

Reclamation Manual

Directives and Standards

Basin Study Checklist

The Suggested Basin Study Checklist provided below is intended to be used as a management tool by study managers/regional coordinators. It should be modified as necessary to fit each individual study.

Basin Study Name: _____

Memorandum of Agreement with study partner(s), Plan of Study, Communications and Outreach Plan, and Technical Sufficiency Review Plan approved by POLICY and signed and dated;

Study fact sheet sent to POLICY, date sent _____;

Prepare basin study Web site _____ (alert POLICY of the Web address);

Semi-Annual report preparations:

First Study Year -

_____ 1st report, date sent _____
_____ 2nd report, date sent _____

Second Study Year -

_____ 1st report, date sent _____
_____ 2nd report, date sent _____

Third Study Year -

_____ 1st report, date sent _____
_____ 2nd report, date sent _____

Cross-Check Point: Do you need to request a study extension? If so, coordinate with POLICY and get your regional director's office engaged:

_____ Letter from regional director sent to POLICY

End of Study Check:

[60 days out]

_____ Data compilation complete
_____ Stats and facts complete
_____ Technical Sufficiency Review complete
_____ Pictures and graphs finalized
(Note: Use only pictures you have permission to use.)
_____ Technical writer review complete

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[45-days out]

_____ Informal Policy Office review, 30 day review period
_____ Draft press release with Policy Office and Denver Public
Affairs

Upon completion of POLICY review, brief regional director and prepare transmittal memo _

Regional director memorandum sent to Director, Policy and Administration _____

Coordinate with POLICY for Commissioner's Office briefing _____

Coordinate with POLICY and Denver Public Affairs Office for final press release ____

Apprise your regional public affairs office and Denver Public Affairs Office if you
get any media inquiries.

Notes: