

QUICK REFERENCE GUIDE- Planning Blob/road to 5 yr Operating plan tracking process

This document will walk the user through the step by step process of creating planning blobs/planning roads for recce and entering the 5 yr plan activity so we can visually show where we may be going in the next 5 years. It will identify who should enter what and identify the existing business processes that feed into each section.

The idea is to identify blocks that have been recce'd in the field and identify when and if they may be viable to be harvested (developing a 5YR plan). The Timber Availability mapping/Patchworks are the start of the process. The information provided on these maps allow the user to develop paper plan blobs with the assistance of the LIDAR data that can then be Recce'd in the field after which the blob will be updated spatially and more information may be added to Resources. The blob will then have a recce report or form that can be reviewed at a later date so that blocks aren't being recce'd year after year.

Overview Flow Diagram of the Process

This overview diagram shows how external processes feed into the process and demonstrates what changes are made throughout the process.

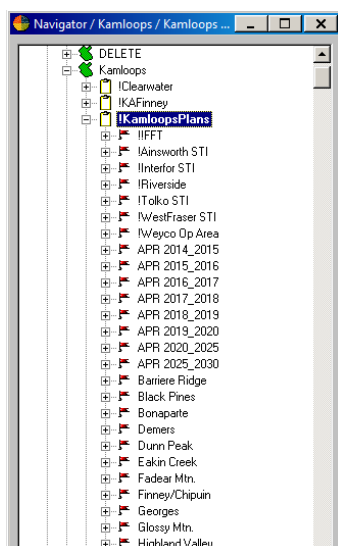
5YR Process Flow Diagram

Entering Planning Blobs in Cengea – Planner/Recce Contractor

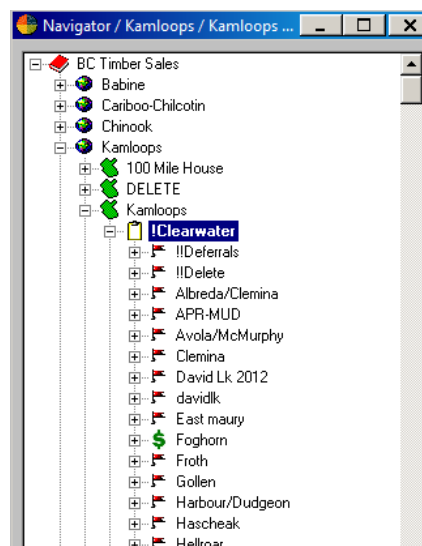
WHEN – Prior to Recce or after Field Recce

- 1) Open Cengea Resource via Citrix Receiver or through internet explorer via dts.gov.bc.ca
- 2) Navigate to the correct Management Unit/Planning blob area

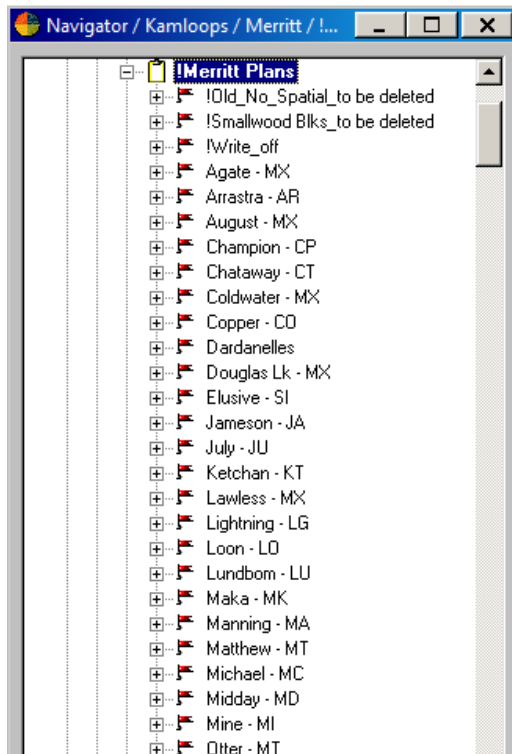
Kamloops:



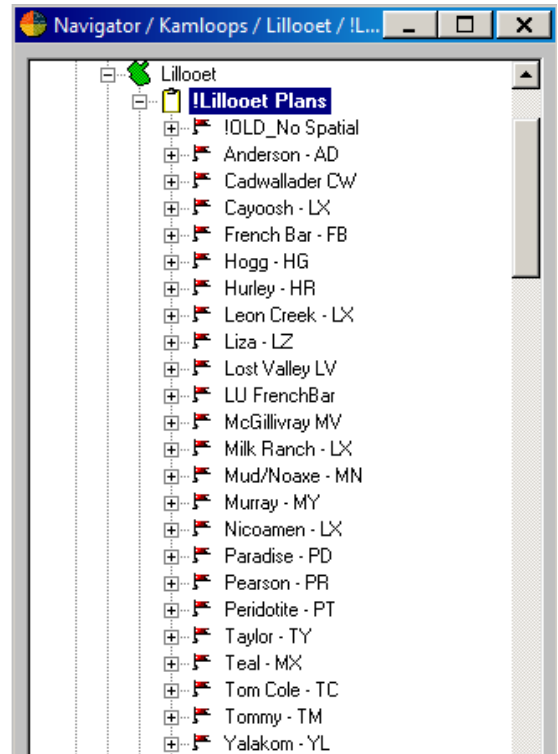
Clearwater:



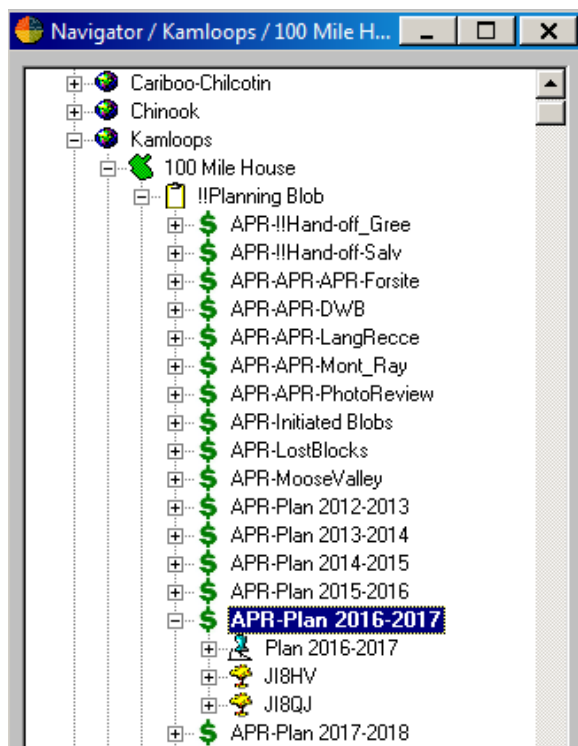
Merriitt:



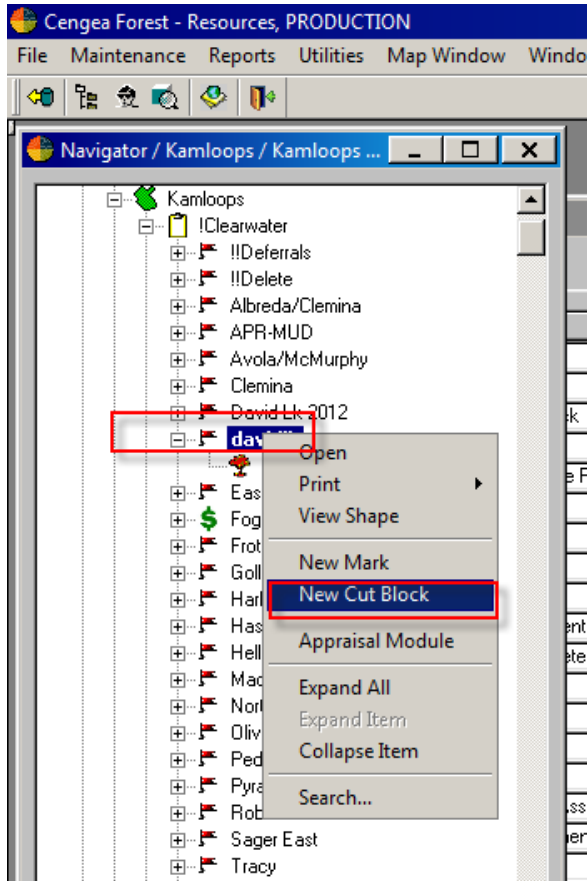
Lillooet:



100 Mile House:



- 3) Create New Tabular record for the planning blob under the appropriate Operating area (or APR heading 100MH only)
- Right click on the operating area (or the APR heading 100MH only)
 - Select “New Cut Block”



- Enter Mandatory information. **NOTE: Don't use spaces in the name, use an underscore.**
 - Block_ID (follow naming convention: use first two letters of operating area, the year, block#(e.g. NE_2015_01 where the NE = Nehalliston, 2015 = year it was reviewed, 01= block number).
 - Block_Nbr = same as Block_ID. (This is important as when the block gets a UBI, the Block_ID will change. This will allow us to track the recce name.)
 - Operating area
 - Plan Status = "Information" (This links to Planner Process)
 - Block State = "Proposed"
 - Save

Mngmt Unit: Kamloops / Lic: !KamloopsPlans / CP: APR 2014_2015 / Mark: Deferred / Cut Block: SA 2014 05E

Cut Block Identification

Operation: Kamloops

Block Nbr: SA 2014 05E List

Block Id: SA 2014 05E

File Id:

UBI:

Green-Up

Green up date of Adj Block: 0000/00/00

Green-Up Date Info. source:

Previous

Stand Type:

TimberType Order Age Class Hgt Class Stk Class

Fdi 100

Site index: Source:

ROW? ☐

Seed Zone

Class:

Species:

Zone:

Cut Block Location

Operating Area: Sabiston / Eagle

Sub-Op. Area: << None >>

Supply Block: D

Opening Number:

Opening ID:

Photo:

Prov Frst Conflict:

Mapsheet id:

Lat/Long: 50 49 55 | 120 51 08

Landscape unit:

P.M.P. Op. Zone:

Inventory Zone:

Elevation: Min:

Gross Area (ha): 7.77 Dig: ☒

Miscellaneous

Plan Status: Information

Funding Code: BC Timber Sales

Site Plan Exempt? ☒

Category: FTSBF - SBF Enk

Block State: PP

Block Identifier for Silviculture Reporting: Block Nbr: Block ID:

Access Instructions:

Comments: Fdi(100) stand 20-50cm dbh and 15-20m tall. Ave Attachment

For Appraisal

On Highway: ☐

Override: ☐

FTA

Starting Point:

Ending Point:

Roads

Digitize New

User Attributes

Plan

Comment

Silviculture

- 4) Link spatial to tabular polygon from block details screen (If your polygon already exists in the map window but isn't linked – i.e. GIS has put the spatial into the system). **IF THERE IS NO SPATIAL SKIP to #5.**

- From the block details screen, select “Link Map” from the dropdown menu
- Click on “Link Map” again to activate an edit session

Mngmt Unit: Kamloops / Lic: !Clearwater / CP: North Thompson / Cut Block: NT7SY

Details Allocation Activities Amendments Tasks Actions Cruise Sort Harvest Unit Inventory Timber Developed Stratification

Cut Block Identification

Operation: Kamloops
Block Nbr: NT7SY
File Id:
UBI: BE7SY

Green-Up

Green up date of Adj Block: 0000/00/00
Green-Up Date Info. source:

Previous

Stand Type:

TimberType Order

TimberType	Order	Age Class	Hgt Class	Sfk Class

Site index

Site index: Source:

ROW? ☐

Seed Zone

Class:
Species:
Zone:

Cut Block Location

Operating Area: North Thompson
Sub-Op. Area: << None >>
Supply Block:
Opening Number:
Opening ID:
Photo:
Prov First Conflict:

Mapsheet id:
Lat/Long: 52 29 55 119 16 47
Landscape unit:
P.M.P. Op. Zone:
Inventory Zone:
Elevation: Min:
Gross Area (ha): 47.41
Dig: ☒

Miscellaneous

Plan Status:
Funding Code:
Site Plan Exempt?:
Category: FTSBF - SBF Entr
Block State: PP
Block Identifier for Silviculture Reporting: Block Nbr Block ID

Access Instructions

Comments:

For Appraisal

On Highway: ☐
Override: ☐

FTA

Starting Point:
Ending Point:

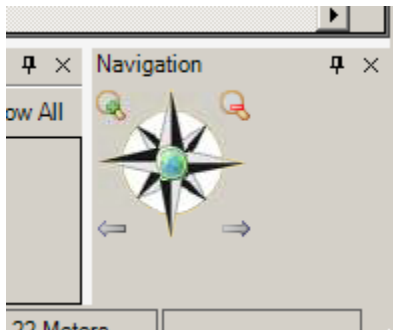
Roads

- Digitize New
- Digitize New
- Delete New
- Update Area
- Lat/Long
- Link Map
- Unlink Map
- Highlight
- Simulate

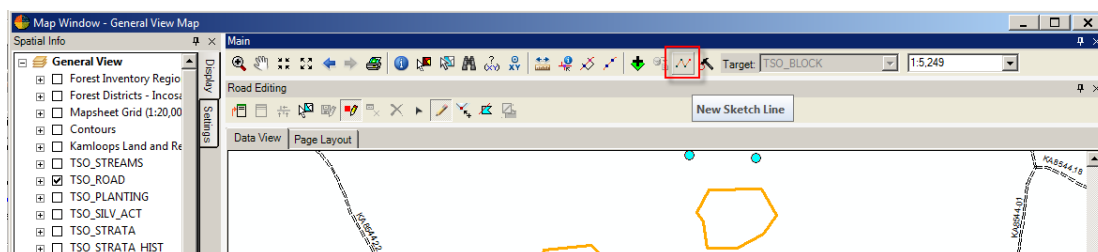
- Left click to select your polygon (it will hatch)
- Right click to end and save your edits

- 5) If there is no spatial in the map window, you will have to digitize a polygon
 - Select “Digitize New” from the dropdown

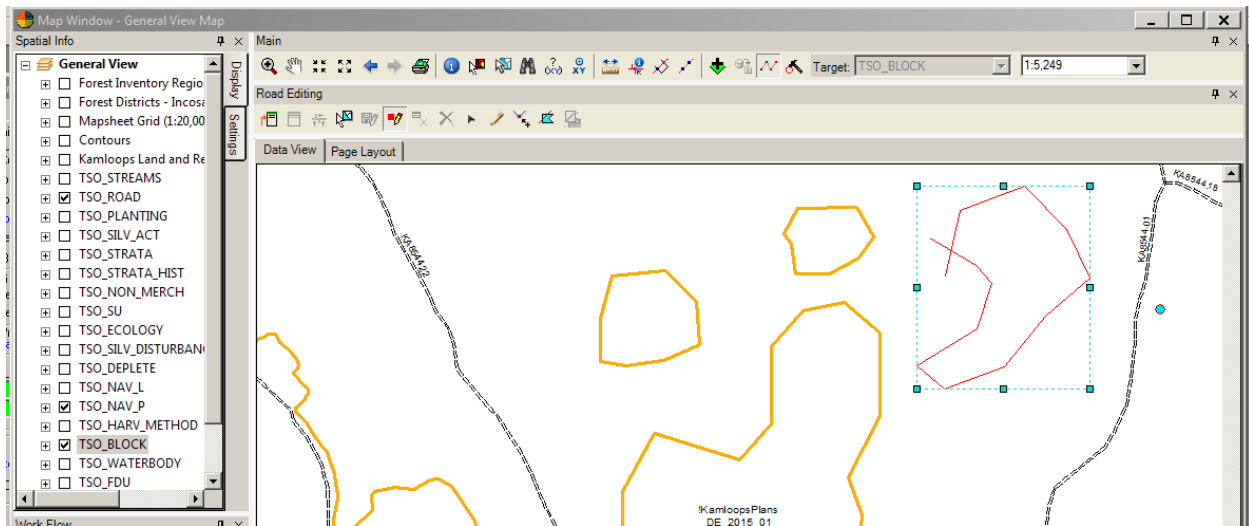
- Click on “Digitize New” to start an edit session. This will activate the map window.
- Make sure you are in the correct location (**only use the Navigation tools as the other zoom tools will abort your edit session**)



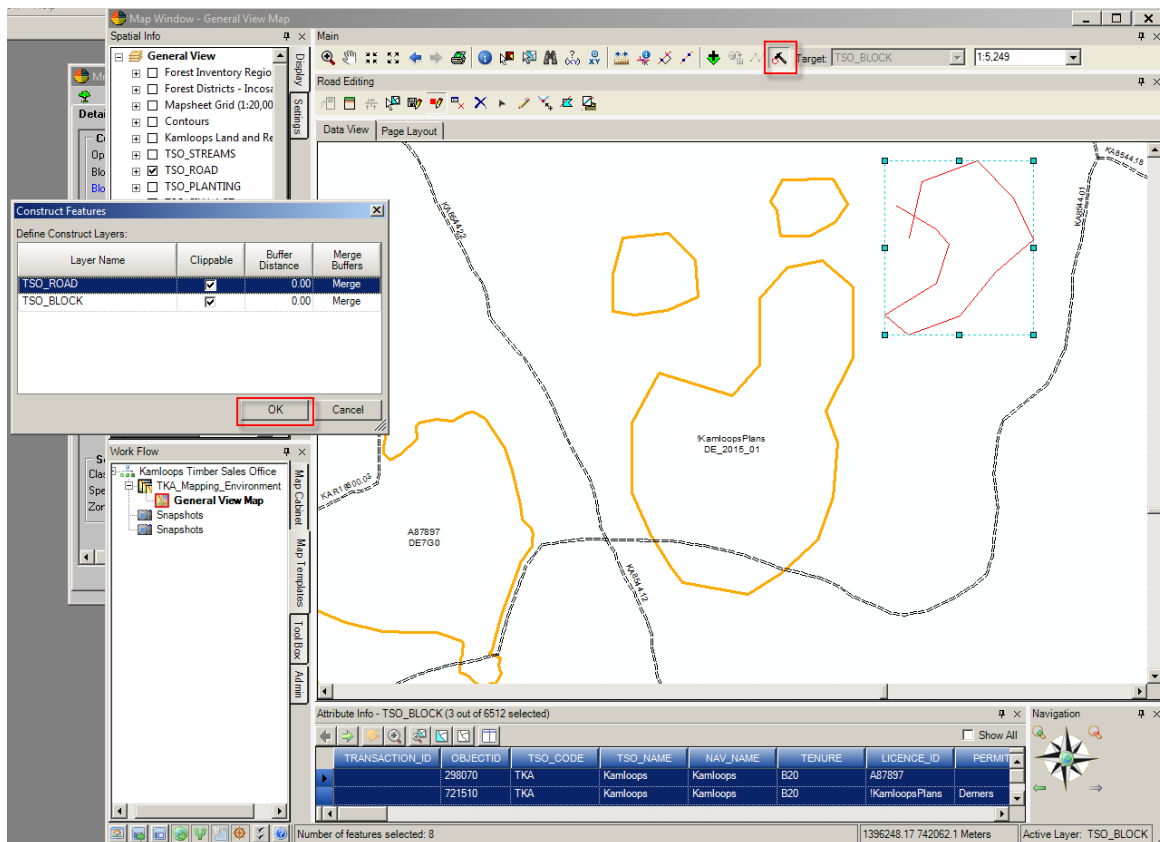
- Click the Sketch tool to start digitizing



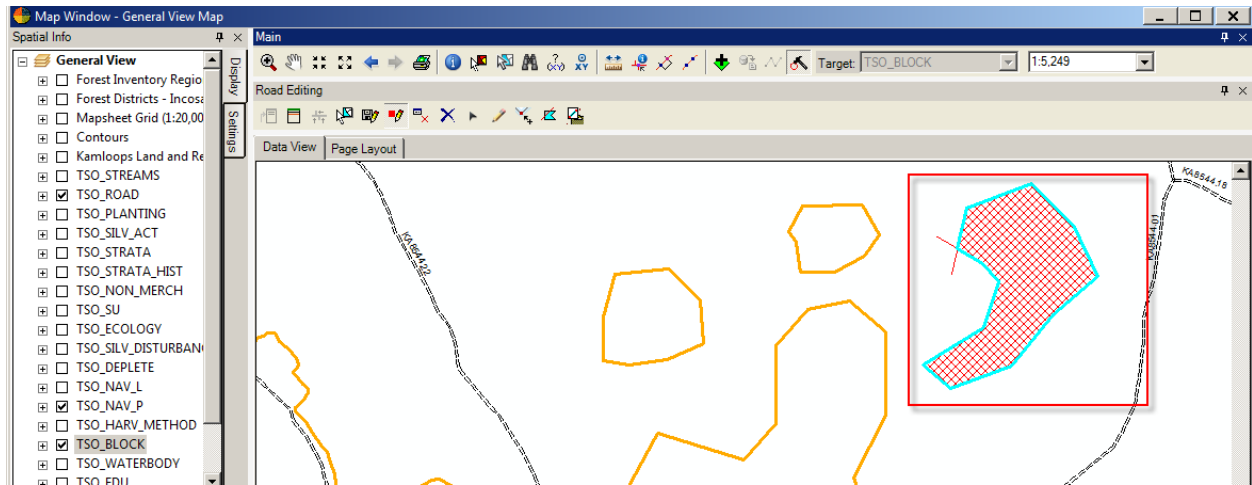
- left clicking to start, and click to change directions or where you want a vertice. Make sure you cross your line when you end or it won't close the polygon. Double click to end.



- Click the Build button and click on when the construct features window comes up.



- This will allow you select the polygon that was just created



- Left click to end your edit session
- Say YES to save your edits
- **IF** it asks you if you want to merge to the feature that exists (if you are adding additional polygons to your blocks), say YES to save your edits

6) Click On the cruise tab to enter “ESTIMATE” volume (This piece is critical to the 5YR plan activity for our corporate measure). **NOTE: we now have the ability to load multiple blocks with estimated volume.**

- Enter Individual species
- Net merchantable m3
- Make sure that it is set to “Estimate” under the block stats
- Hit the Save button

The screenshot shows a software window titled "Mngmt Unit: Kamloops / Lic: !KamloopsPlans / CP: Nehalliston / Cut Block: NE7WG". The interface has several tabs: Details, Allocation, Activities, Amendments, Tasks, Actions, Cruise, Sort, Harvest Unit Inventory, Timber Developed, and Stratification. The "Cruise" tab is active. On the left, a list of species is shown with a percentage column. "Lodgepole Pine" is selected with a percentage of 55. The "Volume and Size Data" section contains various input fields. "Net Merchantable (m3)" is highlighted with a red box and contains the value "3,900". The "Block Stats" section on the right has a "View data" dropdown menu set to "Estimate", also highlighted with a red box. Other fields include "Gross Merchantable (m3)", "Basal Area (m2/ha)", "Sampling Error (%)", "Blowdown Damage (Vol%)", "Lumber and Chips", "Insect Damage", and "Damaged Volume (m3)".

7) Attach Block Recce Report to the Reconnaissance Activity in the block activity screen.

- From the block screen hit the activities tab
- Enter the datae and change status to “Done” and add “Responsibility”
- Hit the key on the right of the activity
- Click on the attachment button
- Attach the recce report (make sure it is under 2MB in size)

Mngmt Unit: Kamloops / Lic: Clearwater / CP: Dominion/Albreds / Cut Block: DO_2016_04

Details Allocation **Activities** Amendments Tasks Actions Cruise Sort Harvest Unit Inventory Timber Developed Stratification Transport Third Party Interest

Task: < All > Activity: < All > Responsibility: < All > Apply Filter Autogen Assmt
 Contr: ... Status: < All > Date From: 0000/00/00 To: 0000/00/00 Cost: None
 Limit View: Overdue: Target Date From: 0000/00/00 To: 0000/00/00 Cost: None 0.00 Cascade Dates

Activity Type	Date	Status	Responsibility	Contractor	Unit Cost	Unit	Total Cost
CMB							
Referral-Complete-Dev-Ready	0000/00/00	Planned			.00	TOTAL	0.0
Work in Progress	0000/00/00	Planned			.00	TOTAL	0.0
Logging Started	0000/00/00	Planned			.00	TOTAL	0.0
Logging Completed	0000/00/00	Planned			.00	TOTAL	0.0
Free Growing Met	0000/00/00	Planned			.00	TOTAL	0.0
FDP/FSP							
Planned 5YR DP Sale Date	2032/01/01	Planned	CLEARWATER FIELD T		.00		0.0
Planning							
Referrals Send Out	0000/00/00	Planned			.00	TOTAL	0.0
First Nat 2 PFR	0000/00/00	Planned			.00	TOTAL	0.0
First Nat 4 Complete	0000/00/00	Planned			.00	TOTAL	0.0
CSR							
Reconnaissance	2017/01/11	Done	STEPHANIE HOWARD		.00	TOTAL	0.0
Planned:	2017/01/11				.00		
Comments: Recommend harvest in 2032. Recce report attached,					Attachment		
Final Approval	0000/00/00	Planned			.00	TOTAL	0.0
Final Submitted	0000/00/00	Planned			.00	TOTAL	0.0
Draft Package Approved	0000/00/00	Planned			.00	TOTAL	0.0
Draft Package Submitted	0000/00/00	Planned			.00	TOTAL	0.0
Block Layout	0000/00/00	Planned			.00	TOTAL	0.0
SFM Reporting All							
SFM5b stubs dispersed retention	0000/00/00				.00		0.0
SFM12b nondocumented redblue e	0000/00/00				.00		0.0
SFM23 CwD target met	0000/00/00				.00		0.0
						Total Cost:	.0

8) Proceed to “Entering 5YR plan activity” section.

Entering 5 YR Plan activity – Planner (starts the process)

The date from this activity will be used to schedule the blocks into a 5YR plan as per our corporate goal. The date will be used to schedule blocks further ahead where blocks that have been recce’d but we are not sure when the blocks are going to be scheduled. Dates well into the future should be given a date of “2050” for year. This future date will change on blocks as they move into the 5YR plan process. Assignment of the year is based on the best information that is provided in the Recce report. (E.g. If adjacent block isn’t greened up, but will be in 2021, then the block would get a 2021 for the year.).

WHEN: Entered when the new block gets entered into Cengea.

- 1) **Planner** will update the 5 YR plan activity (new blocks created will automatically have this activity created but dates and responsibility still need to be updated)
 - Enter planned date

- Enter responsibility = “Field Team”
- Save the record

Activity Type	Date	Status	Responsibility	Contractor	Unit Cost	Unit	Total Cost
CMB							
Referral-Complete-Dev-Ready	0000/00/00				00	TOTAL	0.0
Work in Progress	0000/00/00				00	TOTAL	0.0
Logging Started	0000/00/00	Planned			00	TOTAL	0.0
Logging Completed	0000/00/00	Planned			00	TOTAL	0.0
Free Growing Met	0000/00/00				00	TOTAL	0.0
FDP/FSP							
Planned 5YR DP Sale Date	2019/12/01	Planned	CASCADE FIELD TEAM		00		0.0

2) If the activity does not exist (blocks that have already been created and scheduled), you will need to enter the activity.

- Click on the “Activity” tab
- Highlight to insert a new record
- Find the 5 YR Plan activity under “FDP/FSP” heading

Activity Type	Date	Status	Responsibility	Contractor	Unit Cost	Unit	Total Cost
CMB							
Referral-Complete-Dev-Ready	0000/00/00				00	TOTAL	0.0
Work in Progress	0000/00/00				00	TOTAL	0.0
Logging Started	0000/00/00	Planned			00	TOTAL	0.0
Logging Completed	0000/00/00	Planned			00	TOTAL	0.0
Free Growing Met	0000/00/00				00	TOTAL	0.0
FDP/FSP							
Planned 5YR DP Sale Date	0000/00/00	Planned	CASCADE FIELD TEAM		00		0.0

- Enter the attributes as identified in step 1 above
- Save

Ready for Development (i.e. developing via multiphase contract/putting it into TSL and salesplan) – Operations Technician

WHEN: After block recce and when being placed into a multiphase contract.

- 1) When block is moving forward, UBI will be assigned and the BLOCK_ID will change and the standing business processes will take effect. The UBI is assigned so that we can track costs that are incurred on the block.

- UBI creation process
- Corporate mandatory entry (including RCDR)
- Referral Process
- Block Naming Convention
 - Keep the two letters of operating area
 - Enter the last three digits of the UBI
 - E.g. (NT7SY : NT = North Thompson Operating area, 7SY = Last three digits of UBI BE7SY)

2) Add the block to a multiphase contract.

Deferring a block (i.e. block recce has identified a constraint) – Operations Technician/Planner/Multiphase

WHEN: Entered after Block Recce.

- 1) If block is deferred due to constraint/s after Block Recce, make sure that the constraint is entered in the task screen (existing process) at the block level. This can be updated over time if needed. See Examples below:
 - o Adjacency issues
 - o Environment issues (i.e. ECA, Terrain, Ogma etc.)
 - o Costs
 - o Wildlife
 - o Other (capital “O” character not number)
 - o no constraints

Mngmt Unit: Kamloops / Lic: !KamloopsPlans / CP: Demers / Cut Block: DE_2015_01

Details Allocation Activities Amendments **Tasks** Actions Cruise Sort Harvest Unit Inventory Timber Developed Stratification

Issue: < All > Responsibility: < All > Overdue Items: ☐ Apply Filter

Target Date From: 0000/00/00 To: 0000/00/00 Completion Date From: 0000/00/00 To: 0000/00/00

Issue	Task Description	Responsibility	Target	Completion
OGMA			0000/00/00	0000/00/00

☒ Province/Environment
 ☐ Government / Public
 ☐ Licensee Comments
 ☐ Forester Recommnd'ns
 ☐ Recomm Requirements

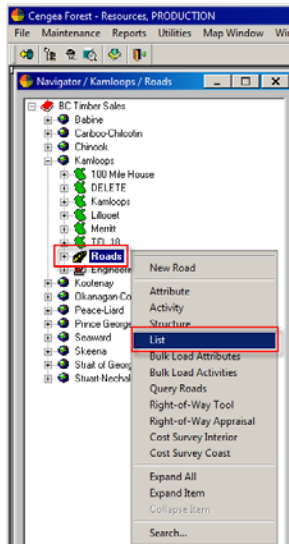
This polygon requires a road to be built through the OGMA.

Attachment

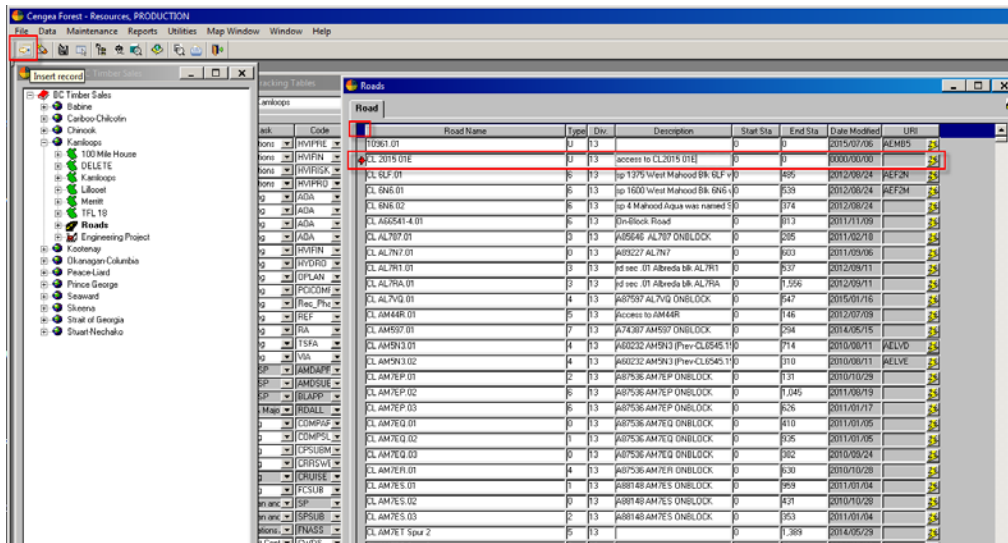
- 2) Adjust the “Planned” date in the 5 yr plan activity to reflect when the block may become available for harvest.
- 3) The **Planner** will then be able to run the 5YR report to determine what may be on the shelf and move around blocks if necessary. The existing RCDR report feeds into this process if more volume needs to be brought up into different years.
- 4) Proceed to the Reporting section

WHEN: Entered after Block Recce.

- 1) Open Cengea Resources via Citrix Receiver or through internet explorer via dts.gov.bc.ca
- 2) Open navigator tree and open the roads module
 - Right click on “Roads” and Select “List”

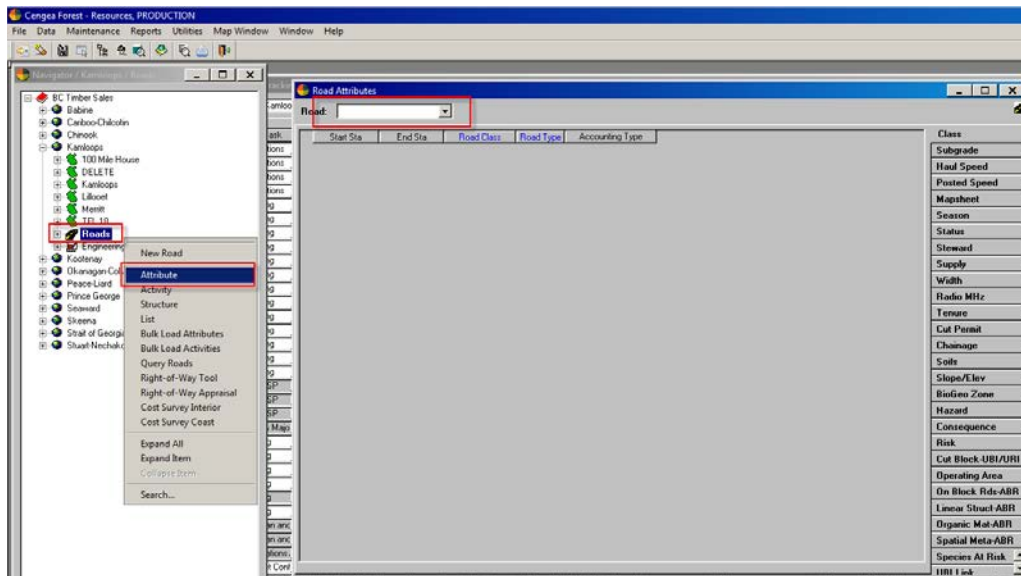


- 3) Create record for new road and enter Minimum attributes as per Roads SOP (**DO NOT TOUCH ANYTHING ELSE ON THIS SCREEN**)
 - Road name (follow Roads SOP naming convention, this name will change once the road decision matrix has been developed at the round table, when the engineer will be involved).
 - Description



4) Open the road that you just created to enter minimum attributes (Follow Roads SOP)

- Right Click on “Roads” and select “Attribute”
- Status tab:
 - o Planning Status = “Information”
 - o State = “Proposed”



- Comments tab: Enter information about road (e.g. requires bridge). **NOTE: Choose to enter the comments under the 5 yr plan road comments tag. You must delete the other two tags in order to save the comments.**

- 5) Get **GIS or Recce Contractor** to enter spatial roads and link them

Reporting – Planner/Planning Officer/GIS

- 1) RCDR (corporate report)

- [RCDR Report](#)
- Instructions for report in this folder (RCDR Done report instructions.docx)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
		TSO COD E	NAV_NAME	FIELD_TEAM	LICENCE_ID	PERMIT_ID	MARK_ID	BLOCK_ID	UBI	CRUISE_VOL	PP DONE DATE	WP PLANNED DATE	WP DONE DATE	ACT_ KEY_I ND	ACT_ ST ATUS_I ND
1	QTR														
2	Q2	TKA	100 Mile	100 Mile	A75820		75820	J18CM	BE8CM	10852	06-Jul-15		31-Mar-15	PP	D
3	Q1	TKA	100 Mile	100 Mile	A89998		89998	RF011	BE792	453	08-May-15	08-Jul-15		PP	D
4	Q1	TKA	100 Mile	100 Mile	A89998		89998	RF052	BE8J8	2125	08-May-15	31-Aug-15		PP	D
5	Q1	TKA	100 Mile	100 Mile	A89998		89998	RF053	BE8JW	4021	08-May-15	15-Aug-16		PP	D
6	Q1	TKA	100 Mile	100 Mile	A89998		89998	RF16	BE7U5	2734	08-May-15	31-Aug-15		PP	D
7	Q1	TKA	100 Mile	100 Mile	A89998		89998	RF19	BE7U6	16464	08-May-15	31-Aug-15		PP	D
8	Q1	TKA	100 Mile	100 Mile	A92809		92809	BC880	BE880	4334	03-Jun-15	31-Dec-15		PP	D
9	Q1	TKA	100 Mile	100 Mile	A92809		92809	BC882	BE882	7248	03-Jun-15	31-Dec-15		PP	D
10	Q1	TKA	100 Mile	100 Mile	A92809		92809	BC883	BE883	10950	03-Jun-15	31-Dec-15		PP	D
11	Q1	TKA	100 Mile	100 Mile	A92809		92809	BC885	BE885	10786	03-Jun-15	31-Dec-15		PP	D
12	Q1	TKA	100 Mile	100 Mile	A93135		93135	RF8K9	BE8K9	950	08-May-15	08-Jul-15		PP	D
13	Q1	TKA	100 Mile	100 Mile	A93136		93136	RF7E3	BE7E3	3000	08-May-15	11-May-10		PP	D
14	Q1	TKA	100 Mile	100 Mile	A93138		93138	CC8M7	BE8M7	4320	23-Jun-15	15-Jul-15		PP	D
15	Q1	TKA	100 Mile	100 Mile	A93138		93138	CC8M8	BE8M8	13508	23-Jun-15	15-Jul-15		PP	D
16	Q1	TKA	100 Mile	100 Mile	A93138		93138	CC8M9	BE8M9	1201	23-Jun-15	15-Jul-15		PP	D
17	Q1	TKA	100 Mile	100 Mile	A93138		93138	CC8MA	BE8MA	2766	23-Jun-15	23-Aug-15		PP	D
18	Q1	TKA	100 Mile	100 Mile	A93262		93262	CC8MF	BE8MF	8163	23-Jun-15	23-Aug-15		PP	D
19	Q1	TKA	100 Mile	100 Mile	A93262		93262	CC8MG	BE8MG	1168	23-Jun-15	23-Aug-15		PP	D
20	Q1	TKA	100 Mile	100 Mile	A93262		93262	CC8MH	BE8MH	2228	23-Jun-15	23-Aug-15		PP	D
21	Q1	TKA	100 Mile	100 Mile	A93262		93262	CC8MJ	BE8MJ	2183	23-Jun-15	23-Aug-15		PP	D
22	Q1	TKA	100 Mile	100 Mile	A93263		93263	CC8MK	BE8MK	5355	23-Jun-15	23-Aug-15		PP	D
23	Q1	TKA	100 Mile	100 Mile	A93263		93263	CC8ML	BE8ML	5355	23-Jun-15	23-Aug-15		PP	D
24	Q1	TKA	100 Mile	100 Mile	A93263		93263	CC8MM	BE8MM	5355	23-Jun-15	23-Aug-15		PP	D
25	Q1	TKA	100 Mile	100 Mile	A93263		93263	CC8MN	BE8MN	5355	23-Jun-15	23-Aug-15		PP	D
26	Q1	TKA	100 Mile	100 Mile	A93263		93263	CC8MP	BE8MP	5355	23-Jun-15	23-Aug-15		PP	D

- Pivot table summary

A8				
A	B	C	D	E
1				don't forget t
2				
3	Sum of CRUISE_VOL			
4	FIELD_TEAM	QTR	UCEN	UBI
5		Q1	A9329	BE8P0
6				BE8P1
7				BE8P2
8				BE8P3
9				BE8P4
10			A93295	Total
11		Q1 Total		27,915
12		Q2	A9234	BE7XN
13				BE83G
14			A92344	Total
15		Q2 Total		6,000
16	Total			
17				33,915
18	100 Mile House	Q1	A8999	BE792
19				BE8J8
20				BE8JW
21				BE7U5
22				BE7U6
23			A89998	Total
24			A9280	BE8B0
25				BE8B2
26				BE8B3
27				BE8B5
28			A92809	Total
29			A9313	BE8K9
30			A93135	Total
31			A9313	BE7E3
32			A93136	Total
33			A9313	BE8M7
34				BE8M8
35				BE8M9
36				BE8MA
37			A93138	Total
38			A9326	BE8MF
39				BE8MG
40				BE8MH
41				BE8MJ
42			A93262	Total
43			A9326	BE8MK

2) For planning quality assurance (RCDR local report)

\\bctsdta.bcgov\data\tka_root\Genus_Reporting\REPORTS

- RCDR.mdb
- Add screen capture

3) 5 YR Plan Report: 5YearPlanforTKA.mdb

\\bctsdta.bcgov\data\tka_root\Genus_Reporting\Reports_in_Development

- User guide : [QR_5YRPlan_Report_PlannerGuide.docx](#)
- Update as necessary

Kamloops 5 Year Operating Plan Report

April 01, 2016 to March 31, 2021

Licence	Block ID	Block NBR	UBI	Operating Area	FDP Status	Block State	Merch Area (ha)	Volume (m3)	Source	Species Composition	Auction Date	5 YR Plan Date
Fiscal 2016												
Field Team: Merritt												
A91089	SI78T		BE78T	Swash North East (ME)	PROP	ADV	21	6395		B11 P178 S11	5/4/2016	4/1/2016
A92372	PS7XG		BE7XG	Pattinson (ME)	PROP	ADV	38.31	7191		P1196 S4	4/14/2016	4/1/2016
A92566	WB867	WB867	BE867	Wolfe-Belgie (ME)	PROP	ADV	9.19	2428		F2 P172 S26	4/29/2016	4/1/2016
A92566	WB868	WB868	BE868	Wolfe-Belgie (ME)	PROP	ADV	21.05	8460		F5 P184 S1	4/29/2016	4/10/2016
Fiscal Total:							89.55	24474				
Fiscal 2017												
Field Team: Merritt												
Merritt Plans	RA7ZD_2025		BE7ZD	Range Creek (ME)		PP	48.76					1/12/2017
A91897	MCOQX		BE0QX	Michael (ME)	190(1)	ADV	10.8	4007		B63 S37	6/10/2016	6/10/2016
A91897	MC7PF	2	BE7PF	Michael (ME)	PROP	WIP	36.06	15407		B96 C1 H1 P13 S100	6/10/2016	6/10/2016
A93032	SI72S		BE72S	Swash North East (ME)	INF	ADV	101.88	18786		B5 P189 S5	4/29/2016	5/15/2016
A93034	SI73U	S7-08	BE73U	Swash North East (ME)	INF	WIP	288.1	46627		B3 F1 P189 S6	9/1/2016	10/15/2016
A93260	SI83V		BE83V	Swash North East (ME)		WIP	3.62	1210		P1119 S81	9/1/2016	10/1/2016
A93260	SI83Z		BE83Z	Swash North East (ME)		WIP	32.23	7500		B9 P116 S75	9/1/2016	10/5/2016
A93260	SI6UJ	2	BE6UJ	Swash North East (ME)	190(1)	WIP	68.79	14778		B11 P175 S14	9/1/2016	10/5/2016

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TODO:

- 1) Create block activity for 5 yr plan activity – **completed Dec 10, 2015 dlhay**
- 2) Add in screen captures for the 5 yr plan activity – **completed Dec 11, 2015 dlhay**
- 3) Review with Zoran and draft letter for Steve/Tom to send out to the TSO – Dec 14, 2015
Completed Dec 14, 2015
- 4) Review with Steve/Tom before sending letter – Dec 14, 2015 **Complete Dec 14, 2015**
- 5) Review with planners - Dec 16, 2015 **Completed**
- 6) Send letter out to TSO – January 4, 2016 **Completed**
- 7) Review with field teams – January 31, 2016 **Completed March 30, 2016**

LAST STEPS:

- 1) Create report (keep similar to Okanagan – liked this report, similar to Sales Plan report and easy to read.) – **requested report from Okanagan Dec 10, 2015. Received copy of report, will need to modify for TKA**
- 2) Implement 5 YR plan report by March 31, 2016 **Completed**
- 3) Modify RCDR report by March 31, 2016 **Completed**
- 4) Create mapping sample for 5yr plan – utilize something similar to current sales plan map with different symbology for the different years – March 31, 2016 **Completed**

Document Change Tracking

Version	Date of Issue	Author(s)	Brief Description of Change
1.0	Nov 2015	Devona Hay/Kane Sanders/Steffy Howard/Candice Steinke	<ul style="list-style-type: none"> - Creation of document to assist Phase 1 of Spatial cleanup for Kamloops TSA - Update with comments from Candice and Steffy and Kane
	Dec 2015	Devona Hay/ Zoran Boskovic	<ul style="list-style-type: none"> - Modify with comments from Zoran.
	May 2016	Devona Hay	<ul style="list-style-type: none"> - Take out changing activity to "Done" - Update screen capture for Roads comments entry - Update screen capture for report sample - Add in link to userguide for report
	Jan 2017	Devona Hay	<ul style="list-style-type: none"> - Update links, add in attachment of recce report into Cengea