

**PLAN
IMPLEMENTATION STRATEGY
(Module 2, Course #1610-03B)**

**Step 2 – Prioritize the Work
to Implement the RMP**

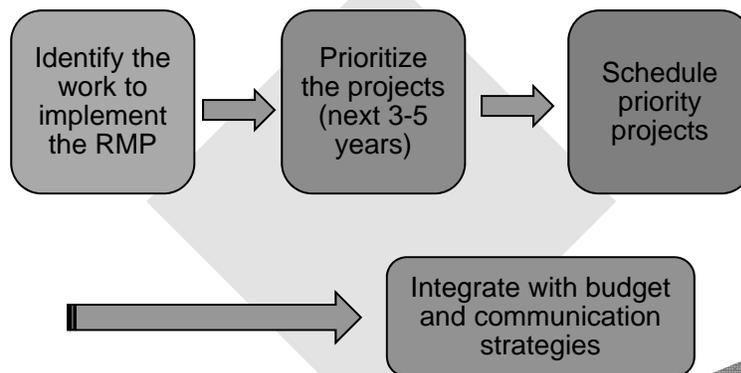
Plan Implementation Strategy, Module 2 (1610-03B)

Step 2 – Prioritize the Work

2.1 Introduction

Spreadsheet =
Worksheet =
Matrix =
Implementation Strategy
created in Excel

3 Step Process



Objectives

Upon completion of this online module, you should be able to:

- ⦿ Review and modify the *Factors to Consider in Establishing Priorities* to fit your planning area
- ⦿ Identify the priority and magnitude for each project/management action/task identified under Step 1.

Filled in for you		Step 1			Step 2		Step 3						
1 & 2		3	4	5	6	7	8	9	10	11	12	13	
Resources and Programs (Talk to your state P&EC to make any changes)		Projects, Management Actions, Tasks (from RMP)	PEs	Where	Priority	Magnitude	FY12	FY13	FY14	FY15	FY16	Cross Reference	
Fire Management	Wildfire Management	Manage fires	AB	Here									
		Burn stuff	CD	there									
		Protect things	PE	Every									
		Sell these parcels	GG	Where									
		Exchange those	FT, TT	Here									
Access	Land Tenure	Process permits	CD	there									
		Process withdrawal	AC	Every									
	Land Use (ROWs)	Issue ROWs	DC	Where									
		Monitor stuff	BB	Here									
		Resolve trespass	AD	there									
		Educate people	BC	Every									
Unauthorized Use	Use volunteers to help with stuff	AC, DC	Where										

Value of Determining Priorities

- ◎ Create a shared understanding of major workloads and issues
- ◎ Allocate scarce resources more effectively
- ◎ Think broader than the annual budget process and be in a better position during negotiation
- ◎ Identify scarce skills and plan for future workforce needs

Overview of Step 2

- ◎ 1. Watch next video clip (2.2), then discuss and modify *Factors to Consider* to fit your planning area
- ◎ 2. Watch the rest of the video (2.3 to 2.5), then assign priority and magnitude to each project, management action, task
- ◎ 3. Move on to Step 3 to schedule workload

Plan Implementation Strategy, Module 2 (1610-03B)

Step 2 – Prioritize the Work

2.2 Factors to Consider

Importance of Identifying *Factors to Consider in Establishing Priorities*

- ⦿ Provides a common understanding of rationale to select priorities
- ⦿ Helps identify important geographic areas
- ⦿ May detect cross-benefiting activities

Factors to Consider

- ◎ Law, Policy, or Regulation
- ◎ Resource Protection or Use
- ◎ Risks
- ◎ Workload Factors
- ◎ Working Smarter
Not Harder/Efficiencies

“I believe the key to success in implementing an RMP is the same recipe for success in nearly any project – clear and effective communication.”

– Joe Meyer
Casper Field Manager

Who Should Participate

- ◎ Manager(s)
- ◎ Full Interdisciplinary Team
- ◎ Partners
- ◎ Recorder (*to document your List of Factors*)

What You Need to Start

- ◎ Map(s) of Planning Area
- ◎ Factors to Consider in Establishing Priorities (from Participant Guide)
- ◎ Computer & Projector or Flip Charts
- ◎ Positive Attitude!

1. Stop the video
2. Refine your list of *Factors to Consider in Establishing Priorities* (from Participant Guide)
3. Come back to the video

Plan Implementation Strategy, Module 2 (1610-03B)

Step 2 – Prioritize the Work

2.3 Priority and Magnitude

Be aware of your partners' definition of Magnitude, so you can align your definitions early on.

(don't forget to document any changes you make)

Plan Implementation Strategy, Module 2 (1610-03B)

Step 2 – Prioritize the Work

2.4 Methodology

Step 2 Methodology

- ◉ Many ways to complete this step
- ◉ Determine which method you'll use
- ◉ Use your tools from the Participant Guide
- ◉ Use small groups, but be sure large group goes over entire worksheet
- ◉ Limit high priority projects just to those you can complete in the next year

Step 2- Taos Method

Get in resource-based small groups:

1. Identify the non-discretionary and high priority workload (and magnitude)
2. Identify medium and low priority

In large group:

1. Small groups report out
2. Large group (led by FM) adjusts priorities
3. Remaining projects = low priority

Step 2- Phoenix Method

1. First prioritize by resource
2. Then adjust in an interdisciplinary way
3. Then adjust by geographic area
4. Then adjust with public, partner, political consideration

Step 2- Casper Method

1. Core team takes a first stab at prioritizing
2. Then cooperators came and followed a method similar to Taos (*break into resource groups, determine high priority then medium priority*)
3. Finally, report out to large group and make adjustments

Step 2- Mapping Method

1. Review maps used in *Factors to Consider* and start by prioritizing projects in geographically important areas
2. Then use one of the other methods discussed to prioritize remaining projects / tasks / management actions

Step 2- Criteria Method

1. Define a set of criteria based on major issues and considerations in your planning area that would justify high priority.
2. Define a set of criteria to justify medium priority

Determine up front if you want to go through this process in one large group or in smaller groups

Either way, discuss determinations with large group & manager to ensure shared understanding and management buy-off

Role of Field Manager

1. Taos: balance priorities among resource groups
2. Casper: balance priorities of BLM with those of cooperators
3. Phoenix: facilitate

Involvement of Partners

1. Taos: knowledge of cooperating agency priorities informed the process from the start
2. Phoenix: adjusted priorities based on availability of partners' resources
3. Casper: involved cooperators early in the process

Plan Implementation Strategy, Module 2 (1610-03B)

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2.5 Conclusion and Next Steps

So What Do We Do Now?

- ◎ Identify priority and magnitude for each project / task / management action
- ◎ Fill in columns 6 and 7
- ◎ Report-out to entire team and get buy-off from your manager
- ◎ Finalize worksheet (Step 2)

What Do We Do When We Finish?

- ◎ You can start Step 3 any time (after watching the Module 3 videos)
- ◎ Consider timing Step 3 with your budget cycle
- ◎ Don't forget to line up a facilitator!