

**National Nuclear Security
Administration
Kansas City Field Office**

RESOURCE DATABASE

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Purpose of Resource Database

- Increases versatility and visibility of work load
- Known responsibilities for each position (resource)
- Identifies the driver of activities
- Identifies common activities
- Enables management analysis of resources, activities, and functional areas
- Enables prioritization of activities

Challenges

- Enable KCFO Senior Management to make strategic decisions based on data.
- Organizational structure
- Resource needs
- Resource changes
- Common activities between functions
- Focus of the activities (Federal vs Contractor)
- Requirements vs Best Practice

How The Resource Database Works

- Workbook is sent to each functional area
- All 18 functional areas consolidated into a database
- Database is set up to sort by 5 different areas (Functional Area, Sub Function, Activity, Resource, Focus, and Requirement Type)
- Summary Data Sheet set up with custom queries

Organizing the Data to be Meaningful

- Setup would depend on Organizational Hierarchy
 - 18 functional areas (structure and main topical areas that work is performed)
- What does management need to know
- Activity load on resources
- Customize for environment (Our product is oversight of a contractor) Identified Internal vs externally focused activities
- What is a requirement vs best business practice

Managing Our Database

- As we switched facilities identified activities that would be eliminated at the new facility
 - After the move this option was eliminated
- Easy to accommodate organizational changes, resource changes, and a dynamic work force
- Dynamic document that is updated annually at a minimum. Established a PD and WI to follow
- Used the database for 6 years

Impact

- Employees in new positions have defined responsibilities
- Helps with organizational changes in responsibilities
- As headcount reduces helps to prioritize activities
- Enables strategic planning for Senior Management
- Efficient and effective Resource Management tool that dovetails into other processes used
- Can track and trend data

**ANY
QUESTIONS?**