Roles and Responsibilities for Data Collection Protocols in all Phases

**Table A-1.** Data stewardship roles and responsibilities by protocol phase

|  |  |
| --- | --- |
| **1.0 Initiation Phase** | |
| ***Role*** | ***Activities*** |
| National Program Managers | * Responsible for information needs for IM&A activities in their resource areas. * Responsible for the business requirements for their resource areas. * Responsible for all of the protocols used for collecting data in their resource including each protocol’s definition of the data collection standard, link to business requirements, description of data quality standards, data collection methods and procedures, statistical analysis, and location of storage of the datasets. * Maintain data standard with review and recalibration if needed. * Knowledge of gaps in protocol coverage can be determined easily by comparing new needs with currently covered needs. * Participate on protocol teams or as business lead for new national protocol development. * Initiate the project charter and complete forms to submit to the IRPM board. |
| Regional Resource Managers (RRM) | * Responsible for all of the protocols used for their resource within the region and know how and why their protocols differ from national protocols. * Familiar with business requirements for their resource area. * Choose National, regional, and local protocols to achieve needs specified by the region. * May use national protocols without modification or national protocols modified for each forest’s use depending on the IM&A requirements. * Develop their own regional protocols if no national protocol exists to meet their needs. In this case, the RRM directs a protocol development team using the same steps that a national protocol team would use for developing protocols. * Participate on protocol teams or as business lead for new regional protocols. * Initiate the project charter and determine project funding. |
| Forest Resource Managers | * Responsible for all of the protocols used for their resource within the forest and knows how and why their protocols differ from national and regional protocols. * Familiar with business requirements for their resource area. * Collaborates with regional resource manager to determine regional and forest level needs. * Choose National, regional and local protocols to achieve needs specified by the region and forest. * Develop their own forest level protocols if no protocols exist to meet their needs. May work individually or with a protocol team to develop, review or revise protocols. * Initiate project charter and determine project funding, as appropriate. |
| Line Officers | * Provide opportunities and funding for protocol development or revision. * Provide people and time for data stewards to develop or revise protocols. * Responsible for any performance targets that are associated with the protocol life-cycle process. |

IM&A = Inventory, Monitoring, and Assessment. IRMP = Information Resources Proposal Management.

**Table A-1. (Continued)** Data stewardship roles and responsibilities by protocol phase

|  |  |
| --- | --- |
| **2.0 Development Phase** | |
| ***Role*** | ***Activities*** |
| National Program Managers | * Serves either as a member of the protocol development team or a key stakeholder that reviews documents and provides advice to the team. |
| Protocol Development Manager and Team | * Follow the steps in this protocol guidebook to produce protocols that contain a data collection standard, link to business requirements, description of data quality standards, data collection methods including sampling design, to ensure statistically valid data, statistical analysis, and location of storage of the datasets. * Uses steps in this guidebook when developing national protocols. * Uses steps in this guidebook as appropriate for development of regional and forest-level protocols. |
| Protocol Stakeholders | * Provides advice and participates in reviews of interim protocol documents because of their experience and expertise in working with the resource. |
| Line Officers | * Provide opportunities and funding for protocol development or revision. * Provide people and time for data stewards to develop or revise protocols. * Responsible for any performance targets that are associated with the protocol life-cycle process. |
| **3.0 Operations Phase** | |
| ***Role*** | ***Activities*** |
| National Program Managers | * Serve as point of contact for the protocols in their resources and answer questions from regional and forest level personnel using the protocols for data collection. |
| Regional Resource Managers | * Responsible for acquiring lessons learned and change requests for particular protocols during data collection and/or analysis. |

**Table A-1. (Continued)** Data stewardship roles and responsibilities by protocol phase

|  |  |
| --- | --- |
| **3.0 Operations Phase** | |
| ***Role*** | ***Activities*** |
| Forest Resource Managers | * Responsible for planning and managing the necessary IM&A activities on the forest, which include organizing data collection crews and ensuring that the data are collected to the protocol standard. The quality of the data is established when the data are collected so quality control is essential. * Responsible for following standards involving specific analyses to be performed on the data. * Responsible for entry of the data into an electronic format if data are recorded on paper data sheets. * Responsible for communication with the GIS managers after data collection is critical to ensure that the metadata recorded with the dataset is accurate and reliable. |
| Forest Crew Leaders | * Responsible for ensuring that data collection conforms to the standards described in the protocol using an accepted sampling design and that quality control is performed on the data. Quality control can only be accomplished during data collection. |
| GIS Managers | * Responsible for datasets placed into data collection databases and the manipulation of data that occurs within GIS systems. * Collaborate with the owner of the datasets (essential) to ensure that the metadata are accurate and reliable. * Assess the metadata associated with each dataset to ensure that data collected at different scales or qualities are not used in the same overlay. * Familiarity with the protocols used to collect the data and the business requirements associated with the datasets is critical. |
| Line Officers | * Provide people, time, and funding for training of field crews before data collection. * Responsible for any performance targets that are associated with data collection using specific protocols. |
| **4.0 Adaptation Phase** | |
| ***Role*** | ***Activities*** |
| National Program Managers | * Responsible for initiating and leading the process to determine the type and extent of review of a national protocol to ascertain if the protocol needs revising or archiving. * Collaborate with other review team members to determine if a protocol needs to be revised. |
| Regional Program Managers | * Responsible for initiating and leading the process to determine the type and extent of review of a regional protocol to ascertain if the protocol needs revising or archiving. * Collaborate with other review team members to determine if a protocol needs to be revised. |
| Forest Resource Managers | * Responsible for acquiring lessons learned and change requests for particular protocols during data collection and/or analysis. * Responsible for initiating and leading the process to determine the type and extent of review of a local protocol to ascertain if the protocol needs revising or archiving. * Collaborate with other review team members to determine if a protocol needs to be revised. |
| Line Officers | * Provide opportunities and funding for protocol development or revision. * Provide people and time for data stewards to develop or revise protocols. * Responsible for any performance targets that are associated with the protocol life-cycle process. |