyFiles, and science.gov – what is desired result?]

Strategy 4: Enhance availability of site-developed software

Measure 4a: By 9/03, develop improved communications between sites' software POCs and OSTI's ESTSC

Measure 4b: By 12/03, create Web-searchable catalog of software at ESTSC

Measure 4c: By 4/03, develop and maintain a working relationship with each SIAC

Measure 4d: By 4/03, ensure software is managed like other STI (it is being provided to ESTSC via the DOE F 241.4 or to SIACs; only software that meets the scope of interest/operation is being sent to a SIAC; software hosted at developing site is also provided to ESTSC; and updates of software packages are provided to ESTSC).

Goal 2: Build on collaborative relationships to support the Department's STIP

Strategy 1: Establish a means of engaging Program Offices in reinforcing expectations for reporting of STI deliverables (with ID numbers)

Measurements 1a:

Strategy 2: Identify and address incentives/disincentives to collaboration.

Measurement 2a: Pursue harvesting to minimize disincentives of paperwork and to speed up processing/availability

Strategy 3: Continue to identify and publicize successful collaborations at least annually.

Measurement 3a: Foster collaboration with sister organizations such as library groups, records groups, and subject areas

Strategy 4: Educate users/providers on value added by STI processes.

Measurement 4a: Emphasize increased exposure recognition for authors

Measurement 4b: Explain DOE-only restriction for work that authors do not want to make public

Strategy 5: Enhance communication

Measurement 5a: Initiate regular TIO interface with STI point(s) of contact and authors

Measurement 5b: Continue publicizing STIP on OSTI web pages and STI teleconferences

Goal 3: Use best business practices, as articulated in DOE G 241.1-1A, to ensure effective life-cycle management of STI.

Strategy 1: Define outcomes based on OSTI mission; determine when consistency must take precedence over flexibility at each site.

Measurement 1a:

Strategy 2: Improve compliance with information release at each DOE site.

Measurement 2a:

Strategy 3: Establish a communication plan and process for the STI community.

Measurement 3a:

Strategy 4: Identify common barriers and needs for process improvements.

Measurement 4a:

Goal Group Participants at March 2002 STI Meeting

The following lists the participants in the Goal group break-out sessions at the March 2002 STI Meeting. The STI Meeting attendees agreed that working groups would be established to finalize the agreed-upon goals, strategies, and measures, thereby ensuring that the plan would serve its purpose.

Goal 1 Participants

Kathy Macal, ANL (Lead)

Judy Lussie, LLNL

Jackie Stack, LANL

Mary Donahue, NREL

Carol Backus, LBNL

Nicole Rantz, LLNL

Darlene Varley, PNNL

Mark Williams, LMIT

Kathy Waldrop, OSTI

Alan Tackett, OSTI

Goal 2 Participants

Mary Petersen, BNL (Lead)

Hope Matthews, RLO

Sharon Lee, Bechtel Hanford

Theresa Garbaccio, Bechtel Nevada

Dorothy Riehle, RLO

Dale Clafin, INEEL

Cathy Witker, SRS
Michelle Johnson, INEEL
Dave Hamrin, ORNL
Jane Tierney, LBNL
Lucille Gentry, ALO
Rita Hohenbrink, OSTI

Goal 3 Working Group

Pam Novak, PNNL (Lead)
Stephanie Janicek, LMIT
Bettie Moore, YMP
Janine Ford, NVO
Annanaomi Sams, PNNL
Nancy Kenny, Fluor Hanford, Inc.
Lynn Davis, OSTI
Susan Tackett, OSTI

Definition of STI

Scientific and technical information represents the content of DOE's STI mission. It is defined as:

- Useful information products, in any format or medium, that are derived from scientific and technical studies, work, or investigations that relate to research, development, demonstration, and other specialized areas, such as environmental and health protection and waste management.
- STI products may be unclassified unlimited, sensitive unclassified, export controlled, classified, or declassified.
- Information announcing, reporting, or describing DOE-sponsored research and the conduct thereof, such as summaries of ongoing R&D projects, procurement/contract deliverable data, summaries of R&D accomplishments, and other information relating to STI.
- DOE-funded STI originates primarily from research and other activities performed by major facilities management contractors, direct DOE-executed prime procurements, DOE-operated research activities, and financial assistance recipients, in addition to DOE employees.
- STI originating during work performed at DOE facilities is also within scope.