

Observational Data Plan Review and Approval Checklist Template

NOTE: The questions need to be answered directly in RAAMS and in this form. This form will need to be uploaded as a separate attachment in RAAMS for the Science Officer review.

RAAMS EGID: _____ Original Project FPL Unique Identifier: _____ (i.e. AL_RESTORE_003_000_Cat1)		
1.	ODP template used for plan development? <i>Using the template is not required for ODP approval.</i>	<input type="checkbox"/> <input type="checkbox"/> Y N
2.	Project name provided?	<input type="checkbox"/> <input type="checkbox"/> Y N
3.	Is the project name in the FPL list?	<input type="checkbox"/> <input type="checkbox"/> Y N
4.	Agency provided?	<input type="checkbox"/> <input type="checkbox"/> Y N
5.	Project phase provided?	<input type="checkbox"/> <input type="checkbox"/> Y N
6.	ODP POC identified?	<input type="checkbox"/> <input type="checkbox"/> Y N
7.	Start and end dates for data collection listed?	<input type="checkbox"/> <input type="checkbox"/> Y N
8.	Data collection time frame given is appropriate for this project?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y Needs N Clarification
9.	Project location described?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y Needs N Clarification
10.	Project construction features described, if applicable?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y/ Needs N N/A Clarification
11.	Overall project goals and objectives described?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Y Needs N Clarification

12.	Goals and objectives for observational data collection specified?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
13.	Appropriate “umbrella” metrics are listed?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
14.	“Umbrella” metrics match what was selected in RAAMS?	<input type="checkbox"/> Y <input type="checkbox"/> N
15.	Success criteria for “umbrella” metrics are described and reasonable?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
16.	Appropriate measures/variables/parameters in support of metrics are listed?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
17.	Success criteria for measures/variables/parameters described and reasonable?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
18.	Items listed as “TBD” are explained, and provide a timeframe for updates and modification?	<input type="checkbox"/> Y/ N/A <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
19.	Adequate provisions for observational data review and reporting included in the budget?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
Required for Implementation Projects and desired for Planning Projects:		
20.	Detailed plans for sampling and data mining for baseline conditions in the project area are given and reasonable?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
21.	Reference sites/conditions are identified?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
22.	Description of potential corrective actions, if data indicate the project planning and/or implementation is not performing as expected, is provided?	<input type="checkbox"/> Y/ N/A <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
Implementation Projects Only:		

23.	Purpose and collection method described and appropriate for each measure/variable/parameter?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
24.	Timing and frequency of data collection described and appropriate?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
25.	Data collection sample sizes indicated for each measure/variable/parameter?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
26.	Site locations listed for each measure/variable/parameter?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
27.	Schedule for data collection execution provided?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
28.	Schedule for data collection is reasonable?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
29.	Quality assurance/quality control procedures or approach described for both field collection and data processing?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
30.	Anticipated statistical analyses provided and appropriate for the type of data to be collected?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
31.	Plans for additional monitoring following an unforeseen event, natural or man-made, that may impact project performance to evaluate whether/how the event impacted the project is provided and reasonable?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N
32.	Examples of consistency with, or deviation from, local or regional planning/monitoring efforts (i.e. protocols) are given?	<input type="checkbox"/> Y <input type="checkbox"/> Needs Clarification <input type="checkbox"/> N

Additional comments to Science Officer and/or Recipient, especially in regards to specific questions where "Needs Clarification" or "N" was checked:

