This document is a template for the Scoping Paper. The cover pages for CMER reports is a separate template and those pages will not be included here. ~~The standard and current CMER Cover Letter Template should be used to develop the Scoping Paper Cover Letter.~~

Ask the Project Manager for the Cover Letter Template.

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~~TITLE PAGE?~~

~~VersionDate?~~

Commented [JB1]: We probably want a date on these. I create a bookmark on the date and then you can include a cross-reference to that in the footer. See how it looks on next page as example. I also like making the footer text a point or two smaller than the body text so it doesn't distract from the main body. Just a suggestion.
I deleted footer from title and table of contents pages and start page numbering on the main text page. Note: I have not formatted the text of these additions; needs to be done

Commented [AP2R1]: Thanks for this comment. Some of these details you suggested adding (like a title page) are part of the CMER cover letter template, a separate document. I will incorporate the foot suggestion you mentioned.

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1. Context

Project Description

Briefly describe the project.

- *Project Title: Record the project's title as it appears in the Project Charter.*
- *Rule Group: Record the Rule Group and Program under which the project is listed in the Project Charter.*

XX

~~Heading 3~~

~~*Heading 4*~~

Forest Practices Rules

Identify the forest practices rules by Washington Administrative Code (WAC), guidance by board manual section number and part to be evaluated, tested, or informed by the project. Describe the scientific basis that underlies the rule, numeric target, performance target, or resource objective that the project informs and how much of an incremental gain in understanding the study results will represent.

XX

Links to Adaptive Management

Describe the connection between the project and other projects, questions, and strategies identified in the CMER Master Project Schedule (MPS), CMER work plan, TFW Policy initiatives, Board proposals, etc.

XX

Timeline

Identify the fiscal year(s) the project is proposed to occur, as described in the Project Charter. During the scoping phase the Project Team may recommend modifying the timeline. If a timeline affects the budget, the recommendation requires SAG and CMER approval. Any modifications to the timeline and budget need to be reflected in a Project Charter update, which must be delivered to TFW Policy for review and approval.

XX

Issues

Describe the potential risks to resources and forest practices management effects.

Commented [JB3]: I'm not keen on this style for Heading 1. For one, I don't like that the font is smaller than that of Heading2. I also don't care for having Heading1 inset from the others. That's my personal preference. Heading2 catches my eyes as the more important heading.

Commented [AP4R3]: I appreciate this input and will revise accordingly.

Commented [JB5]: Headings 3 and below not necessarily included in Table of Contents

Commented [JB6]: Do we want a little space after these subheadings?

Commented [PA(7R6]: Corrected.

Commented [JB8]: Calibri 11 body text with space after paragraph

Commented [PA(9R8]: The "xx" text is the body text with the details you mentioned above

Commented [JB10]: These paragraphs are in Times New Roman12 instead of the Calibri 11 Body text style

Commented [PA(11R10]: Thank you, they are just for empty space, so I will fix.

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Resource Objectives and Performance Targets

List, and describe as necessary, the Forest and Fish Report schedule L-1 resource objectives and performance targets, and current Workplan projects that this project will address. Describe the potential risks to resources and forest practices management effects.

XX

2. Problem Statement

Include the problem statement that was approved by CMER and TFW Policy in the Project Charter. If the Project Team identifies modifications to the Problem Statement during scoping, the Project Team must seek SAG and CMER consensus. These changes need to be brought to TFW Policy for review and approval.

XX

3. Purpose Statement

Include the Purpose Statement as defined in the Project Charter. If during scoping the Project Team recommends updating the Purpose Statement, the Project Team needs SAG and CMER consensus for these revisions. These changes need to be brought to TFW Policy for review and approval.

XX

4. Objectives

Include the project Objectives identified in the Project Charter.

XX

5. Critical Questions

Include the project Critical Questions identified in the Project Charter.

XX

6. Testable Research Hypotheses

The study objectives, as expressed through the specific critical questions may be reduced to a testable hypothesis or hypotheses, where applicable, to facilitate scientific resolution. A literature review or baseline monitoring project does not necessarily include a hypothesis.

XX

Commented [JB12]: Hmmm. I'd say optional for a scoping document. These generally get developed in the study design phase.

Commented [PA(13R12]: The existing scoping document description in the PSM contains this section and guidance so I included it here. Though I agree, it may not fit every project.

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7. ~~Summary of~~ Best Available Science Summary

Include a summary of major topics, themes, methodologies, etc. discussed in the BAS document.

XX

~~8. Data Requirements~~

~~*Identify the type of data/information needed to answer the objectives and critical questions.*~~

~~XX~~

Commented [JB14]: Hmmm. This also seems like Design, but if here, it seems like they should be within/after alternatives.

Commented [PA(15R14]: This too is an existing section in the PSM guidance, in the same position as it was previously (before alternatives analysis), but I can move it after.

~~9.~~8. Alternatives Analysis

The alternatives analysis uses best available science (BAS) to compare and propose methods, Study Design frameworks, and costs to answer the critical questions (see Appendix C for references to CMER memo on Best Available Science (2013)). The analysis should include anticipated outcomes describing acceptable accuracies. Based on the results of the BAS review, describe different options and approaches that could effectively answer the critical questions and accomplish the study objectives. Summarize the advantages and disadvantages of various approaches. Include logistics, cost, time, staffing, environmental or landowner limitations, and other appropriate elements, as well as scientific and technical merit. This comparison of the various options provides the basis for making and explaining key decisions concerning the project design. A table listing the various options is recommended.

Overview of Alternatives

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Discussion of Alternatives

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Alternative 1:

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Alternative 2:

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Alternative 3:

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~~10.~~9. Recommended Approach

State the approach recommended by the Project Team based on the alternatives analysis. Describe any trade-offs between expected costs and anticipated statistical power and inference, if known. Be specific about the reasons the selected approach will meet the project's stated objectives.

XX

Commented [P(16]: I prefer keeping 'recommended approach'

10. Data Requirements

Identify the type of data/information needed to answer the objectives and critical questions.

XX

Commented [JB17]: Hmmm. This also seems like Design, but if here, it seems like they should be within/after alternatives.

Commented [PA(18R17]: This too is an existing section in the PSM guidance, in the same position as it was previously (before alternatives analysis), but I can move it after.

11. Budget

Provide a budget range for each alternative and describe the underlying assumptions used.

Alternative 1:

XX

Alternative 2:

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Alternative 3:

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12. Literature Cited

Provide all citations for referenced materials in the following format:

Author(s) [First author's last name, first name or initials. All other authors are first name or initials, last name]. Year. Title. Name of Journal/Organization/etc. Journal info issue, page range, etc. or number of pages if it is a report.

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Appendix A- Best Available Science

Guidance in development.

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