

PROJECT MANAGEMENT PLAN

Eastside Timber Habitat Evaluation Project *November 12, 2024*

PROJECT MANAGEMENT PLAN OVERVIEW

The Project Management Plan breaks down project work into logical steps to help provide a framework to efficiently allocate resources, reliably estimate project costs, and help guide schedule, budget development and project scope. Previously in the CMER Protocols and Standards manual (PSM), this document was titled an implementation plan. The Project Management Plan documents and tracks the progress of a CMER project through its various stages. The contents of the Project Management Plan will vary depending on the type and complexity of the project. The Project Team is the primary audience for the Project Management Plan; however, SAG/CMER members are encouraged to provide feedback on the plan.

This Project Management Plan provides detailed logistical information about the Eastside Timber Habitat Evaluation Project (ETHEP).

OVERSITE COMMITTEE

Scientific Advisory Group- Eastside

BACKGROUND

The *Eastside Timber Habitat Evaluation Project* (ETHEP) is being performed and conducted under the authority and guidance of the Cooperative Monitoring Evaluation and Research (CMER) Committee. In 2001 the Washington State Legislature officially adopted new Forest Practices Rules approved by the Washington Forest Practices Board (WDNR 2001) that are now in effect and described in federally approved Habitat Conservation Plan (WA Forest Practices HCP 2005). These rules had previously been adopted temporarily via an emergency rule in 1999 based on the recommendations of the Forests and Fish Report (FFR; WDNR 1999). The FFR was a multi-stakeholder effort to improve forest practices and the protection of aquatic and riparian habitats on non-federal forestlands regulated by WDNR under Washington's Forest Practices Act. The CMER Committee was formed to oversee and perform research in support of an Adaptive Management Program (AMP).

Washington's Forest Practices Rules for non-federal forestlands in eastern Washington uses a Timber Habitat Type (THT) system to apply riparian rule prescriptions along fish-bearing (Type S and Type F) and perennial non-fish-bearing (Type Np) streams ([WAC 222-30-022](#)). This system defines THTs according to three elevation zones: <2500 feet ("Ponderosa Pine"), 2500-5000 feet ("Mixed Conifer"), and >5000 feet ("High Elevation"). The riparian harvest rules specify different leave tree requirements for each THT. For instance, thinning of the riparian management zone within the mixed conifer (2500 – 5000 feet) habitat type requires a higher

minimum basal area (70 – 110 square feet per acre depending on site index) compared to the ponderosa pine (< 2500 feet; 60 square feet per acre regardless of site index). Other rules for preferred species and tree distributions are further described in the [WAC 222-30-022](#). This system is intended to reflect differences in silvicultural needs within these zones and differences in riparian functions provided. ETHEP was formed to develop alternative(s) to the THT system, but it will not directly test the effectiveness of the current THT rules or associated prescriptions.

Prior study, however, indicates that elevation zones alone do not fully account for the multiple factors that drive riparian forest stand development. Phase II of the Eastern Washington Riparian Assessment Project (EWRAP; Schuett-Hames, 2015) determined potential climax species for 103 riparian sites in eastern Washington using the classification criteria established by Cooper et al. (1991) and Kovalchik and Clausnitzer (2004) and found that the distribution of riparian forest vegetation “series” does not necessarily align with the names of the THT elevation zones. Elevation is likely not the only factor that can be used to determine the specific silvicultural prescriptions best suited for riparian areas or the ecological functions of riparian systems.

The purpose of ETHEP is to develop a framework for applying riparian harvest rules along Type S and Type F streams in eastern Washington based on the functional objectives and performance targets (Schedule L-1, Appendix N) of the Forest Practices Habitat Conservation Plan (FPHCP) (FPHCP, 2005). For the purpose of this study, a framework is generally defined as a system that can be used to inform and guide management prescriptions that support the goals and objectives of the FPHCP (the current THT system is one example). ETHEP is included in the Eastside Type F Riparian Rule Tool Program research needs presented in the 2021-2023 Biennium CMER Work Plan. This study will also be used to provide information for answering the Critical Question asked by the Eastside Rule Group: *Will the application of the prescriptions result in stands that achieve Eastside FPHCP objectives (forest health, riparian function, and mimic historical disturbance regimes)?*

PROJECT MILESTONES AND TASKS

Project Milestones	Dates by Fiscal Year (Actual* or Estimated)
	DATE
Charter	4/14/2020*
Scoping Document	3/23/2021*
Study Design	11/1/ 2023*
2024 Field Data Collection SOP	5/7/2024*
Project Management Plan	12/26/2025
Update Charter	
Phase II Field data collection completion	11/30/2024

*Use asterisk to distinguish actual dates.

PROJECT DELIVERABLES

Deliverable	Responsible Team Member	Completion Date (Actual* or Estimated)
Project Charter	PM, Project Team	4/14/2020*
Scoping Document	Project Team	3/23/2021*
Study Design	Project Team	11/1/2023*
Prospective 6 Questions	Project Team	March 2024*
2024 Field Data Collection Protocols	Project Team	5/7/2024*
Project Management Plan	PM, Project Team	11/26/2024
Final Report	Project Team	10/30/2025
Final 6 Questions	Project Team	1/1/2026

*Use asterisk to distinguish actual dates.

PROJECT TEAM MEMBERS

Name, Title, Affiliation, Contact Info	Roles and Responsibilities
Benjamin Spei, Principal Investigator, University of Idaho	<ul style="list-style-type: none"> Executes the technical and scientific components of the project, including protocol development and refinement, site selection, data collection, analysis, and reporting. Provides materials needed by the PM. Conducts field data collection, hires staff, and purchases supplies and equipment to support data collection. Develops summaries and conducts statistical analyses to inform Final Report development. Leads in the development and writing of all technical documents. Presents study progress and/or findings to SAGE, CMER, and Policy. Communicates project status and issues to the PM and Project Team. Coordinates project meetings as needed.
Brandon Light, Project Team Member, University of Idaho	<ul style="list-style-type: none"> Support the technical and scientific components of the project. Provide technical expertise for successful implementation of project components. Assist with review of all technical documents. Participate in project meetings and conference calls.
Mark Kimsey, Project Team Member, University of Idaho	<ul style="list-style-type: none"> Support the technical and scientific components of the project. Provide technical expertise for successful implementation of project components. Assist with review of all technical documents. Participate in project meetings and conference calls.

	<ul style="list-style-type: none"> • Prepares quarterly summary and progress reports of project status.
Mark Teply, Project Team Member, University of Idaho	<ul style="list-style-type: none"> • Support the technical and scientific components of the project. • Provide technical expertise for successful implementation of project components. • Assist with review of all technical documents. • Participate in project meetings and conference calls.
Rachel Rubin, CMER Scientist, Department of Natural Resources	<ul style="list-style-type: none"> • Support the technical and scientific components of the project. • Provide technical expertise for successful implementation of project components. • Assist with review of all technical documents. • Participate in project meetings and conference calls.
Jenny Schofield, Project Manager, Department of Natural Resources	<ul style="list-style-type: none"> • Monitors project activities and the performance of the Project Team. • Communicates progress, problems, and problem resolution to the Adaptive Management Program Administrator (AMPA), CMER, and SAGE. • Works with SAGE/CMER, and Project Team to manage Project Charter and other managing documents, and keeps them updated. • Works with the AMPA, SAGE/CMER, and Project Team to monitor contract performance, and provide input on budgeting, schedule, scope changes, and contract amendments. • Works with SAGE, CMER, and Project Team to resolve problems and build consensus. • Works with PI and Project Team to develop interim and final draft reports. • Ensures communication between team members is clear, concise, and consistent. • Coordinates technical reviews and responses in a timely fashion. • Facilitates archiving of data and documents. • Ensures that contract provisions are followed. • Provides direction and support to the Project Team to achieve clear and specific scopes of work, schedules, and budgets within approved contracts. • Maintains sole responsibility for all aspects of project management even if other individuals are completing or helping complete parts of the project.

PROJECT CONSTRAINTS AND ASSUMPTIONS

Schedule constraints:

Schedule constraints primarily exist for the fieldwork portion of the experimental design. Field work must be conducted at a time when extreme weather or other conditions preventing access to field sites (e.g., snowpacks, ice storms, wildfires) can be avoided. Further, because fieldwork involves collection of vegetation data, collection should be conducted during the growing season (May – October) in eastern Washington with the months of June-August being most ideal. Also, the schedule for the 2024 field season must work around obligations certain team members have with other CMER advised projects. Brandon Light will be conducting fieldwork for the ENREP project until June 1st. Thus, fieldwork for ETHEP will not begin until June 2nd. Fieldwork is currently estimated to be completed by end of October 2024. However, if there are complications with access or disturbances (e.g., fire) to selected sites, then the field season may be extended to sample analogous sites (based on the sites selection process in the field protocols) through the months of August and September.

Other schedule constraints that may arise in completion of tasks involve the obligations of the Principal Investigator (Benjamin Spei) to other CMER advised projects. Benjamin Spei is also the lead on the RSAG Riparian Literature Review and Synthesis Project. His obligation to this project and the accompanying deadlines may limit the work hours available for the ETHEP project.

Budget constraints:

There are no specific budget constraints at this time.

Human resource constraints:

There are no specific human resource constraints at this time.

Resource constraints:

There are no specific resource constraints at this time.

Project assumptions:

The following are key assumptions for implementation of this project:

- The core members of the Project Team stay on the team throughout the majority of the project.
 - If a core member were unavailable, time could be lost in replacing them.
 - Loss of certain expertise could limit or slow the ability to execute some portions of the study design.
- Funding for the project remains stable.

A separate Risk Management Plan will not be developed unless one of these constraints or assumptions occurs or if one is deemed necessary. The process for developing a detailed Risk Management Plan is outlined in section 7.11 of the PSM. A Risk Management Plan identifies potential actions to avoid, reduce, and/or mitigate impacts to a project.

DECISION-MAKING AUTHORITY

The Forest Practice Board (Board) has approval authority over proposed CMER projects, annual work plans, and expenditures. The Board manages the Timber, Fish and Wildlife Policy Committee (Policy), the Cooperative Monitoring, Evaluation, and Research (CMER) Committee, and the Adaptive Management Program Administrator (AMPA) to assist with the Board's directives. Policy assists the Board by providing guidance to CMER and recommendations on adaptive management issues. CMER is responsible for understanding available scientific information that is applicable to the questions at hand, selecting the best and most relevant information and synthesizing it into reports for Policy and the Board. The AMPA coordinates the flow of information between Policy and CMER according to the Board's directives. Decision-making authority described in this section needs to be consistent with CMER process and ground rules per the Board Manual section 22.

Decisions related to science and/or technical items are the responsibility of the PIs and the Project Team. If needed, decisions for scientific and/or technical items could be expanded to include the SAG and CMER. Final documents will be prepared by the project team and then reviewed and approved by the SAG, CMER, Independent Scientific Peer Review (ISPR), and Policy. Although the PM will assist in the facilitation of the discussion and decision-making process, the PM will not be directly involved in decisions related to science and/or technical items.

Decisions related to contractual (scope of work, RFQQ, contract process, contractor interaction, etc.) and budgetary items is the responsibility of the PM along with input from the Project Team. Requests for additional funding will be approved by the PM and Project Team and sent to the SAG and CMER for formal approval. Minor budgetary or contractual items will be handled directly by the PM with notification provided to the Project Team. Major budgetary or contractual items will be decided between the PM, Project Team, and AMPA. If needed, decision making for budgetary items may require CMER and/or Policy input and/or approval.

PROJECT RESOURCE NEEDS

Project Resource
Maps of selected Type F and S streams with forested cover depicting the public land survey grid, land ownership, soil survey, road network, and DNR typed stream hydrography.
Field manuals and guides: <ul style="list-style-type: none">○ <i>Standard methods for identifying bankfull channel features and channel migration zones</i> (WFPB 2004)○ <i>Applied River Morphology</i> (Rosgen 1996)○ <i>National Rivers and Streams Assessment Field Operations Manual</i> (USEPA. 2017)
Rite-in-the-Rain field notebooks, pencils, erasers

Tablet with ArcGIS FieldMap and custom data forms
Measuring tape, 100 ft, English Units, 1/10 th foot increments
Measuring rod, 6 ft, English units, 1/10 th foot increments
Logger's tape, 50 ft, English units, 1/10 th in DBH increments
Laser range finder, English units, 1/10 th foot increments
Clinometer, Percent Slope Scale and 1/66 Height Scale
Handheld compass
Spherical Densiometer (Convex type)
BAF 20 angle gauge
Soil auger or soil probe

PROJECT BUDGET

Budget/Cost Items	Past Expenditures (If applicable)	FY 2024	FY 2025	FY 2026
		Budget	Budget	Budget
Inter-Agency Agreements (IAAs)				
<i>University of Idaho</i>	\$106,849.42	\$167,732.00	\$115,000.00	\$0.00
Personal Service Contracts (PSCs)				
Supplies and Expenses (On-going)				
Supplies and Expenses (One-time)				
<i>Supplies</i>			2,000.00	
Summary Totals				

Total Project Budget:

PROJECT SITES

Project sites will be selected using the site selection methods and criteria described in the 2024 Field Data Collection SOP.

COMPANION CMER DOCUMENTS

- All companion documents can be found on the AMP Dashboard:
<https://dnr.wa.chariotcreative.com/?p=33>

Document	Completion Date (Actual* or Estimated)
Project Charter	4/14/2020*
Scoping Document	3/23/2021*
Study Design	11/01/2023*
Prospective Six Questions	1/16/2024*
2024 Field Data Collection SOP	05/14/2024
Final Report	06/30/2025
Final 6 Questions	1/1/2026

*Use asterisk to distinguish actual dates.

PROJECT COMMUNICATION OVERVIEW

Transparent and accurate communication between the different adaptive management parties (Project Team/SAG/CMER/AMPA/TFW Policy) is critical for the AMP to guide and oversee the work of the Project Team. This section provides a framework to manage and coordinate the communications needed for all phases of a project. If a separate Communication Plan is needed for a project, see section 7.6 of the PSM for detailed guidelines.

Two primary pathways exist for project communication to occur when working on CMER projects - 1) between the Project Team and project oversight committees (i.e. SAGs/CMER/TFW Policy), and 2) communication within the Project Team.

PROJECT OVERSIGHT COMMITTEE COMMUNICATION

This section covers communication between the Project Team and the project oversight committees (i.e. SAGs/CMER/TFW Policy). Project oversight communication includes three categories of documents/communication: 1) Project management documents that enable oversight committees to understand how projects will be managed, 2) Project tracking and communication to enable the oversight committee(s) to track project progress and provide guidance and approvals to move projects forward, and 3) communication with contractors.

1. Project management documents

The PM is the lead author for the Project Charter, Project Management Plan, and other project management documents. If the Principal Investigator (PI) has been identified at the time of project launch, the PM will work with the PI to draft the Project Charter and Project Management Plan, in consultation with the oversight committee.

Project Management Documents*	Primary Author	Collaborators	Final Approval	Primary Audience
Project Charter	PM	PI and Project Team (if identified)	CMER and TFW Policy	Project Team, SAG, CMER, and TFW Policy
Project Management Plan (including communication and risk sections)	PM	PI and Project Team (if identified)	CMER	Project Team, SAG, and CMER
Document Management and closure plan	PM	PI	N/A	Project Team, SAG, and CMER

*For details regarding these documents, see PSM Section 7.6

2. Project tracking and guidance documents

The PM is responsible for ensuring that all reporting tasks are complete and provided on schedule. When preparing progress reports, the PI is responsible for providing detailed and comprehensive costs, schedule, and project updates, in writing, to the PM consistent with prior written agreement. The PM, in turn, is responsible for summarizing project update information into progress reports, and presenting these progress reports to the overseeing SAG and to CMER per the project schedule or as requested by the SAG or by CMER. The PM may delegate preparation or presentation of progress reports to the PI or other Project Team members, with their consent.

Project Tracking/Guidance Documents*	Primary Author	Collaborators	Final Approval	Primary Audience
Project updates	PM	PI	N/A	Project Team, SAG, CMER, and TFW Policy
CMER quarterly and annual project progress reports	PM	PI	N/A	SAG and CMER
CMER Requests	PM	Project Team	CMER	CMER
TFW Policy Requests/Check-ins	AMPA	Project Team	CMER	TFW Policy
Public Presentations	PI/PM	Project Team	N/A	Public

*For details regarding these documents, see PSM Section 7.6

3. Contractor Communications

In all cases, the PM is primarily responsible for facilitating open and transparent communication between contractor(s) and project oversight committee(s) members. Committee members should generally 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 members should be informed when this occurs. The PM is responsible for informing the contractor(s) of this policy as well.

INTRA-PROJECT TEAM COMMUNICATION

The PM provides assistance to Project Team members by coordinating communication (e.g. 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 PI is responsible for preparing and writing technical reports for CMER. How the PI communicates and works with other Project Team members to produce these documents will vary based on the nature of the project and dynamics of the Project Team. The PI works together with the PM to coordinate communication with other team members as needed.

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 expectation is that Project Team members, including PMs and PIs, who communicate outside of normal project meetings, conference calls, and other venues will share substantive, project-related conversations they have with the rest of the Project Team. For additional details regarding project team communication see PSM section 7.6.3.

Communication structure

