

BLM 2009 National Land Use
Planning Conference
Portland, Oregon

**RMP Budget & Project Schedule
Development**

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**RMP Budget & Project Schedule
Development Roadmap —**
what you'll learn in this presentation:

- Contracting
- Keys to successful schedules and budgets
- Tackling prime scheduling hurdles
- Lessons Learned



Contracting – To Contract or Not To Contract

- Through Needs Assessment, identify in-house specialist skills available and outside skills needed
 - WO IB 2005-138: Meeting Staffing and Skill Needs Associated with Planning and NEPA Projects
 - Contains “decision-making tree” for deciding whether to seek contractor assistance
 - Consider using resource capability checklist to determine contracting needs



Sample Resource Capability Checklist

	Lack of Skills in FO	FO Staff Overcommitted	Lack of Skills in Other FO or SO	Other FO or SO Staff Overcommitted	Lack of GIS that is Essential to RMP	Lack of Baseline Studies Essential to RMP
Air	X			X		
Soils						
Water		X				
Vegetation						
Fish & Wildlife						
Special Status Species						X
Cultural Resources						X
Paleontological Resources	X		X			
Visual Resources						
Wildland Fire Mgmt						
Lands with Wilderness Characteristics outside WSAs		X		X	X	X
Forestry		X				X
Livestock Grazing						
Recreation & Visitor Services						
Trails & Travel Mgmt		X		X	X	
Lands & Realty						
Energy & Minerals		X				
ACECs						
Wilderness & WSAs						
Wild & Scenic Rivers	X		X			X
Public Health & Safety						
Socioeconomics	X			X		X

Contracting – What Contractors Excel At

- Data collection
- Writing/editing skills
- Document preparation/management
- Facilitation of alternatives development
- Project/administrative record management
- Mailing list management
- Public notices/newsletters
- Public comment tracking & analysis
- NEPA and Appendix C adequacy
- QA/QC



Contracting – What Contractors Excel At *(continued)*

- Technical skills not available or too time-consuming to do in-house, such as:
 - Further development of affected environment based on AMS
 - Impact analyses
 - Socioeconomic analyses
 - Air quality analyses
 - Wild & scenic rivers eligibility and/or suitability studies
 - Public/stakeholder group facilitation & logistics
 - Cultural resources inventories
 - RFDs and mineral potential reports
 - Biological Assessments



Contracting

- Minimizing contract modifications
 - Write a solid statement of work
 - Hire an experienced contractor
 - Avoid changing direction midway
 - Be realistic about what BLM can and cannot do within scheduled time frames
- What motivates contractors?



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Keys to Successful Schedules & Budgets

- Detailed schedule as communication tool
 - Identifies major steps in planning process
 - Requires detailed tasks for each step of process
 - Identifies linkages among tasks and “domino effect”
 - Identifies which tasks can be overlapped
 - Shows complexity of planning process
 - Enables management to see the consequences of delays on schedule

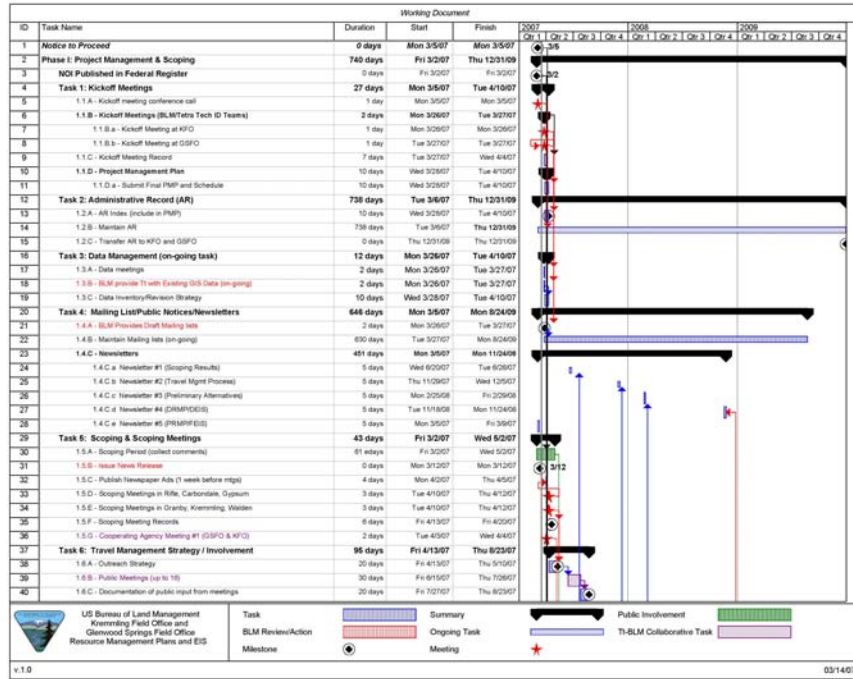


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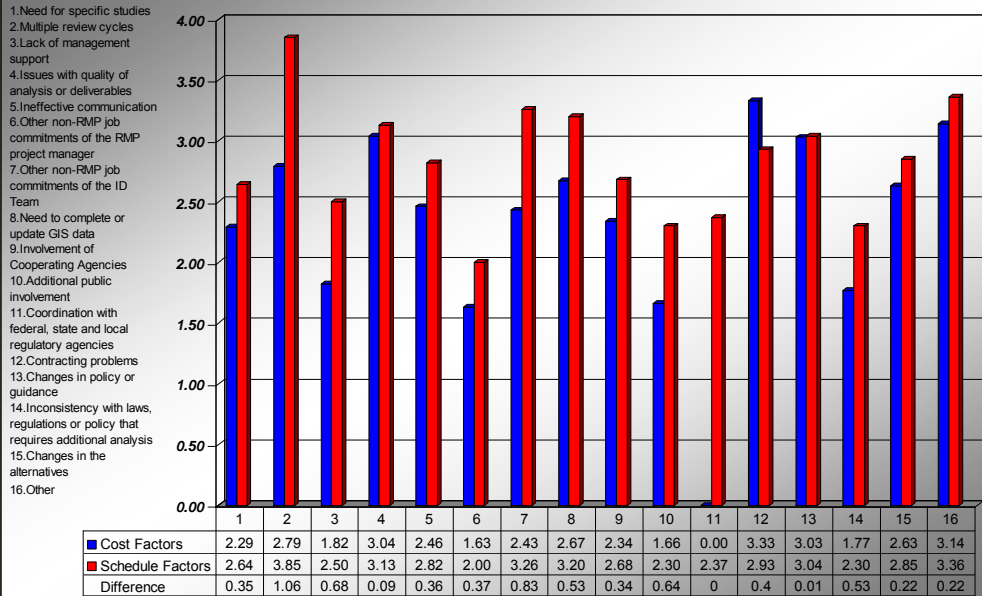
Sample Schedule – Simplified (MS Word)

Task	Time Span	Start Date	Finish Date
Task 1: Preliminary DRMPR/DEIS (compiled and completed)	5 months	6/16/2008	11/14/2008
Task 2: Review of Preliminary DRMPR/DEIS (District and SO)	14 days	11/14/2008	11/28/2008
Task 3: TAFO Revises Preliminary Draft RMPs/EIS (1 st Revision)	14 days	12/01/2008	12/15/2008
Task 4: Field SOL Review of Preliminary Draft (prior to sending to WO)	21 days	12/15/2008	01/6/2009
Task 5: WO-WO SOL Review Preliminary Draft-with explanatory notes if changes are req. by Field SOL	30 days	01/07/2009	02/06/2009
Task 6: TAFO Revises Preliminary DRMPR/FEIS (2 nd Revision)	14 days	02/09/2009	02/23/2009
Task 7: TAFO Prepares NOA and briefing materials; NMSO reviews	7 days	02/16/2009	02/23/2009
Task 8: Revise/Finalize NOA and briefing materials; forward to WO	81 days	02/24/2009	5/15/2009
Task 9: Director's Briefing	Last 2 weeks of April	-	-
Task 10: Print DRMPR/DEIS	21 days	05/18/2009	06/08/2009
Task 11: Mail DRMPR/DEIS	1 day	06/08/2009	06/09/2009
Task 12: Release Notice of Availability-DRMPR/DEIS	1 day	06/08/2009	06/09/2009
Task 13: 90-day Comment period and public meetings	90 days	06/09/2009	09/07/2009
Task 14: Public Comment Analysis	45 days	09/08/2009	10/22/2009
Task 15: New Data/Needed Changes	Concurrent w/above task	-	-
Task 16: Website/Public Update	1 day	11/9/2009	11/10/2009
Task 17: Prepare Preliminary Draft PRMPR/FEIS (District, SO,)	21 days	10/23/2009	11/12/2009
Task 18: Review Preliminary Draft PRMPR/FEIS (District, SO,)	14 days	11/13/2009	11/27/2009
Task 19: Revise Preliminary Draft PRMPR/FEIS (1 st revision)	21 days	11/27/2009	12/17/2009
Task 20: Field SOL Review of Preliminary PRMPR/FEIS (prior to sending to WO)	21 days	12/18/2009	01/08/2010
Task 21: WO-WO SOL Review PRMPR/FEIS-with explanatory notes if changes are req. by Field SOL	30 days	01/08/2010	02/08/2010
Task 22: Revise PRMPR/FEIS (2 nd Revision)	14 days	02/09/2010	02/23/2010
Task 25: Prepare NOA & briefing materials/NMSO reviews	7 days	02/23/2010	03/02/2010
Task 26: Revise/Finalize NOA & briefing materials; forward to WO	61 days	03/02/2010	05/01/2010
Task 27: Director's Briefing on PRMPR/FEIS	1 st /2 nd week of April	-	-
Task 28: Print PRMPR/FEIS	21 days	05/03/2010	05/24/2010
Task 29: Mail PRMPR/FEIS	1 day	05/25/2010	05/26/2010
Task 30: Release Notice of Availability-PRMPR/FEIS	1 day	05/21/2010	05/21/2010
Task 31: Protest Period	30 days	05/21/2010	06/21/2010
Task 32: Governor's Consistency Review	60 days	05/21/2010	07/19/2010
Task 33: Protest Resolution	90 days	06/21/2010	09/20/2010
Task 34: Begin-Complete Drafting ROD	120 days	05/21/2010	10/18/2010
Task 35: Internal Review of Draft ROD	14 days	10/18/2010	11/01/2010

Sample Schedule – Detailed (MS Project)



Scheduling Hurdles



Tackling Scheduling Hurdles

- Primary scheduling hurdles
 - Tiers of reviews / multiple review cycles
 - Other non-RMP job commitments of the ID Team
 - Need to complete or update GIS data
 - Issues with quality of analysis or deliverables
 - Special studies
 - *Federal Register* notice reviews
 - Change in alternatives



Tackling Scheduling Hurdles *(continued)*

- Ways to save time or accelerate schedule
 - Overlap reviews of deliverables or components
 - Overlap tasks
 - Get up-front SO buyoff on special studies needed
 - Coordinate with SO and WO counterparts throughout planning process
 - Compress non-critical path tasks
 - Enter into cooperating agency MOUs that identify schedules
 - Delegate additional tasks to contractor
 - Produce CDs instead of hard copies



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Lessons Learned

- Use contractors for specific tasks and as an extension of BLM team
- Write a solid contractor statement of work
- Schedule = budget
- The key to successful schedules and budgets = a detailed schedule
- Overlap tasks where possible to compress schedule



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