

## PROJECT MANAGEMENT PLAN

### Westside Type F Riparian Prescription Monitoring Project, Pilot Study

#### Major Project Milestones and Tasks

Task	Responsible Team Member	Estimated Completion Date
<b>Site Selection and Access</b>		
Conduct office screening per Study Plan to obtain approximately 150 sites to provide to PM to obtain landowner permission and access permits (for second set of 55 sites).	PIs	March 15, 2019
Obtain landowner permission and secure access agreements (for second set of 55 sites).	PM	May 15, 2019
Once access permits obtained, provide necessary site information to contractor for site validation and data collection (for second set of 55 sites).	PIs	June 1, 2019
<b>Development of Project Management Plan and Communication Plan</b>		
Provide Draft of Project Management Plan to PIs for review	PM	November 15, 2018
Incorporate PI and Project Team comments into Project Management Plan	PM	November 28, 2018
Provide draft Project Management Plan with PI and Project Team comments incorporated to RSAG	PM	December 5, 2018
Provide Draft of Communication Plan to PIs for review	PM	November 15, 2018
Incorporate PI and Project Team comments into Communication Plan	PM	November 28, 2018
Provide draft Communication Plan with PI and Project Team comments incorporated to RSAG	PM	December 5, 2018
<b>QA/QC</b>		
Develop QA/QC for data collection and data base	PIs	December 15, 2018
Conduct QA/QC for site validation	PIs	January 31, 2019
Conduct QA/QC for data collection and preliminary data	Contractor and PIs	June 30, 2019
Conduct QA/QC of database	Contractor and PIs	June 30, 2019
<b>Site Validation and Data Collection</b>		

Conduct site validation per approved Field Methods Manual for first 55 sites.	Contractor	March 31, 2019
For all sites that pass the field validation process, lay out study plots per approved Field Methods Manual for first 55 sites	Contractor	March 31, 2019
Data collection at first 55 sites	Contractor	June 22, 2019
Conduct site validation per approved Field Methods Manual for second set of 55 sites.	Contractor	September 31, 2019
For all sites that pass the field validation process, lay out study plots and collect data per approved Field Methods Manual for second set of 55 sites.	Contractor	September 31, 2019
Provide final QA/QC'd data base, metadata, and GIS data	Contractor	June 30, 2019 (for first 55 sites), October 31, 2019 (for second 55 sites)
<b>Data analysis and final report writing</b>		
Complete data analysis	PIs and Project Team Members	December 31, 2019
Draft final report	PIs and Project Team members	February, 28, 2020
Concurrent RSAG/CMER review of final report	RSAG/CMER	April 8, 2020
Incorporate RSAG/CMER comments into final report	PIs and Project Team members	May 6, 2020
Final report approved at RSAG meeting	RSAG	May 13, 2020
Final report approved at CMER meeting	CMER	May 26, 2020
ISPR review of final report and receipt of comments.	ISPR	120 days after receipt
Revise final report and prepare response matrix and resubmit to ISPR associate editor.	PIs and Project Team members	30 days after receipt of comments
ISPR concurrence on response matrix and revised final report (non-concurrence issues brought to CMER).	ISPR	21 days after receipt of comments
Final report approved at applicable CMER meeting	PM and PIs	TBD

## **Deliverables**

The deliverables are the materials, or data, that will be developed as a result of the project and to a specified quantitative or qualitative measure of quality. For example: field data that is completed according to the field manual, submitted on a specific medium, and approved by the SAG; an interim report approved by the SAG; a SAG approved QA/QC report that will identify any deviations of the field protocol, and a final report reviewed by a technical editor and ISPR that is CMER approved; etc.

- List all tangible deliverables this project will produce.

## **Human Resource Roles and Responsibilities**

This section identifies the human resource needs of the project and the respective expertise. This section is intended to identify all of the individuals or groups that are likely to be affected by the project or critically needed for the project. Provide name, title, affiliation, and contact information (phone number and e-mail address):

### Project Manager

- Primarily responsible for all aspects of project management which include: planning, maintaining project accountability, contracting, project communication needs, facilitation of SAG and CMER administrative tracking, and coordination with the AMPA.

### Principle Investigator

- Entity responsible for executing the project (e.g., consultant, agency, tribe, caucus)

### Project Technical Expertise Needs:

- List all technical expertise necessary to complete the project (i.e. geologist, hydrologist, statistician, wetland biologist, field crew and field crew lead, etc.)
- List technical expertise necessary that is available through CMER staff or other sources of in-kind resources (interagency agreement).
- List technical expertise that is not within the CMER organization or an in-kind resource (interagency agreement). This will help identify what expertise may need to be secured by a contract.

### Identify key SAG Members, Landowners, and Outside Organizations:

- The entities should be limited to key resources that are directly associated with the projects implementation and success.
- Clarify the roles and responsibilities for each key player on the project.
- If the need exists but the proponents have not been identified within the Adaptive Management Program, identify the resource need.

### Contracting Party:

- The entity that is responsible for the financial resources and the project contracting. Currently, CMER budget oversight and the contracting agency is the Department of

Natural Resources and should be stated here. If this changes in the future, the project plan should reflect the change.

Scientific Advisory Groups:

- What SAGs are involved?
- Will there be a technical advisory group (TAG) or sub-committees? Who will be on the TAG and/or sub-committees?

Landowners:

- Briefly, what level of landowner involvement is necessary?
- What landowner commitments are necessary?

Outside agencies, Non-Government Organization, In-kind Resources:

- Will other entities be consulted or utilized in carrying out the project? Are they necessary for successful completion of the project?

Other:

- Are there entities that have not been identified that are needed to complete the project?

**Project Scheduling Constraints**

Describe any known constraints that will impact the project. A project constraint is a restriction or limitation internal or external to the project that will affect the completion of a project milestone or task. Constraints have been lumped into the following categories: schedule, budget, resources, and human resources. As the project evolves constraints will materialize. In the planning phase, the identification of the project constraints are based on current scientific, policy, logistic, and budget considerations. If constraints within the categories below do not exist, state nonexistent or unknown.

Schedule Constraint:

Limitations or restraints placed on the project schedule that affect when an activity can be scheduled. This is usually a fixed or imposed date or relationships with other projects that can strain resources.

Budget Constraint:

Any limitation or restraint placed on the project budget such as the availability of funds over time, fiscal year considerations, and grant considerations.

Human Resource Constraint:

Any limitation or restraints placed on resource usage, such as what resource skills are limited during a specified time frame.

Resource Constraint:

Project limitations anticipated due to the lack of the technical resources or product acquisition necessary to complete the project.

Project Selection Prioritization

Are there any advantages of delaying initiation of this project, until other projects within the program or outside of the program are finished?

### **Decision Making Authority**

This section defines the decision making authority and how decisions are made for this project.

- Develop a SAG organization chart (chair(s), members, CMER and Adaptive Management Staff).
- Describe the project team organization and approval authority (i.e. project team members, project manager, TAG, CMER, contractor). It is best to place this in an organization chart to better represent the chain of command.
- Summarize roles and responsibilities for the team and stakeholders identified in the organizational chart.
- What are the decision making procedures for the project? At what stages or points within the project, is an official review or approval necessary? Describe the approval process of major decisions within the project team, with the SAG, and within CMER. Describe what constitutes a decision that can be made more informally and those which are “formal”.
- How will changes within the scope of work, contract, or study design be addressed?

### **Project Resource Needs**

List or describe any infrastructure or specialized equipment that will be necessary to complete the project (i.e. aerial photographs, orthophotos, special maps, vehicles, cell phones, tremble units or GPS, computer, software programs, field gear, thermographs, etc.). Is it cost efficient to purchase the equipment for the project to have it for future projects, or is it best to contract the equipment from the contractors?

### **Project Sites**

To assess project resource and scheduling requirements, provide the following information that is known about site selection for the project at a technical or policy level. This section is not intended to be a detailed screening for site selection. Reference the location where this information is provided in detail if available. This section can be adapted as applicable to identify data collection requirements.

- Brief description of a sample area/ study site (Geographic extent of the study area)?
- Specific site selection criteria necessary for the goals of the study.
- Minimum number of sample sites needed for the study.
- What time period is needed to find and secure sites?
- Term of sampling/visits over the life of the project (e.g., how often, when, date of completion).

- Does the study design call for site treatments; if so, who is responsible for treatments?
- How will site treatment responsibility be memorialized?
- Will permits be needed for the study (access, land use, environmental)? List all permits needed.
- Will limitations on the use of the site by the landowner be necessary (future use, access, logging, etc.)? For what period of time?
- If the project does not involve landowners, or sites, explain why this is not the case (i.e. study design, literature review, modeling exercise.).
- Will other projects use the same sites?

How will variations in the site selection requirements be factored into the study design's site selection process?

### **Funding Authority**

The information in this section determines what budgetary information is available or what, if any, budget decisions have been made.

- Has a budget been approved and allocated to this project (Tier 1, Tier 2)?
- Describe any budget information, decisions, or assumptions made. Reference or attach any information that is available.
- Identify by fiscal year the budget allocation.