

Phase	Task	Tools/Resources	Timing
Planning and Project Initiation	BPSS preparation and submission	Contact WO Program Lead for Guidance	Fall - Early winter (typically)
	Manage agreements/contracts to hire field crews	Contact NOC for Guidance	6 - 12 months before data collection
	Organize, lead, and attend annual kick-off meetings	Agenda templates	4 - 5 months prior to data collection
Design	Complete monitoring design worksheet	Monitoring design worksheet	4 - 6 months prior to data collection
	Sample design creation	Design tab of AIM website	3 months prior to data collection
	Begin setting benchmarks	Benchmark tools	During both the design and analysis phases
Data Collection Prep.	Hire/onboard field crews	Data Collection and Safty Training	1 - 3 months prior to data collection
	Data collection and safety training	NOC, Jornada, NAMC, local resource staff	2 - 3 months before the field season
	Office Point Evaluation	Terrestrial and aquatic protocols	1 - 2 months before the field season
Data Collection and QC	Calibration and QC checks	Terrestrial and Aquatic data management protocols	Ongoing throughout field season
	Design management / plot tracking		Ongoing throughout field season
	Data submission		Ongoing throughout field season
	Mid-season data checks		1 month into the field season
	End of season data checks	DIMA and SARAH data summaries	After data collection has ended, but before the field crew is gone
	Final data submission and approval		At the end of the field season
Analysis and Reporting	Access data	Public access and BLM access only	Ongoing throughout the year
	Identify analysis needs	Data analysis workshops, webinars, aim.landscapetoolbox.org	Ongoing throughout the year
	Data analysis		Ongoing throughout the year
	Report generation		Ongoing throughout the year
Project Evaluation	Evaluate effectiveness of project and implemetation process and re-structure for the following field season if necessary	Terrestrial and Aquatic implementation summaries	1-3 months after field season completion