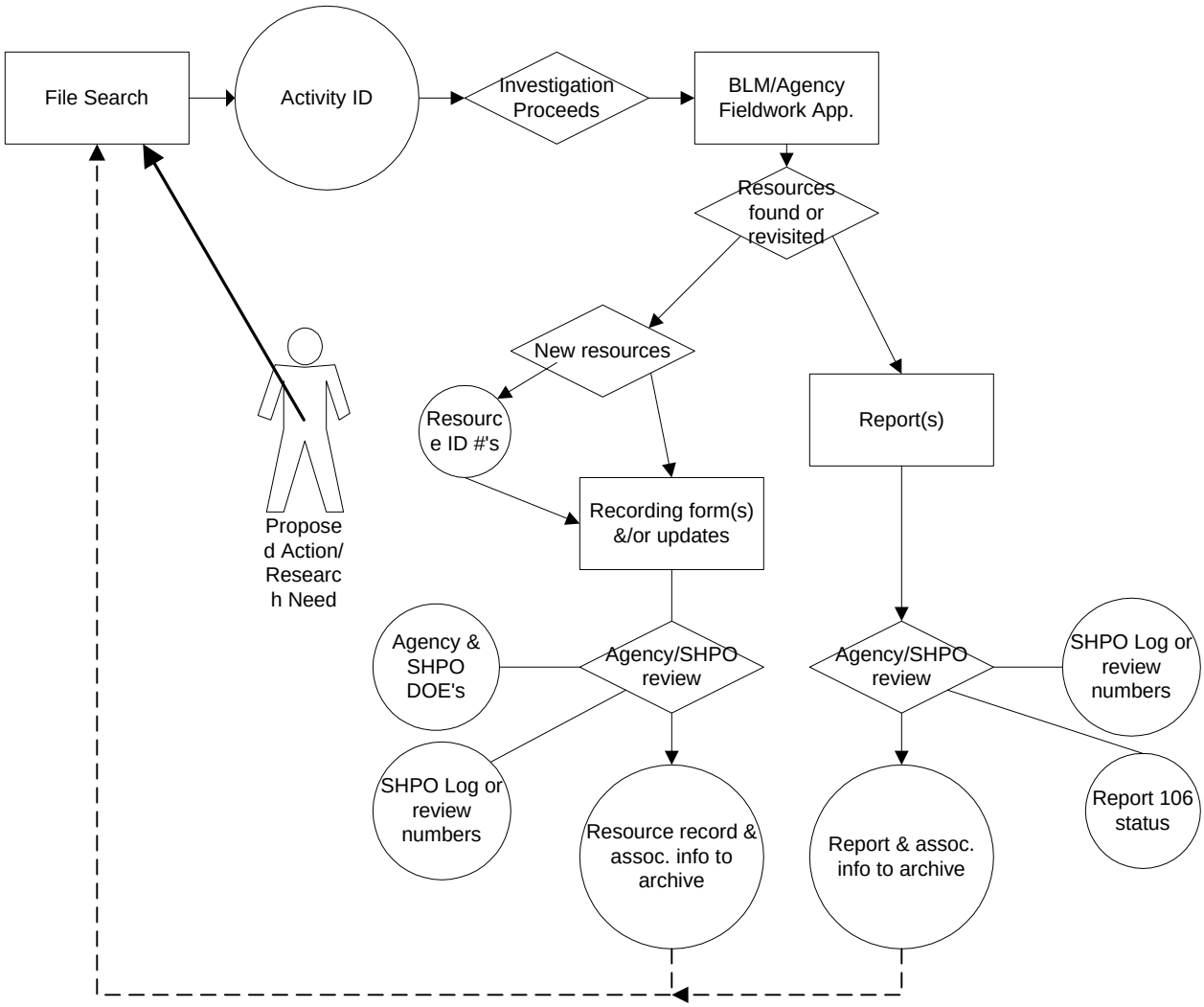
General Work flow model, cultural resource information system



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logic1.vsd; E. Ingbar
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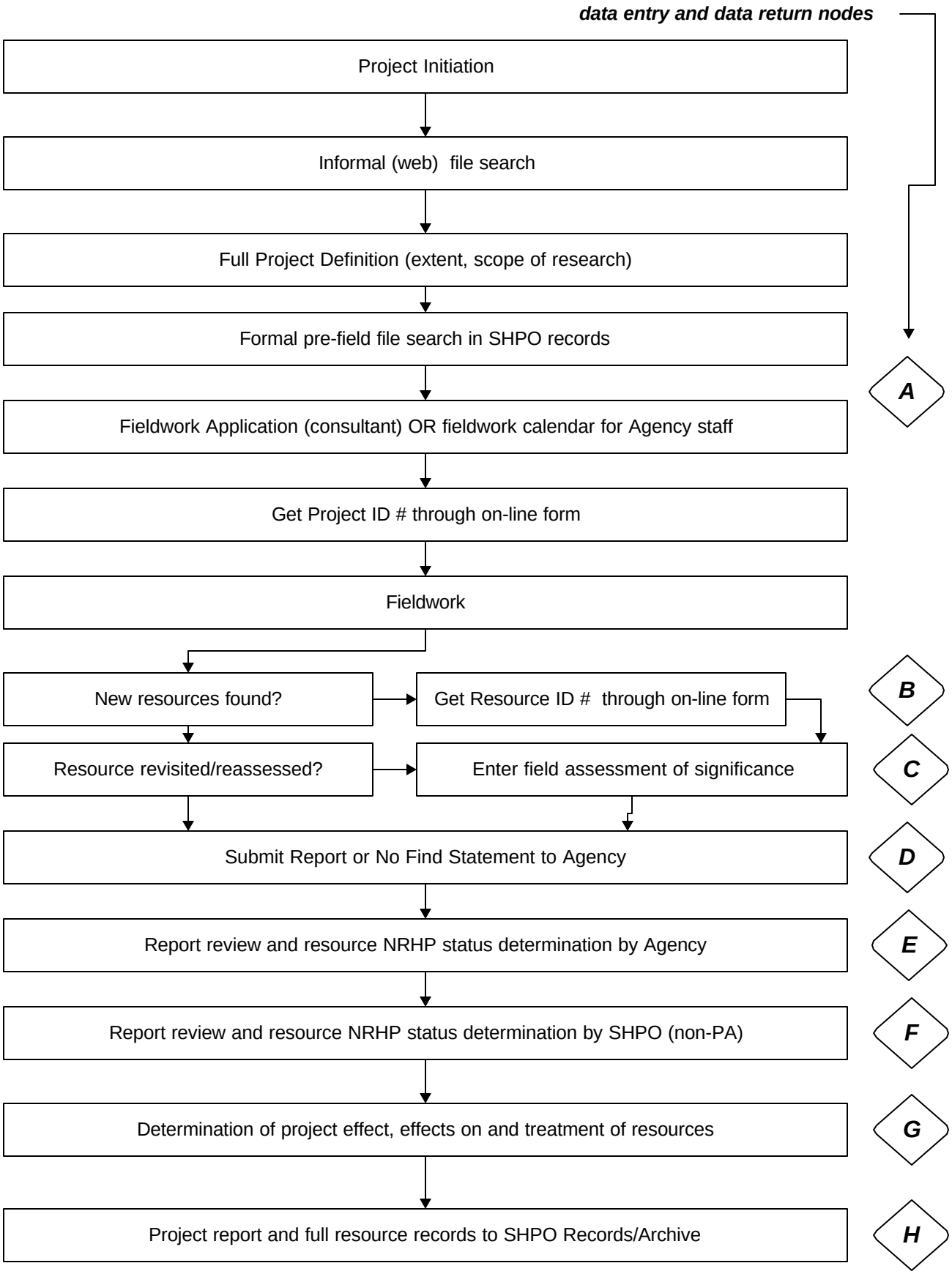
Table 1. Project tracking input/data generation nodes.

Node	Description	Data Entered	Data Returned*
A	File search, fieldwork application, pre-field. Most data entry could be by contractor.	-Lead Agency -Type of Project (106/110) exempt/exclusion -Anticipated Dates -Performing (fieldwork) organization - Investigation location T/R/Section County	-File search number (stays as part of project record) -Project tracking number
B	Site/property registration – getting site numbers for resources. Site numbers are given in context of a project, so one need not re-enter who number is given out to. Resource database record has pending flag and date, but will return on file searches.	-County -UTM centerpoint -T/R/Sec. -(Street address, built environment [non-BLM]) -Site/property area (m2) -Site/property "type" and age -Site name (if present, esp. for buildings and structures	-Site number (stays as part of project/resource record too)
C	Site/property NRHP status assessment by fieldworker for new and revisited resources. For contractors, this is a recommendation. When entered by agency staff, this is also the determination of status and would be carried forward to "E", below.	-Resource ID (site number) -NRHP assessment (recommendation)	
D	Report and records submittal for agency review. In the case of agency internal work, this would be the report date. Note that all associated resources should have been entered in "C", so these would not require re-entry here. Acreage items with asterisks might be entered in "E" or "G". Other acreage items can be entered based on fieldwork. Preliminary GIS data could go to GIS system at this point.	-Submittal date -Actual fieldwork dates -Adjustments to actual project location -Acreages of: total undertaking* prior adequate inventory prior disturbed ground new intensive inventory new extensive inventory lack of disturbance potential* agency vs. non-agency inventory	-Project cover sheet (standard form) printed from tracking application for front of report. Possibly, a no-find form as well?

PROJECT/INVESTIGATION GENERAL WORK FLOW



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E	Report review and resource status determinations by agency. Actions under BLM-SHPO state protocol would incorporate "G" at this point automatically)	-Received date -Approval date -NRHP status for each resource -Review criteria (e.g., PA, MOA, 106, 110) Acreages of: total undertaking lack of disturbance potential	-Fresh copy of project cover sheet with new information on it.
F	Report review and status determinations by SHPO	-Received date -Approval date -NRHP status for each resource -Review criteria	-Fresh copy of project cover sheet with new information on it.
G	Determination of project effect and outcome	-Effect finding no effect adverse effect -For each resource in undertaking destroyed (y/n) treatment (y/n) measures used retains eligibility? avoided (y/n)	-Project summary sheet? (Proposed/possible) -List of resources where further reporting is expected (testing, data recovery, monitoring) -Upward report summarization
H	Full report and records packet to archive	Full entry.	-Fully in system for search and retrieval

Questions

1. How should monitoring projects be tracked?
2. How should follow-on investigations (excavations, etc.) be tracked? As separate projects?

Table 2. Upward reporting derived from project tracking

Undertakings-Projects
- By 106/110 Categories
  - number of undertakings
  - number of exempt or excluded undertakings
  - Acreages
    - Agency vs. non-agency acreage
    - Intensive inventory (Class III field protocol)
    - Extensive (<Class III field protocol) inventory
    - Prior adequate inventory clearance
    - Lack of ground-disturbing potential clearance
    - Disturbed ground clearance
    - Categorical exclusion clearance

  - n of resources by new/prior
    - n of resources (new)
    - n of resources (previously recorded)
    - Avoided
    - Treated
    - Protected (through avoidance?)
    - DOE's
    - List of eligible resource status determinations
    - List of not eligible resources status determinations

Upward aggregation from these counts is straightforward.

Table 3. Reasons for and against project tracking.

FOR
Get timely information, incorporate on-going work into file search results
Identify backlog and overdue reports and records
Key together records, GIS, reports, determinations
Facilitates checking status of reports and projects for contractor, proponent, agencies
Avoid mega-pulses of reports and records from agency to consulting agency and records office (e.g., from state protocol)
Get site numbers
Upward reporting
Track performance (e.g., of permittees)
Demonstrates workload (n of projects, etc.)
AGAINST
Could be perceived as "police action" – management looking over shoulders
Could be data entry burden if it duplicates or does not fit work process
Demonstrates workload (!)
Necessitates use of standard procedures across all collaborators