**WESTSIDE TYPE F RIPARIAN PRESCRIPTION MONITORING PROJECT
PILOT STUDY**

Communication Plan

Contents

Overseeing Committee and Project Team members

<u>Overseeing committee</u>

Riparian Scientific Advisory Group (RSAG), Joe Murray co-chair

<u>Project Manager</u>

Teresa Miskovic, DNR

<u>Principal Investigators</u>

Cooperative Monitoring Evaluation and Research (CMER) staff – Dave Schuett-Hames & Emily Davis

<u>Project Team members</u>

Doug Martin, Martin Environmental

Rebecca Flitcroft, U.S. Forest Service, PNW Research Station

Project Management Documents

The Project Manager (PM) will work with the Principal Investigators (PIs) to draft and update as necessary the Project Charter and Project Management Plan, in consultation with other Project Team members and RSAG. The PM is responsible for ensuring the following project management documents are written and up to date:

Document	Collaborators	Review/comment	Approval?	Date
Project Charter	PIs/Project Team	RSAG/CMER	CMER/TFW Policy	February 2019
Project Management Plan	PIs/Project Team	RSAG/CMER	CMER	March 2019
Communication Plan	PIs/Project Team/RSAG	--	--	February 2019
Risk Management Plan	PIs/Project Team/RSAG	--	--	April 2019
Document Management and Closure Plan	PIs	--	--	April 2019

The PM may delegate preparation or presentation of progress reports to the PIs or other Project Team members with their consent.

Project Updates and Progress Reports

The PM is responsible for ensuring all reporting tasks are complete and provided on schedule. These include updates and progress reports. The Type F Riparian Prescription Monitoring Project will adhere to the following reporting schedule:

Type of Communication	RSAG		CMER		TFW Policy	
Project Updates	Verbal or written	Monthly	Verbal/written	Monthly	Written report/ presentation	As needed
Progress Reports	Brief written report	Quarterly	Brief written report	Quarterly	--NA--	--
CMER & TFW Policy Requests	Agenda Item	As needed	CMER Request form	As needed	TFW Policy Request form	As needed

Based on the above schedule, Progress Reports will presented to RSAG and CMER at their regular meetings during the months of: October, January, April, and July.

Project Updates

Project updates are provided to RSAG and CMER per the above schedule or as requested. Updates are generally verbal descriptions of the project's current status and include information on project tasks, milestones (e.g., site selection, data collection, report writing). The PM may also elect to provide a brief written update to RSAG or CMER. Any update that include proposed substantive changes to a project, determined on a case-case basis by the Project Team, will be in writing and provided to RSAG or CMER prior to the meeting where the update occurs.

If a substantive change to a project is agreed upon during an update discussion, the PM is responsible for updating, as necessary, the relevant project management documents. The PIs are likewise responsible for updating relevant technical documents, as necessary.

The PM may delegate to the RSAG co-chair, other PMs, CMER co-chairs, or AMPA the presentation of any update, with their consent.

<u>Progress Reports</u>

Project progress reports are brief quarterly written reports on the progress of the project. The reports should describe progress on project tasks, milestones, and timelines, and the status of the current budget. Progress reports will be distributed to RSAG and to CMER when the meeting agendas are distributed. Any problems or deviations from predicted timelines that arise during periods between progress reports will be included in the progress reports.

When preparing progress reports, the PM will provide detailed and comprehensive costs, schedule, and project updates and present these progress reports to RSAG and CMER per the project schedule or as requested by RSAG or CMER. The PM may delegate preparation or presentation of updates or progress reports to the PI or to other Project Team members. The PM may also delegate the presentation of updates or progress reports to the RSAG co-chair, CMER co-chairs, other PMs, or the AMPA, with their consent.

<u>CMER Requests</u>

The PM is responsible for preparing CMER requests related to the project, though depending on the nature of the request, may delegate this task to the PIs, Project Team, or RSAG co-chair, with prior agreement. For requests that ask for guidance on project direction, changes in scope, priorities, or any other substantive issue, the PM will consult with RSAG and the Project Team when drafting the request. The PIs or PM, depending on whether the issue is procedural or technical, will make sure enough information is provided to CMER with the request so the committee will have a basic understanding of the context in which to make a decision/provide guidance.

Any attachments that accompany a CMER request will be approved by RSAG before forwarding to CMER. Depending on the nature of the issue/request (procedural vs technical), the PM or the PIs are responsible for making sure any attachment is ready in a timely manner for distribution to CMER (i.e. with the CMER mail-out).

<u>TFW Policy Requests</u>

TFW Policy requests are written requests submitted by CMER seeking approval of a document (e.g., Project Charter, the scoping documents, final reports, project budgets); or asking for clarification or guidance on specific issues identified by the Project Team or CMER. The AMPA is responsible for drafting TFW Policy requests but depending on the nature of the request, may delegate preparation/presentation of the request/update to either the PM, PI or other CMER member/Project Team member with prior agreement.

The AMPA works with members of the Project Team and CMER to draft the request in a way that clearly and concisely communicates the issues, purpose, and/or decision identified in the submittal. If a TFW Policy request includes a presentation to TFW Policy about the request, report or issue, such a presentation can be given by the PM, PIs, other Project Team members, or the AMPA, depending on the

nature of the request. When a TFW Policy request originates directly from RSAG or the Project Team, the PM will consult with the AMPA and submits it to CMER for approval before forwarding to TFW Policy.

Contractor Communication

In all cases, the PM is responsible for facilitating open and transparent communication between RSAG and Project Team members and the contractor(s). RSAG and Project Team members should not directly communicate with the contractor(s) about substantive project elements outside of formally organized meetings, conference calls or PM-facilitated group e-mail discussions unless specifically authorized in pre-established contract terms, or approved in advance to do so by the PM. The PM may verbally grant authorization, and the rest of the Project Team and Oversight Committee should be informed when this occurs. The PM is responsible for informing the contractor(s) of this policy as well.

Intra-Project Team communications

The following section outlines expectations for open and effective communication among the team members. It is intended to guide communication, not restrict it. The expectation is that team members, including PMs and PIs, who communicate outside of normal project meetings, conference calls, and other venues will share substantive conversations they have with the rest of the team.

Project Manager

The PM supports the Project Team communication by coordinating one-on-one and group meetings, conference calls, etc. when needed as well as maintaining the e-mail distribution list for the Project Team. The PM also ensures that any communication resulting in a formal decision about the project occurs in a transparent and inclusive way. The PM may delegate this coordinating responsibility to the PIs or other Project Team members, with their consent.

The PM is responsible for communicating any changes to a contractor's scope of work – other project Team members are not authorized to provide such guidance to a contractor. Conversations affecting the scope of a contractor's work on a project, or a substantive change in project objectives or tasks, will include the entire Project Team.

The PM is responsible for keeping track of the project status. To this end, the PM works with the Project Team members, particularly the PIs to develop a status and progress reporting schedule. These reports will be written memos prepared by the PM and presented, according to the schedule, at Project Team meetings/conference calls. Draft copies of the memos will be sent out to Project Team members via e-mail prior to the meeting. Status and progress reports will include information on the status of project, tasks, milestones (e.g., site selection, data collection, report writing), and budget as well as any issues that require Project Team input. With prior agreement, the PM may delegate preparation or presentation of the project status and progress reports to the PI or another Project Team member. These memos will be used later as updates and project progress reports to RSAG and CMER, as appropriate.

Principal Investigator

The PIs are responsible for preparing, writing and revising technical documents for CMER review and approval. The PIs will communicate to the PM concerns or issues that may come up throughout project implementation.

Expected PI technical project documents for the Westside Type F Riparian Prescription Monitoring Pilot project include:

Technical Document	Primary author	Co-authors	Review/approval[1]	Date
Progress reports	Contractor	PI and/or PM	RSAG	Qtrly: December 2018/2019, March 2019/2020, June 2019/2020, September 2019/2020
QA/QC plan for site validation	PIs	Project Team	RSAG	March 31, 2019
QA/QC plan for data collection and database	PIs	Project Team	RSAG	March 31, 2019
Draft Final Report	PIs	Project Team	RSAG	February 28, 2020
RSAG approved draft final report	PIs	Project Team	RSAG	May 13, 2020
CMER approved draft final Report	PIs	Project Team	CMER	July 23, 2020
ISPR and CMER approved Final report	PIs	Project Team	ISPR	July 2021
Findings report	PI, Project Team	RSAG	CMER	September 2021

[1] Committees which review and approves the document.

Project Team Members

Communication by individual team members includes participation at meetings and conference calls, providing feedback on draft documents, researching specific topics/issues, taking the lead on writing report sections, and/or acting as co-author(s) of CMER documents. The PM will document expectations on individual team member roles, responsibilities, tasks, deliverables, and levels of participation in the Project Management Plan. Other Project Team members may engage in 'off-line' communications about the project with other Project Team members and/or adaptive management participants. In the spirit of transparency, team members will share the elements of any substantive, project-related conversation with the Project Team.

Project Findings

The PM and PI will prepare answers to the 'six questions' document in collaboration with the Project Team and RSAG. The PI is responsible for ensuring the scientific findings communicated in the six questions document are accurate. The AMPA will write the cover letter accompanying the answers to the six questions.

Findings report:

Findings Report	Primary author	Co-authors	Final approval	Primary audience
Answers to Six questions	PIs	Project Team/RSAG/PM	CMER	TFW Policy
Findings report cover letter	AMPA	--	--	TFW Policy
Final CMER-approved report	PIs	Project Team	CMER	TFW Policy

Project Presentations

For presentation of study findings at science conferences, etc. the PM and PI will work with the Project Team to identify the appropriate presenter based on the nature of the presentation. Any public presentation of the study will explicitly acknowledge CMER and Adaptive Management Program contributions. The Project Team will be part of the preparation/review of project presentations. Any presentation that uses adaptive management funding should explicitly acknowledge CMER and Adaptive Management Program contributions.