



Planning Checklist

This checklist provides an overview** (see **important note** below) of the process for developing a comprehensive watershed management plan under the Board of Water and Soil Resources' One Watershed, One Plan (1W1P) program. The 1W1P process has **three main phases**: pre-planning (blue), **planning (green)**, and **plan review and submittal (gold)**; shading indicates when in the planning phase a step should generally take place. See the 1W1P work plan template for a more detailed description tasks and subtasks. Contact BWSR staff for supporting information items without hyperlinks. All references to BWSR Policy are version 2. OP=Operating Procedures; PCR= Plan Content Requirements. (#) is the page number in the 1W1P Guidebook PDF file.

	Planning Phase and Timing in Phase			Lead	BWSR Policy Reference	Supporting Information
	Early	Mid	Late			
Form Partnership	<input type="checkbox"/> Establish steering team early), policy committee (mid), and advisory committee (late)				OP, page 8	<ul style="list-style-type: none"> Guidance for Committees...
	<input type="checkbox"/> Establish and sign memorandum of agreement (MOA)			Steering Team	OP, page 7	<ul style="list-style-type: none"> Organizational Structures for Water Management (51) MOA Template
Work Plan	<input type="checkbox"/> Develop grant work plan, budget, and timeline*			Steering Team		<ul style="list-style-type: none"> Allowable Costs Work plan, budget, timeline templates
	<input type="checkbox"/> Get BWSR approval of work plan. Submit signed planning MOA, work plan, budget, and timeline to eLINK and process grant agreement*			Steering Team / Grantee		
Compile	<input type="checkbox"/> Aggregate watershed information and begin writing the land and water resources narrative			Advisory Committee	PCR, page 5	<ul style="list-style-type: none"> Creating a Land & Water Resources Narrative (3)
Notify and Kick-off	<input type="checkbox"/> Notify plan review authorities & stakeholders			Policy Committee	OP, page 9	
	<input type="checkbox"/> Plan official kick-off meeting; publicize including legal notification			Steering Team		<ul style="list-style-type: none"> Sample notification
	<input type="checkbox"/> Host official kick-off meeting			Steering Team		
Consultants	<input type="checkbox"/> Develop and distribute request(s) for consultant qualifications or proposals (optional)			Steering Team		<ul style="list-style-type: none"> Sample RFQ/P
	<input type="checkbox"/> Hire consultant(s) (optional)			Steering Team		<ul style="list-style-type: none"> Consultant selection scoring sheet

	Planning Phase and Timing in Phase			Lead	BWSR Policy Reference	Supporting Information
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Narrative	<input type="checkbox"/> Continue aggregating watershed info & review for overlaps, conflicts, and gaps; write land and water resources narrative			Advisory Committee	PCR, page 5	<ul style="list-style-type: none"> Creating a Land & Water Resources Narrative (3)
(3) Priority	<input type="checkbox"/> Analyse & prioritize issues			Advisory Committee	PCR, page 6	<ul style="list-style-type: none"> Identifying & Prioritizing Resources & Issues (7)
	<input type="checkbox"/> Map priority areas					
Measurable Goals	<input type="checkbox"/> Describe long term goals (desired future conditions)			Advisory Committee	PCR, page 6	<ul style="list-style-type: none"> Setting Measurable Goals (15)
	<input type="checkbox"/> Discuss tools/approach that will be used to calculate / estimate measurable goals					
	<input type="checkbox"/> Calculate estimated measurable goals based on planned implementation					
Targeted Implementation	<input type="checkbox"/> Discuss implementation targeting approaches/techniques/models/tools			Advisory Committee	PCR, page 7	<ul style="list-style-type: none"> Targeting Implementation Activities (23) Constructing a Targeted Implementation Schedule (29) Implementation Schedule sample spreadsheet
	<input type="checkbox"/> Develop targeted implementation schedule, applying the targeted approach and in consideration of available resources					
Programs	<input type="checkbox"/> Discuss implementation programs				PCR, pages 7-9	<ul style="list-style-type: none"> Capital Improvements (37) Data Collection and Monitoring (41) Public Participation and Engagement
Administration & Coordination	<input type="checkbox"/> Begin discussing organizational structures for implementing the plan			Policy Committee	PCR, pages 9-11	<ul style="list-style-type: none"> Organizational Structures for Water Management (51) Accounting for Local Funds (27) Local Funding Authorities (47)
	<input type="checkbox"/> Estimate available funds			Steering Team		
	<input type="checkbox"/> Discuss plan administration and coordination			Steering Team		
	<input type="checkbox"/> Finalize plan total costs and budget			Advisory Committee		
	<input type="checkbox"/> Decide on the implementation agreement			Policy Committee		

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Formal Review	<input type="checkbox"/>	Submit draft watershed plan to the agency review authorities for 60 day review		Policy Committee	OP, page 10	
	<input type="checkbox"/>	Incorporate changes suggested during the comment period into the draft plan		Advisory Committee		
	<input type="checkbox"/>	Hold public hearing		Policy Committee		■ Template notice
	<input type="checkbox"/>	Send summary of all comments to BWSR, Agency Review Authorities, and comment providers & post online		Policy Committee		
Final Plan	<input type="checkbox"/>	Incorporate changes suggested during the public hearing to the plan		Policy Committee	OP, page 10	
	<input type="checkbox"/>	Submit final plan to BWSR and agency review authorities		Advisory Committee		
Adopt	<input type="checkbox"/>	Adopt comprehensive watershed management plan		Policy Committee	OP, pages 10-11	
	<input type="checkbox"/>	Send copy of adoption resolution(s) to BWSR to be eligible for grant funds		Policy Committee	OP, page 11	

*These steps apply to groups approved for a planning grant under BWSR’s One Watershed One Plan program.

****Important note:** This document is not intended to reflect every step in the planning process. See the One Watershed, One Plan work plan template for all subtasks associated with each planning task/step. The work plan also contains a more detailed description each item as well as objectives and deliverables. This list is not a formal review or approval tool. It is only intended to provide a high level process overview and suggestions about sequencing key steps in the planning process.