Basin Study Checklist

The Suggested Basin Study Checklist provided below is intended to be used as a management tool by study managers/regional coordinators. It should be modified as necessary to fit each individual study.

Basin Study Name: ____________________________

[ ] Memorandum of Agreement with study partner(s), Plan of Study, Communications and Outreach Plan, and Technical Sufficiency Review Plan approved by POLICY and signed and dated;

[ ] Study fact sheet sent to POLICY, date sent ______________; 

[ ] Prepare basin study Web site (alert POLICY of the Web address);

[ ] Semi-Annual report preparations:

First Study Year -
  ____ 1\textsuperscript{st} report, date sent ______
  ____ 2\textsuperscript{nd} report, date sent ______

Second Study Year -
  ____ 1\textsuperscript{st} report, date sent ______
  ____ 2\textsuperscript{nd} report, date sent ______

Third Study Year -
  ____ 1\textsuperscript{st} report, date sent ______
  ____ 2\textsuperscript{nd} report, date sent ______

[ ] Cross-Check Point: Do you need to request a study extension? If so, coordinate with POLICY and get your regional director’s office engaged:

  ____ Letter from regional director sent to POLICY

[ ] End of Study Check: [60 days out]

  ____ Data compilation complete
  ____ Stats and facts complete
  ____ Technical Sufficiency Review complete
  ____ Pictures and graphs finalized
   (Note: Use only pictures you have permission to use.)
  ____ Technical writer review complete
[45-days out]

[ ] Informal Policy Office review, 30 day review period
[ ] Draft press release with Policy Office and Denver Public Affairs

[ ] Upon completion of POLICY review, brief regional director and prepare transmittal memo

[ ] Regional director memorandum sent to Director, Policy and Administration

[ ] Coordinate with POLICY for Commissioner's Office briefing

[ ] Coordinate with POLICY and Denver Public Affairs Office for final press release

[ ] Apprise your regional public affairs office and Denver Public Affairs Office if you get any media inquiries.

Notes: