

***Design* a Study or Monitoring Program for Measurable, Trackable and Identifiable
Outputs, Outcomes, Impacts and Results**

***Plan* an Information Rich System (not Data Poor)**

Program Design – The Who and Why

- Step 1 - Share Watershed Vision and Desired Outcomes (Results)
- Step 2 - Who Involved / Vol Management Program
- Step 3 - Scope Inventory (Physical, Power and Information)
- Step 4 - Identify Monitoring Reason(s) and Data Use(s) (Assessment Type)
- Step 5 - Develop Monitoring Questions (Refinement of Monitoring Reason)
- Step 6 - Target Decision Makers and Information Needs (Refinement of Data Use)
- Step 7 - Budget, Capacity & Scalability Check, Summarize / Info Blue Print-Data Pathway

Technical Design – The What, When, Where, Data Quality and Management

- Step 8 - What will you monitor?
- Step 9 - When will you monitor?
- Step 10 - Where will you monitor?
- Step 11 - (W)how will you monitor to meet Data Quality Objectives?
- Step 12 - Management of Raw Data (Data Management Plan Part 1)
- Step 13- Who
- Step 14 - Budget, Capacity & Scalability Check, Summarize / Info Blue Print-Data Pathway

Information Design - Data To Info Via Analyses, Interpretation, Reporting and Communication

- Step 15 - Identify Information Products Needed by Targeted Decision Makers
- Step 16 - Data Summary and Analysis
- Step 17 - Interpretation, Conclusions and Recommendations
- Step 18 - Communication and Delivery
- Step 19 - Data Management to Generate Information (Data Management Plan Part 2)
- Step 20 - Who
- Step 21 - Budget, Capacity & Scalability Check, Summarize / Info Blue Print-Data Pathway

Evaluation Design - Will it Work and How Will You Know

- Step 22 - Final Plan, including budget, Capacity & Scalability, Info Blue Print-Data Pathway
- Step 23 - How Answer Monitoring Questions?
- Step 24 - Evaluation of Effectiveness (of Plan and Implementation)
- Step 25 - How Capture, Document & Share Success, Changes & Story
- Step 26 - Documentation and Communication of Plan

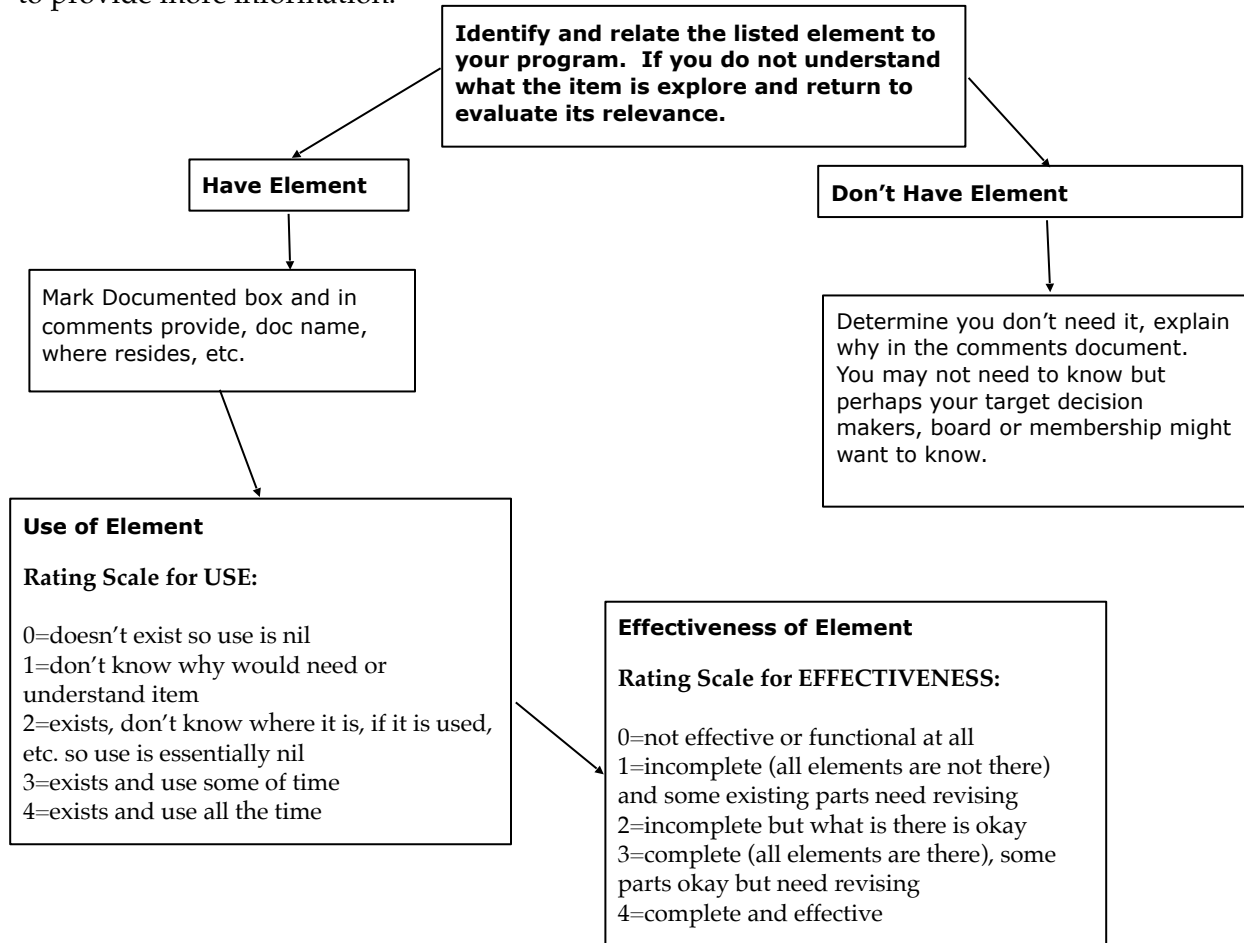
Self Assessment Tool

The Self Assessment tool is used to evaluate or assess the status of your monitoring and assessment plan and associated sub products and processes. The purpose of this activity is to acknowledge, document, evaluate and incorporate what currently exists and identify what is missing to meet your goals. It is an invitation to start a discovery process to get you from where you are to where you want to be. Valuable connections will emerge between what you have been doing, are doing and want to do, it that is important. You can compile identified needs and develop an action plan, prioritize and implement.

Instructions.

Edit the table to match your Monitoring and Assessment Design Components or provide you own assessment tool. The elements in this tool have been compiled from a variety of programs and sources around the country. Every program is unique, so every item may or may not apply, apply with the same rigor or formality. Consider each and not important make a statement why and skip it. If you don't understand what the item is, make a note to explore and find out.

Evaluate each item or category regarding its existence, documentation, use and effectiveness. It is helpful to copy this into your own word document, change view to landscape and paper to legal, to provide more information.



Item	Have	Don't Have	DOC	Assessment of Use (Scale 0-5)	Assessment of value / effectiveness (Scale 0-4)	Comments/Notes
1. Written Vision Statement for future of watershed conditions (or for your assessment)						Program Design
2. Outcomes that are measurable or would indicate directly or indirectly the success of the vision						Program Design
3. Identified desired outputs, impacts and results						Program Design
4 Organizational values						Program Design
5. Who is and needs to be involved in plan and program						Program Design
6. If use Volunteers, a volunteer Management Plan						Program Design
7. Physical inventory Tier 1, defined geographic scope your are working in, List of water bodies of interest (rivers, lakes or wetlands),						Program Design
8. Existing Data, Gaps, Possible new data needs						Program Design
7. For waterbodies of interest, features, threats, opportunities, known status, condition, etc.						Program Design
8. For waterbodies, policies, legislation, regulation to consider						Program Design
9. For water bodies water and land uses (historic, current, cultural)						Program Design

Item	Have	Don't Have	DOC	Assessment of Use (Scale 0-5)	Assessment of value / effectiveness (Scale 0-4)	Comments/Notes
10. For water bodies benchmarks, standards or criteria available (Formal or informal)						Program Design
11. People Inventory Tier 1, cultural, historical, who holds power in basin, decision makers						Program Design
12. Monitoring Reasons, Uses or Purposes, how they relate to vision, outcomes, impact, results						Program Design
13, Monitoring and Management Questions						Program Design
14. Data Objectives						Program Design
15. Data Uses						Program Design
16. List of targeted decision-makers						Program Design
17. For targeted decision-makers, knowledge of what information they need						Program Design
18. Data Quality						Program Design
19. List of ambiguous terms defined such as healthy, significant, restored, quality, etc.						Program Design
20. What Monitor, water body type and activity media						Technical Design

Item	Hav e	Don't Have	DO C	Assessmen t of Use (Scale 0-5)	Assessment of value / effectiveness (Scale 0-4)	Comments/Notes
20. Methods and Equipment to meet data quality objectives and information needs						Technical Design
21. Identification of where, frequency for indicators, time of year, day, monitoring reason, etc.?						Technical Design
22. Identification of when, frequency for indicators, time of year, day, monitoring reason, etc.?						Technical Design
23. Written field, lab, processing, shipping, etc methods (SOP's) and Quality Assurance Plan						Technical Design
24. Who is collecting						Technical Design
25. Access, Transportation & Safety Plans						Technical Design
26. For each monitoring question, identified data pathway(s) (path for monitoring results to a final decision, decision-maker)						Technical Design
27. Data management of field datasheets, standardized, validated, stored, retrievable						Technical Design
28. Data management for electronic data (entry, validation, stored, retrievable)						Technical Design
29. Data management for meta-data, data about the results (location, who collected, etc.)						Technical Design
30. Identification of meta-data and minimum data elements						Technical Design

Item	Have	Don't Have	DOC	Assessment of Use (Scale 0-5)	Assessment of value / effectiveness (Scale 0-4)	Comments/Notes
31. Data management from laboratory data (electronic, validated, stored, retrievable)						Technical Design
32. Data backup, archive, data management training plan						Technical Design
33. Data management for field/lab qa/qc information						Technical Design
34. Standardization (naming convention, numbering convention, recording below detection, narrative results, etc.)						Technical Design
35. Data Management plan documenting work flow, components, etc.						Technical Design
36. Identify information products needed by targeted decision makers (RANGE)						Information Design
37. Starting point for Data analyses for each indicator used in monitoring / assessment program (first cut at what will do)						Information Design
38. Starting point for data interpretation, conclusion, recommendations plan for each indicator used, first cut at what will do.						Information Design
39. Starting point for data communication and delivery plan, identify information exit point, what to report when, to whom, how, and who does it, first cut at plan						Information Design
40. How will data be managed to support generation of information functions and retain integrity plan?						Information Design

Item	Have	Don't Have	DOC	Assessment of Use (Scale 0-5)	Assessment of value / effectiveness (Scale 0-4)	Comments/Notes
41. Who is responsible for analyses, interpretation, delivery, communication, each info product, management of data for info products?						Information Design
42. How will answer monitoring questions?						Evaluation Design
43. How fulfill Needs of Targeted Decision Makers?						Evaluation Design
44. How Capture and Document success, failures, stories about data and program? Document changes= success evidence.						Evaluation Design
45. How communicate results, outputs, outcomes, impacts and results to key constituents?						Evaluation Design
46. Final Budget, Capacity, Scalability, task, timeline and roles						Evaluation Design
47 Final Study Design Document and all subdocuments, communication of program plan?						Evaluation Design
48. Evaluation of Plan and implementation of plan, process to review and adjust plan? Who evaluates what?						Evaluation Design
49. Ability to communicate alignment between multiple M & A within organization? Within watershed?						Evaluation Design
50. Identified gaps and needs and associated action plan to fulfill to fully implement M & A plan?						Evaluation Design

Item	Have	Don't Have	DO C	Assessment of Use (Scale 0-5)	Assessment of value / effectiveness (Scale 0-4)	Comments/Notes
Other?						

