

High-Level Resource Stewardship Monitoring Pilot Project Work Plan (tasks)

Activity	Task	Start Date	End Date	2004	2004	2004	2004	2005	2005	Responsible	Status
				May - Jun	Jul-Aug	Sep-Oct	Nov-Dec	Jan-Feb	March		
Approved RSMP Work Plan	Draft for review and approval by FREWG	May 10	June 7	◆						FREWG	✓
	Draft for pilot planning team	June 7	June 15	◆◆						Peter	✓
	Final plan approved by FREWG		June 21	◆						Frank	
	Distribution of approved plan to districts, regions and FREWG		June 22	◆						Frank	
Confirm resource values that will be pilot tested	Confirm values with RVTLS		May 20	◆						Frank	✓
	Confirm values with FREWG		June 7	◆						Peter	✓
	Confirm values meet district/regional needs	June 15	June 30	◆◆						RSMPT	✓
Form Resource Stewardship Monitoring Pilot Team – RSMPT	FREWG decision on structure and FREWG members		June 7	◆						FREWG	✓
	BA 2 members decision	June 7	June 15	◆◆						Craig, Wayne and Denis	✓
	District members decision	June 15	June 30	◆◆						Regional BA 2 teams	✓
Communications	With regions	June 1	March 31	◆					◆	BA 2 – RSMPT reps	In progress
	With districts	June 1	March 31	◆					◆	BA 2 – RSMPT reps	In progress
	With FREP sponsor	June 1	March 31	◆					◆	FREWG	In progress
	With JMC	June 1	March 31	◆					◆	FREWG	
	With stakeholders	June 1	March 31	◆					◆	FREWG	

Detailed Resource Stewardship Monitoring Pilot Project Work Plan (tasks)

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Detailed Resource Stewardship Monitoring Pilot Project Work Plan (tasks) cont'd

Activity	Task	Start Date	End Date	2004	2004	2004	2004	2005	2005	Responsible	Status
				May - Jun	Jul -Aug	Sep -Oct	Nov -Dec	Jan - Feb	March		
Develop and test data collection, storage and transfer (district, region FREP)	Form Data Management System Team (DMST)		June 10	◆						DMST Frank (lead), Shirley, Denis, Greg...	✓
	Determine requirements	June 10	Dec	◆			◆			DMST	In progress
	Develop Data Management System	May 1	Dec 31	◆			◆			DMST	
	Electronic Data Collection Tools	June 10	Dec 31	◆			◆			DMST	On hold til September
Data collection in districts	Begin data collection	August 15	Nov 30		◆		◆			District staff	
Analyze checklist data collected	District submit completed protocols to HFP (upon completion of each site)	Sept 15	Dec 31			◆	◆			District staff	
	Data entry and analysis	Sept 15	Dec 31			◆	◆			RVTLS and FREWG	
	Peer review of, and analysis							◆	◆	District and regional staff	
Evaluate Success of Pilots	Develop meta-evaluation criteria and tools	June 1	August 4	◆	◆					RSMPT and FREWG	In progress
	Analysis of written feedback (from pilot participants)	Dec 1	Dec 31				◆	◆		RSMPT	
	RSMPT and FREWG workshop		Feb 10					◆		RSMPT and FREWG	tentative
Report on Pilot Success	Draft report	Feb 2	Feb 15					◆	◆	RSMPT	
	Peer review of report	Feb 15	Feb 28					◆	◆	RSMPT	
	Final report and recommendations	Feb 28	March 11						◆	FREWG	
	JMC and sponsor presentation		March 14						◆	FREWG	
Pilot close out	Distribution and storage of data, reports and other information	March 15	March 31						◆	FREWG	
	Draft RSM implementation strategy	Feb 1	March 31					◆	◆	FREWG with RSMPT	
	Recognition of participants		March 31						◆	Sponsor	