GETTING STARTED WITH THE
Management Evaluation Process "MEP" TEMPLATE

The "MEP" template is a series of 11 Excel spread sheets that have been set up with a format for data sheets and summary sheets. The data sheets list Functional Values based on our reservoir projects' congressionally authorized purposes, and have some simple computations and linkages built into the data columns. The computations generate values that are automatically carried forward to the summary sheets.

Functional Values
Water Supply
Water Quality
Flood Damage Reduction
Hydropower
Public Recreation
Fisheries
Wildlife
Cultural/Archeological/Historical
Sensitive Species & Communities
Forests
Aesthetics

To get started, open the Excel file (MEP) that you've already saved somewhere as a template. You can then replace the italicized words with accurate terms to describe the specific project or land use request you're working on. When you fill in the Project Name and Evaluator boxes on the first sheet (replacing the info that's there now), it will automatically populate the other data sheets. Habitat Type and Location will need to be entered on each data sheet to accurately reflect your specific land use request. Use the title at the top of the page as a prompt.

Working with the group of stakeholders you've selected as critical to the project, try to develop consensus on the relative importance of each Functional Value. The values of relative importance that you select will remain constant for the entire exercise, and should be inserted into the box to the right of each Functional Value. Inserting the relative importance values on sheet 1 will automatically populate the rest of the data sheets.

All that remains to be done is to plug in a Rating value under Year 0, Year 10 and Year 20 for each of the 11 Functional Values. You'll need to do that on each of the first 4 data sheets. That will automatically generate Sheets 5 and 10 summarizing the impacts of the proposed land use.

To evaluate a potential mitigation site, plug in a Rating value under Year 0, Year 10 and Year 20 for each of the 11 Functional Values on Sheets 6 and 7. That will automatically generate the first part of the "mitigation required" summary on Sheet 11. To evaluate a second mitigation site, repeat the process on Sheets 8 and 9. That will automatically complete the rest of Sheet 11.