

# CHAPTER THREE

## HOW TO IMPLEMENT THE PLAN

Effective use of the RMP requires a systematic approach to implementation. Implementation involves the entire process of budgeting, scheduling, on-the-ground work, and follow-up monitoring. The use of uniform procedures for implementation ensures that all key factors are considered and provides a method for accurate tracking of management activities and accomplishments.

### WHAT MUST BE ESTABLISHED

Eight items must be considered for implementation of each plan decision:

- (1) Priorities for implementation,
- (2) Proposed schedule for implementation,
- (3) Budget implications,
- (4) Interaction with other plan decisions,
- (5) Necessary activity or project planning,
- (6) Necessary decision-specific National Environmental policy Act (NEPA) compliance,
- (7) Coordination and consultation needs, and
- (8) Required resource monitoring.

### Priorities For Implementation

Priorities for implementing RMP decisions must be assigned both within and among programs. Priorities will be established through specialists' input and the District Manager's decision. RMP decisions will first be grouped into the general priority categories of "High," "Medium," and "Low." Use of the general categories will allow refinement of the decision priorities over the life of the plan and will provide a common reference for out-year budgeting and preparation of other long-range plans.

A detailed priorities list will be prepared each fiscal year as part of the Preliminary Annual Work Plan process. Generally there will be little refinement necessary from one year to the next. However, priorities must be reviewed to accommodate minor changes in circumstances such as projected budgets, weather conditions, cooperation by external parties, and supplemental funding.

### Proposed Schedule for Implementation

The implementation schedule goes one step beyond the priorities list by establishing target dates for starts and completion of implementing each decision. The implementation schedule will serve as an overall guide to managers in scheduling their staff's work year. The schedule is also intended to serve a major role in tracking annual progress. In addition to programming staff, the schedule allows for advance scheduling of necessary equipment, procurement, coordination, and completion of planning and environmental documents.

### Budget Implications

The RMP will be used as the primary vehicle for developing Preliminary Annual Work Plans (PAWP) as well as out-year budgets. Major portions of required budgets should be readily estimated using the combination of the priorities list and implementation schedule. Staff and support needs are identified during scheduling.

### Decision Interactions

Review of the interaction among various planning decisions will be used throughout the ranking, scheduling, and budgeting process. Decision interactions can be helpful in identifying management actions that may complement each other, resulting in cost savings (e.g., combining adjacent range and wildlife land treatments). A review of the interaction among decisions is also necessary to avoid scheduling conflicts.

### Additional Planning and NEPA Analysis Needs

The need for additional planning (i.e., activity or project plans) must be identified early in the implementation process to avoid costly delays and conflicts with other budget and staff requirements. Further planning activities then must be built into the implementation schedule. The need for further NEPA analysis should be reviewed concurrently with activity and project planning.

### Further Coordination and Consultation Needs

Many of the RMP decisions were developed through close internal and external coordination and consultation. Coordination should continue into the implementation of the plan. Also, some plan decisions can only be implemented following formal consultation (e.g., Section 106 of the National Historic Preservation Act). Coordination and consultation needs should be identified during the early phases of developing the annual implementation schedule. Parties outside of the Dickinson District should be made aware of proposed implementation steps well in advance so that surprises and delays can be avoided.

### Resource Monitoring

Prior to implementation of any RMP decision a "mini monitoring plan" should be developed. This plan is intended to identify the key elements to be monitored and the purpose of monitoring. These mini monitoring plans should complement the district-wide resource monitoring plan.

### WHAT MUST BE DOCUMENTED

Plan implementation, monitoring, and maintenance must be documented within the Dickinson District Central Files.

Documentation will be in the form of separate files, monitoring and maintenance rosters, and additions or modifications to the District's Master RMP.

## **Plan Implementation**

Implementation of the RMP decisions will be performed using an Implementation Worksheet (Appendix F). This worksheet may be modified by the District Manager as necessary.

The Implementation Worksheet is intended to provide a simple, comprehensive recordation system for all plan implementation. The worksheet provides a method for concisely documenting the plan decision, scheduling, decision interactions, staffing and support needs, necessary coordination and consultation, and monitoring targets. Use of the worksheet will ensure workload and budget planning early in the implementation process. Worksheets can be completed for each resource program's priority decisions during the PAWP process. At that time budget allocations, nondiscretionary workloads, and competing programs and projects can be compared to determine which decisions will be implemented or partially implemented during the fiscal year.

## **Plan Monitoring**

All plan monitoring efforts and their results will be recorded on the Plan Monitoring Roster (Appendix G). Records must indicate which portions of the RMP were monitored, when the monitoring effort occurred, what the results of monitoring were, and what method of modification (if any) should be used to adjust the plan.

## **Plan Maintenance**

Plan maintenance must be documented each time adjustments are made to the RMP. Documentation will be in the form of typed page inserts to be placed within the master copy of the RMP. In addition, all plan maintenance, including date, change(s) made, and reason for adjustment, will be entered on the RMP Maintenance Roster located at the start of the Master RMP (Appendix H). All plan maintenance should be brought to the attention of the district planning coordinator prior to making the necessary adjustments.

## **Plan Amendment and Revision**

Plan amendment and revision will be documented in accordance with 43 CFR 1610.5-5 and 1610.5-6. The need for plan amendment or revision will be assessed based on the Plan Maintenance Roster and the listing of needed modifications maintained with the Master RMP.