

**Creating a Blueprint of Sustainable, Innovative and Efficient Management at the Occupational Safety and Health Review Commission
Twelve Work Circles**

		Timeline				Budget	End Product
	Project	Project Definition	Start Date	End Date	Status	Next Steps	Only Applicable to E-filing
1	Knowledge Management (KM)	Establishes core values of sharing valuable information, avoiding re-learning or re-inventing and redundant work, reducing training time for new employees, and retaining key intellectual property as employees leave. Establishes link to strategic and succession planning	4/13		Ongoing	Develop action steps for each goal and for every part of the agency	
2	E-Filing	Develop and implement an e-filing system with the following components: accommodate filings of pleadings electronically; automatically associates all filings with the case in our case management system; allow access to view, upload etc. by all the parties involved in "the matter"; entails a registration process for screening out everyone else -- those not involved in "the matter"; a verification/authentication system; generates notices	12/12		Ongoing	Meeting with potential vendors to learn about product	
3	Strategic Planning	Develop revised strategic plan pursuant to GPRM Modernization Act.	2/13	2/14	Ongoing	Draft sent to OMB	

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4	Commissioners' Companion to Collegial Decision Making (Briefing Book)	Develop briefing book and materials for new Commissioners.	4/13		Ongoing	Next meeting: 6/11/13	
5	Style Manual	Update the Commission style manual as a supplement to the Blue Book.	6/13		Ongoing	First meeting: 6/11/13	
6	Rules Change	Review OSHRC Rules of Procedure	5/13		Ongoing	Continue meeting with internal stakeholders to consider consolidated list of rules possibly needing review/revision	
7	ADR at Commission level	Determine whether Commission should implement an ADR program at the Commission level and, if so, develop such a program.	9/12		Ongoing	Reviewing group edits to draft Federal Register notice	
8	PDR Considerations	Develop a list of issues that a Commissioner might consider in deciding whether to direct a case for review	9/12		Ongoing	Pending internal consideration	
9	Kick-out Clause	Examine legal issues associated with a kick-out clause	4/13		Ongoing	Production of legal analysis memo	
10	Language Access	Review and update Commission Language Access policy.	10/12		Ongoing	Posting interim policy statement for managers and staff	

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11	Records Mgmt Initiative	Implement requirements of Presidential Records Management Directive	11/11	12/19	Ongoing	By 12/31/13: Begin to plan transition to electronic records. Ensure permanent records (30yrs+) identified and reported to NARA. Identify all unscheduled records.	
12	Garden Circle -- Going Green (voluntary)	An outgrowth of the 2009 Going Green Initiative, the Garden Circle focuses on growing vegetables, herbs and flowers in the OSHRC patio planters and contribute produce to Bread for the City food pantry	5/13		Ongoing	Claiming garden boxes, cleanup, and screening "A Community of Gardeners" documentary. Get herbs and vegetables planted in the patio garden boxes planted by June 3, 2013	