

MARINE RECREATIONAL INFORMATION PROGRAM

PROJECT PLAN

Identify and consolidate information on existing recreational datasets

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Data Management and Standards workgroup

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1 Overview

1.1 Purpose

The Data Management and Standards Workgroup (DMSWG) is charged, in part, with developing data collection standards, protocols, and data access portals for the Marine Recreational Information Program (MRIP). The first step in accomplishing this task is to identify and summarize the existing fisheries-dependent recreational surveys (DMSWG-1). After summarizing this information the DMSWG will be able to categorize a set of common data elements that currently exist in the catch and effort data.

1.2 Scope

This project will be approached with a regional perspective. A national framework will be obtained by first looking at five regions individually (the north and mid-Atlantic coast and the Caribbean, the south Atlantic coast and the Gulf of Mexico, the Pacific coast, Alaska, and Pacific islands). Some of the data from the current recreational data surveys that are needed for the DMSWG to accomplish its goals are listed below.

Aspects of data collection programs	Examples
Program Definition	name, activity, longevity, contact information, general design statement
Sampling/Data Collection Protocols	interviewer training, QA/QC
Data Processing Protocols	data entry, QA/QC, auditing
Metadata Standards/Recording	
Data Management Documentation	software version, table names, column names, data codes
Data Elements and Definitions	
Data Access Protocols	user interface, access levels

1.3 Assumptions and Constraints

Assumptions

- FIS has already completed part of this work in their national effort to identify all fisheries-dependent datasets available by region.
- The DMSWG will have access to FIS reports as they become available.
- The DMSWG will also rely on metadata portals where survey documentation may already be available.
- Contractor support to compile program information may be needed in some circumstances.

Constraints

- There will be some recreational data surveys that are not covered in the national FIS initiative. In these cases, the DMSWG will need to compile the information on these surveys. The time and effort needed to complete this task are dependent on the amount of current documentation available.
- Dependence on FIS for initial data compilation.

1.4 Project Closure**Transition Activities**

- Final report will be the main input into task 2 of the DMSWG. It will also be a reference for many of the other tasks (establishing protocols, standardizing data collection, etc).

Document Project Results

- Final report will summarize existing recreational data sources and categorize common data elements

2 Project Estimates

2.1 Work Breakdown Structure

Table 2: Work Breakdown Structure, by Phase

Project Phase	Major Tasks and Activities
Phase 1: Initiation	<ul style="list-style-type: none"> -Complete draft outline of project plan -Identify project leader -Submit outline to Operations Team for initial approval
Phase 2: Planning and Analysis	<ul style="list-style-type: none"> -Identify regional coordinators who will assist in summarizing existing surveys in each of the 5 regions (the north and mid-Atlantic coast and the Caribbean, the south Atlantic coast and the Gulf of Mexico, the Pacific coast, Alaska, and Pacific islands) -Identify FIS point of contact -Finalize time schedule based on when DMSWG will have access to regional FIS reports on fisheries surveys -Complete project plan and submit to Operations Team for final approval- due Oct 15th, 2007
Phase 3: Execution and Oversight	<ul style="list-style-type: none"> -Project leader will create template for final report to assist regional coordinators in summarizing the existing surveys -Regional coordinators will use FIS reports and other data sources from their region to summarize the existing surveys -Project leader will consolidate regional information into final report
Phase 4: Validation and Implementation	<ul style="list-style-type: none"> -Submit final report to DSMG for review
Phase 5: Close	<ul style="list-style-type: none"> -Submit final report to Operations Team

2.2 Schedule and Milestones

Table 3: Project Schedule – Major Tasks and Milestones

ID	Activity Description	Planned Start	Planned Finish	Predecessor
1	Identify 5 members of the DMSWG who will serve as regional coordinators for this task	09/10/07	09/14/07	
2	Identify time schedule for when DMSWG will have access to FIS regional reports	09/10/07	09/14/07	
3	Project leader will create template for final report to assist regional coordinators in summarizing the existing surveys and sources	10/07	11/07	
4	Each regional coordinator will review their FIS report upon receipt	12/07- 01/08	02/08	2
5	-Identify any holes or missing survey information. Gather data from other sources in region. Are there any overlaps in the surveys?	01/08	02/08	4
6	-Summarize regional information using final report template	01/08	02/08	3
7	Project leader will consolidate data from 5 regional coordinators into final report which will summarize existing recreational surveys and categorize common data elements	03/08	04/08	6

2.3 Cost Estimates

Table 5: Cost Estimates

Project Need	Description	Estimated Cost, per item	Date Needed	Total
Hardware				
Software				
License Fees				
Service Contract or Maintenance Fees				
Testing Equipment or Facilities				
* Additional Project Staff	5 regional coordinators within the DMSWG + FIS point of contact + NMFS support	In-kind time		
Contract support	2 people		2-3 months	\$30,000.00
Travel				\$13,000.00
Consultants				
Training				
Project-specific Travel				
Administrative Support Fees				
Other				
Grand TOTAL				\$43,000.00

- Additional Project Staff- Regional coordinators**

Name	Role	Labor Estimate (in hours)	Organization
Bruce Joule	North-Mid-Atl coast/Caribbean		Maine Division of Marine Fisheries
Dennis O'Hern	South-Atl/ Gulf of		Industry, FL

	Mexico		
Patty Zielinski	Pacific coast		NOAA, Office of Science and Technology
Gretchen Jennings	Alaska		Alaska Department of Fish and Game
Mike Quach	Pacific islands		NOAA, Pacific Islands Science Center
Tina Chang	FIS point of contact		NOAA, Office of Science and Technology
Scott Sauri	NMFS support		NOAA, Office of Science and Technology

3 Project Tracking

3.1 Status Reporting

Project status reports for the Project will be provided on a monthly basis to the Operations Team. Status Reports may be completed more frequently, but must be completed at least once a month for all projects.

3.2 Expenditures

The funds spent on the project will be tracked across all levels of expenditures. For all categories, the costs and expenses will be recorded. The total will be provided on the Status Report for each month.