

DRAFT

**CA Core Team Work plan for Collation and Analysis of Products
in Support of Coordinated Assessments Phase II Timeline and Deliverables**

May 27, 2011

A. Overview

The general Coordinated Assessments (CA) work plans (July and January) are intended help start and structure the conversation about what work needs to be accomplished to achieve a Basinwide Data Sharing Strategy. However, they only touch on the mechanics of drafting the Basinwide Strategy and do not address the specifics for collating and analyzing the technical team and Agency/Tribal products. This work plan has been developed to guide the CA Core Team in managing and drafting the Basinwide Data Sharing Strategy.

The priority CA Phase II deliverables are:

- Agency/Tribe Data Sharing Strategies
- Basinwide Data Sharing Strategy
- Data Exchange Template (DET) for future sharing of the three indicators

We have the following “inbound” data products to support the CA deliverables:

- Data Analysis Flow Diagrams & Data Management Flow Diagrams (at a population scale),
- Agency/Tribe Data Sharing Strategy Drafts & Gaps, Needs and Priorities (GNP) Assessments (some GNP at population scale, all Strategies at an agency scale)
- DETs filled out with comments (at a population scale)

The number of populations with DAFD, DMFD and DETs completed will depend on available data technician time

B. Comments on inbound data products

1. Data Analysis Flow Diagrams & Data Management Flow Diagrams

Priority for these diagrams is their use by the Agencies and Tribes (A/Ts) in development of their individual data sharing strategies. We are not going to do a comprehensive analysis of these diagrams for the Phase II deliverables. Two potential ad hoc uses of the diagrams are:

- Analysis flow diagram may be useful to provide input for DET for populations whose calculations for the indicators did NOT fit the DET well; the diagrams may suggest alternatives and help with modifications and improvements to the DET.

- Data management flow diagrams could be useful to review alongside the individual data sharing strategies where there are unusual data flow pathways (such as the round trip check-in with NOAA described by the data techs for some populations).

2. Agency/Tribe Data Sharing Strategy Drafts & GNP Assessments

These represent a major portion of our inbound data. We expect a total of 9 strategies/assessments. Fully completed versions of the GNP Assessments will be included as appendices to the July 1 submission of the initial drafts of the A/T Strategies. However, we anticipate that some A/Ts will have draft assessments completed in time for the June 1 check-in with the CA Core Team. We will review these for two purposes:

- Provide feedback to the A/T on their data sharing strategies and ensure consistency between A/Ts on context and terminology
- Early identification of issues that need to be addressed in the Basinwide Data Sharing Strategy

The draft A/T Data Sharing Strategies and GNP Assessments should each be reviewed by at least two members of the CA Core Team and the results compared. One person should have the lead on communicating feedback to the A/Ts, although feed-back can be done as a team with lead. We will keep a running list of issues for the Basinwide Strategy that are identified in the individual A/T strategies; these can be incorporated as the Basinwide Strategy is being drafted. This list would be started at the June 1 check-in. We will also need a tracking sheet to keep track of the status of each of the A/T strategies (lead identified, lead contacted, initial draft received, initial draft reviewed, comments provided, etc).

3. DETs

We need to review the completed DETs for four purposes:

- To identify issues (most likely brought up in comments) that need to be addressed in the Basinwide Strategy
- To identify changes needed to the DET itself
- Understand the A/T state of readiness for sharing the indicators and metrics going forward
- Develop a sequenced implementation plan to provide guidance to the A/T on how to implement data sharing in the DET format

In order to efficiently review the DET we need to get the completed DET's consolidated into a database (StreamNet is currently doing this). Two kinds of queries would be run against this DB:

- Ability to browse/read the data/comments sorted/filtered by attributes like A/T, population etc. Once a validation and quality control review of the data has been completed, a consolidated spreadsheet (one sheet for each indicator) may be a good way to make this data browseable

- Basic statistics (e.g. basic frequency table) for selected fields that describe the completeness and range of responses of the data that has been collected to date. These would be run from the DB itself and could help inform a realistic analysis of the capability of the basin to implement data sharing following a DET.

DET v0.9 is likely to need an extensive review to digest and assimilate the wealth of information that we compiled via the data tech’s work. We will need to convene a team to work on the DET and get it to a Version 1.0. Team will need to include some biologists and users of the data at a regional scale (BPA and NOAA).

C. Process Recommendations

Given that we are doing this collation and analysis in a distributed collaborative manner, we are going to need regular check-ins:

- Starting in June, weekly CA Core Team analysis review calls [11:30 – 12:00 Mondays, not shown on timeline below]
- 2-3 face to face all/half day work sessions in June and July where we can process and synthesize content, and review drafts of the Basinwide strategy [see timeline]

D. Draft Timeline for CA Core Team activities

<u>Week of</u>	<u>Tasks/Questions [specific dates shown in square brackets]</u>
30-May	<ul style="list-style-type: none"> • Core Team call A/T and check in on status • Receipt of GNP Assessments drafts as they are available
6-Jun	<ul style="list-style-type: none"> • Core Team begin work on Basinwide Strategy • Save the date announcement out for September workshop
13-Jun	<ul style="list-style-type: none"> • Core Team core work session – 1 day work session begin draft Basinwide Strategy, make writing assignments, begin list of issues, etc. [June 15]
20-Jun	<ul style="list-style-type: none"> • CAPG update meeting (review outline and issues)
27-Jun	<ul style="list-style-type: none"> • Draft of sections of Columbia River Basin Strategy completed , detailed outline completed
4-Jul	<ul style="list-style-type: none"> • First Draft A/T Data Sharing Strategies Received • Core Team will call A/T leads and ask for first drafts as they are available, apply encouragement to leads to complete by July 31, offer interim review as they are received
11-Jul	<ul style="list-style-type: none"> • All DET received entered into DB, spreadsheets or other browsing interface available • Review Draft A/T Strategies, provide feedback to A/T • Placeholder for Exit interviews with data techs and final progress reports • Check in with BPA and NOAA

18-Jul	<ul style="list-style-type: none"> • Review completed DET/DAFD/DMFD to ID major Columbia River Basin Strategy issues
25-Jul	<ul style="list-style-type: none"> • “Final Draft” A/T Data Sharing Strategies Received • CAPG update meeting (review initial draft of Basinwide Strategy) later in week •
1-Aug	<ul style="list-style-type: none"> • CA core team work session to synthesize A/T strategies into Basinwide Strategy and Develop Plan for DET • CA core team contact A/T leads to track down missing strategies
8-Aug	<ul style="list-style-type: none"> • Core Team Basinwide Strategy Drafting
15-Aug	<ul style="list-style-type: none"> • Internal draft of Basinwide Strategy complete, sent for review to CAPG • Workshop Draft Agenda in development
22-Aug	<ul style="list-style-type: none"> • CAPG meeting (approve final draft of basinwide strategy for distribution, workshop agenda, etc.) • Draft Basinwide Data Sharing Strategy Distributed to Workshop Participants
29-Aug	<ul style="list-style-type: none"> • Vetting Basinwide Draft
5-Sep	<ul style="list-style-type: none"> • Vetting Basinwide Draft
12-Sep	<ul style="list-style-type: none"> • Comments due beginning this week on Basinwide Draft [9/13] • CAPG Meeting (final workshop preparation)
19-Sep	<ul style="list-style-type: none"> • Basinwide Workshop [Wed/Thurs 9/21-9/22]