



Business Process Flow Possibilities for the Resource Stewardship Monitoring Program

Prepared by:
The Resource Stewardship Monitoring Advisory Group
Forest Practices Branch
July 7, 2004

D R A F T !

Read This First:

The two key components of the provincial FRPA Resource Evaluation Program (FREP) are Effectiveness Evaluations and the Resource Stewardship Monitoring (RSM) Program. While the formal effectiveness evaluation projects will largely be conducted by the FREP working group, the Resource Value Team (RVT) leaders, and regional staff, districts will be responsible for resource stewardship monitoring of the resource objectives identified in the Forest Stewardship Plans (FSPs) and for other district or BA2 priorities. Because of this link between FREP and the RSM Program, it is critical that the information collection processes that will be developed at district, region and provincially, are consistent and harmonized.

To assist in the development of the RSM Program process, the FREP working group (FRPA Resource Evaluation Working Group - FREWG) has volunteered to provide regions and districts, for their review, a draft business process of the emerging Resource Stewardship Monitoring Program. In addition, FREWG will also develop and provide training on the necessary tools they will require to support them in that process.

To increase and strengthen the linkages between the FREP and district RSM program monitoring outputs, and maximize the utility of the data collected at a district level, it is envisioned that FREP will develop a core set of indicators and checklists for each FRPA resource value and then refine these checklists based on user specific needs. Regions and districts (BA2 teams) will be able to tailor their RSM program monitoring process to collect the necessary resource data that will meet both the needs of the FREP and the RSM program.

For example, monitoring checklists should contain a "core" set of indicators that will measure sustainability of the resource values. If district staff were to use these checklists at the routine and/or extensive-level (and the associated rationales and methodologies) as a basis, ensuring that additional district need-specific indicators (e.g., FSP-specific alternative practices) are incorporated, then the RSM program monitoring process could cover both district and FREP needs.

Once this business process and data collection methodology is clear, there will be a high priority business need to develop a computer management/reporting system to manage that information. The system should interface with existing corporate databases to ensure consistency and avoid duplication; the reports from this system should be useful at all levels – district, region and provincially.

The purpose of this draft document is to provide a starting point to help spur discussion about the RSM business process, especially as it relates to information flow and potential data management system capabilities. While some of the questions may appear to be out of scope of the monitoring program they are being asked to ensure that the business process is fully understood prior to designing any future district monitoring data management interface.

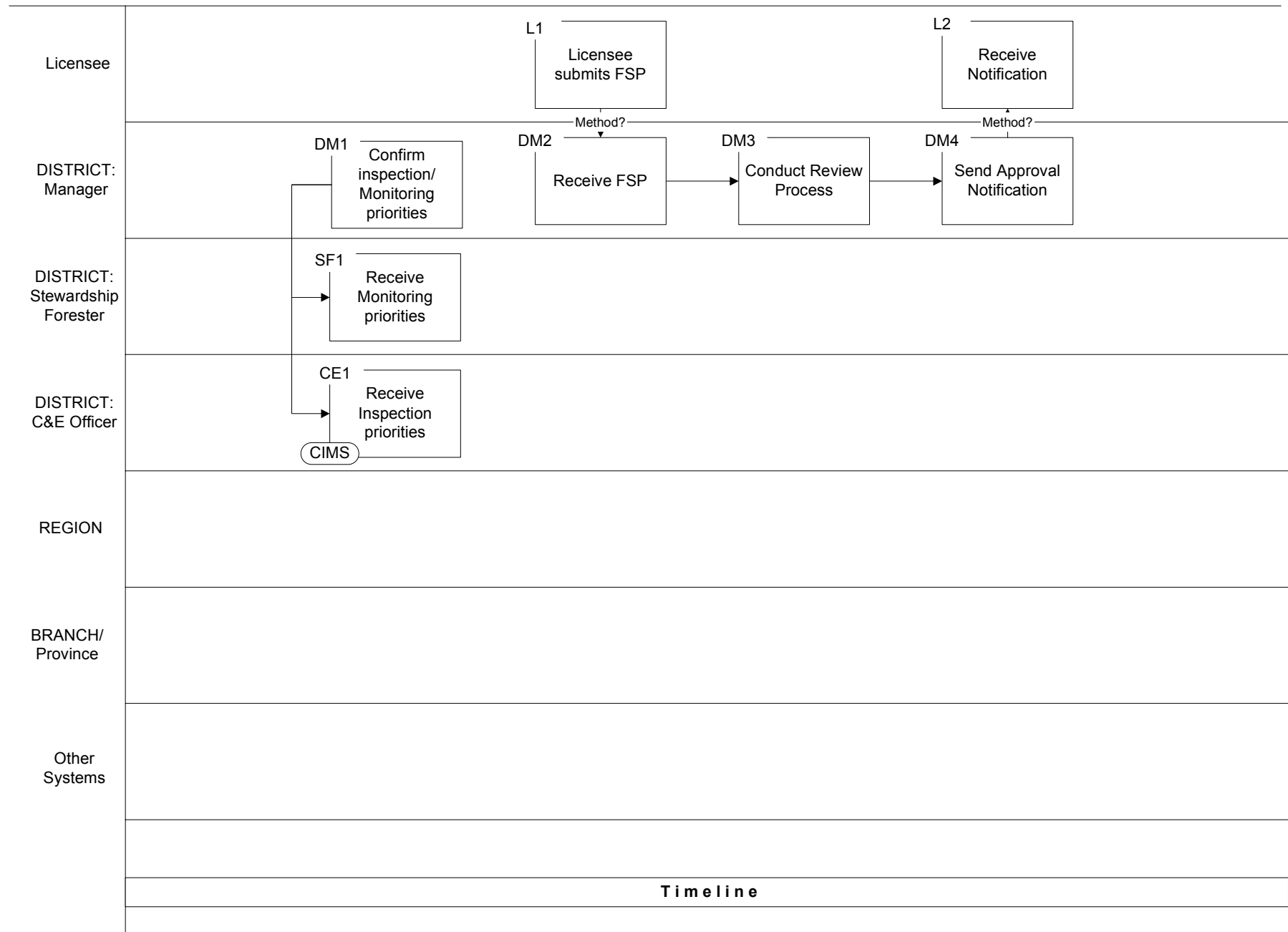
The RSM business process that is eventually defined will most likely be affected by other business areas and systems. Although there is no direct linkage between C&E and the FREP, we have identified potential links and similarities to the Compliance data management process in the hopes of generating ideas about how the RSM process might take advantage of some of the tools and methodologies used by C&E, not to re-define the C&E process or restrict thinking about the RSM process.

How to Use This Document

The process flow steps are broken into “swim lanes” in an attempt to keep clear who’s doing what. Each step is numbered and details are provided in the corresponding notes. The notes provide a guide for the kinds of questions that need to be considered when defining what action the person involved in the step will actually take, and what kind of electronic tool/information might be required to assist.

The last page of this document is a draft systems implementation timeline. It emphasizes the critical need to define a solid business process that is signed off by the districts and regions before system business requirements are written and development begins. It also attempts to show that the implementation process has many steps after development occurs – training, documentation, testing and support – all of which must be considered before committing to the development in the first place.

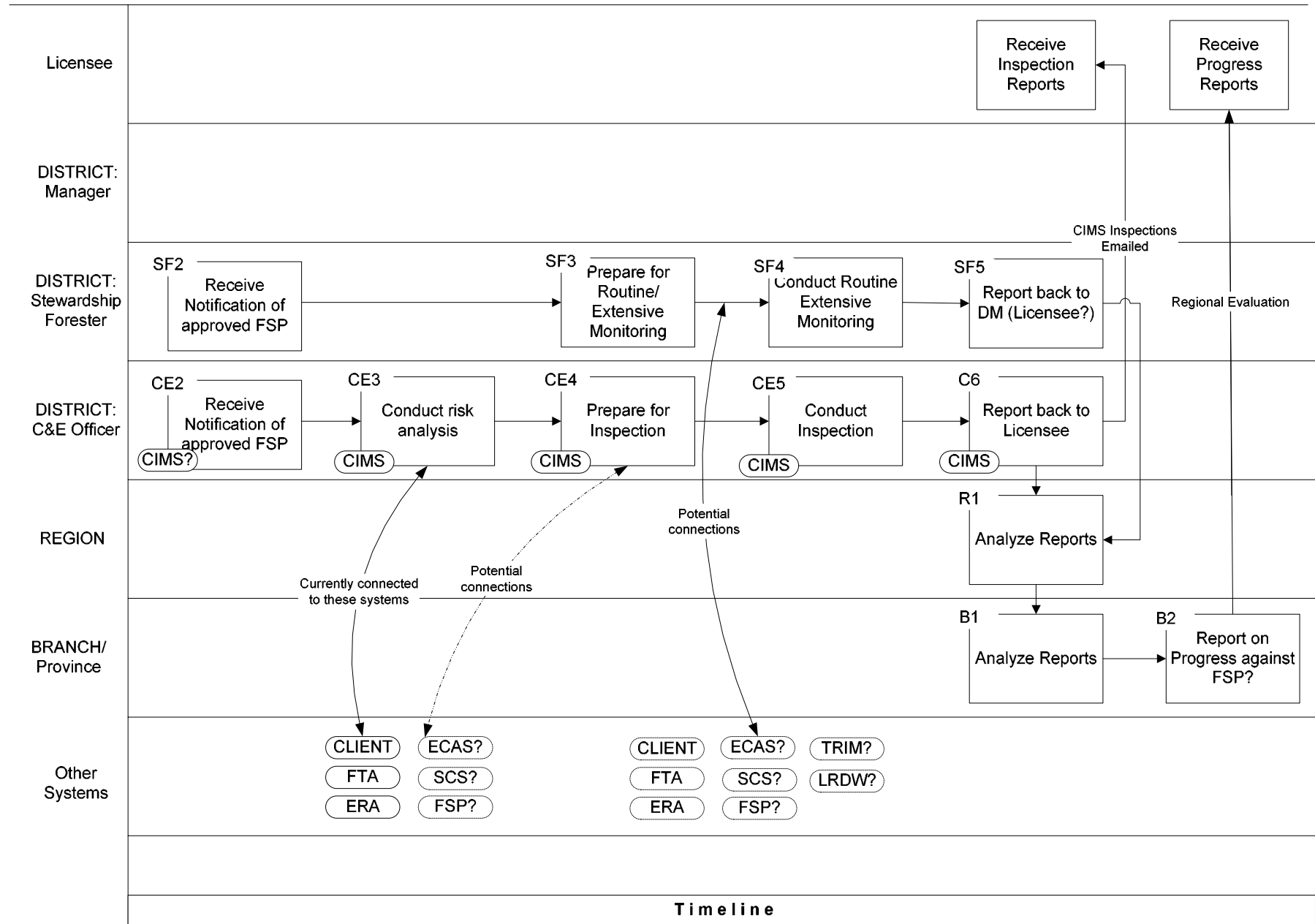
You might wish to print this document double-sided so that, when placed in a binder, the process flow page faces the notes for that page.



NOTES ON PAGE 1 OF PROCESS FLOW

Step#	Area	Person	Action	Questions to be answered
L1 *	District	Licensee	Submits FSP	<ul style="list-style-type: none"> How often? (This should link to current FSP review business processes as per web site . http://gwww.for.gov.bc.ca/hth/timten/AGFSP/AGFSP%20Training%20Workshop.htm How long a period does the FSP cover? Using what method? Paper? Electronic? What is the format of submission? Are blocks identified at this point or only upon appraisal and application for permit?
DM1	District	District Manager	Confirm Inspection/ Monitoring Priorities	<ul style="list-style-type: none"> Priorities and goals need to be set (and reviewed yearly) for both C&E and Stewardship inspections How to communicate to district foresters? C&E enters priorities into CIMS, which are then used by inspectors to guide them when setting their personal inspection priorities; this model might be possible for stewardship foresters
SF1	District	Stewardship /districtForester/BA2 TEAM	Receive Monitoring Priorities	<ul style="list-style-type: none"> The Stewardship Forester must receive timely notification of how to set personal monitoring and evaluation priorities – in coordination with BA2 teams Should they be reviewed? If so, how often? Quarterly? Yearly? What format should they be in?
CE1 *	District	C&E Officer	Receive Inspection Priorities	<ul style="list-style-type: none"> C&E Leaders enter the district priorities into CIMS generally yearly but sometimes more. This information helps the inspector plan which sites to inspect, using an electronic planning tool.
DM2 *	District	District Manager	Receives FSP	<ul style="list-style-type: none"> What method? Notification back to licensee of acceptance? To whom does he hand this doc for review?
DM3	District	District Manager	Conduct Review Process	<ul style="list-style-type: none"> What are the criteria and steps of review (this is a whole process flow in itself – see http://gwww.for.gov.bc.ca/hth/timten/AGFSP/AGFSP%20Training%20Workshop.htm for details) How long should the review take (should be consistent throughout the province as far as possible) What tools are needed for the review? Past C&E history? Previous plans? Who's involved? Stewardship Forester? BA2 teams , C&E? Must be accommodation for time to interact with Licensee for clarification and changes
DM4 *	District	District Manager	Send Approval Notification	<ul style="list-style-type: none"> Once the review process is complete and the FSP is deemed acceptable, the DM would indicate that the FSP has been approved – formal paper notification to licensee? Electronic? Who in District is notified and how? I suggest C&E and Stewardship Forester.
L2 *	District	Licensee	Receive Notification	<ul style="list-style-type: none"> Method? Timing?

* in scope for RMS?



NOTES ON PAGE 2 OF PROCESS FLOW

Step#	Area	Person	Action	Questions to be answered
SF2	District	Stewardship Forester	Receive notification of approved FSP	<ul style="list-style-type: none"> Necessary at approval time? Electronic link to the Forester's system desirable?
CE2	District	C&E Forester	Receive notification of approved FSP	<ul style="list-style-type: none"> C&E is planning to link directly to the FSP system, probably at approval time but not necessarily.
CE3	District	C&E Forester	Conduct risk analysis	<ul style="list-style-type: none"> Before any inspections can be completed, a risk analysis, by block, must be done. It will be very helpful for C&E officers to have FSP goals and objectives available to them.
CE4	District	C&E Forester	Prepare for Inspection	<ul style="list-style-type: none"> Uses CIMS to prioritize inspections Review goals of district plan, FSP (would like this in future), risk analysis, compliance and enforcement history (through CIMS & ERA) Would really like scaling and appraisal data as well – not available electronically yet
SF3	District	Stewardship Forester	Prepare for routine/extensive monitoring	<ul style="list-style-type: none"> How should the SF prepare? If using checklists, would he choose among the objectives and goals to be monitored and therefore not monitor all values? How would that decision be made? What other data would he like to see? C&E history? Appraisal? if the checklist is not used will forester still enter monitoring data into user specified portion of the data management system ? How will FREP distinguish between checklist data and user specified data ? Will FREP roll up any user specified data ?
SF4	District	Stewardship Forester	Conduct routine/extensive monitoring	<ul style="list-style-type: none"> What activities will the SF do in the field? Complete checklists? Is the information suitable for electronic capture in the field? How long should a routine/extensive monitoring activity take? How long will he be given? What skills are required? (Is this appropriate to the business process ?) Timing – after C&E risk analysis? Before? After a C&E inspection? Before? Block based or other? If after a C&E risk analysis or C&E inspection, what information does the SF need? Risk levels? Compliant/non-compliant?
CE5	District	C&E Forester	Conduct inspection	<ul style="list-style-type: none"> Inspections are completed, by block, based on priorities and goals set by the DM and entered into the system. Inspections are done in the field on paper and completed on laptop at camp or at the office.
SF5	District	Stewardship Forester	Report back to DM (Licensee?)	<ul style="list-style-type: none"> Will submit results to DM. Will the information only be rolled up and reported on by Region? Branch? Will the Stewardship Forester submit his monitoring data to the licensee? At the DM's discretion? How will red flags be raised to Regions to initiate more intensive monitoring and/or FREP to initiate an effectiveness evaluation of something a district/region highlights? How will FREP know that the monitoring data is robust ?

				<ul style="list-style-type: none"> • There will likely be portions of the database that contain information only required at a district level and not at the regional or provincial levels - ie. user defined fields/records • What kind of reports will district staff require out of the system?
CE6	District	C&E Forester	Report back to Licensee	<ul style="list-style-type: none"> • Inspection reports are e-mailed directly from CIMS
R1	Region	?	Analyze Reports	<ul style="list-style-type: none"> • Regional monitoring of the districts for consistency of process?
B1	Branch	?	Analyze Reports	<ul style="list-style-type: none"> • Both district and regional reports would be rolled up to the provincial level for analysis. CIMS reports break down by district and region, with totals and are accessible directly by Branch. • Will Stewardship reports be accessible to the Branch through their system?
B2	Branch	?	Report to Licensee	<ul style="list-style-type: none"> • Branch should be able to report clearly on progress against the FSP submission.

Resource Stewardship Monitoring Program System Implementation Plan -- DRAFT

