

## Vegetation Update Project Terms of Reference

One of MSRM's mandates is to maintain the vegetative cover for the forest and range lands of the province of BC. The process of updating vegetative cover is changing in 2003 – 2004.

During this transition period the vegetation update project will be focused on the following:

1. The development of a transition plan for vegetation update. The plan will address:
  - a. staff support through to the close of fiscal 2002/03
    - i. The project manager will work with the Branch Director, Human Resources staff, Regional Information and Inventory Managers and regional project team leaders on workforce adjustment process issues including training and development needs for departing employees.
    - ii. The project manager will work with the Branch Director and regional project team leaders on training and development for staff remaining after April 1, 2003.
  - b. a revised business plan for vegetation update for 2003/04
    - i. project manager will manage/chair a task team to produce the revised plan
  - c. a new structure and organization subject to participation with the Service Center task team and a new business model
  - d. a proposed budget for 2003/04 to be completed by December 1, 2002.
2. Maintenance of current map update schedule as per Regional work plans and provincial priorities as determined by the project manager and regional team leaders.
3. Development of a process to directing priority work including the performance goals and reporting standards for 2003/2004
4. Development of an effective communications tool for team leaders and staff through:
  - a. Institution of regular conference calls with the regional team leaders
  - b. Bi-weekly updates from project manager and Branch Director
  - c. Regular communications with the branch director
  - d. A provincial meeting if and when necessary

### Roles and Responsibilities of the project team

1. Project Manager
  - a. manage the business of the project including staffing and resource allocation.
  - b. lead in the development of a transition plan
  - c. develop the performance goals and reporting standards in co-operation with the project co-ordinator and regional team leaders
  - d. provide support to the workforce adjustment process

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## 2. Project Co-ordinator

- a. provide leadership to the regional team leaders regarding identification and resolution of technical issues in support of the workflow
- b. in co-operation with the project manager and regional team leaders, set provincial priorities and monitor the workflow
- c. review procedures to ensure consistent application of standards
- d. co-ordinate input and feedback as required on technical issues to the provincial task teams
- e. co-ordinate communications with major clients such as but not limited to BMGS, MoF, etc.
- f. co-ordinate the regional technical teams

## 3. Regional team leaders

- a. work with project co-ordinator and their regional staff on the technical issues in support of the workplan and monitor the quality of the work
- b. provide performance reports
- c. support the maintenance of the existing update process
- d. in co-operation with the project co-ordinator maintain regular communication with major clients
- e. identify and help resolve technical issues and concerns of the project
- f. work with their respective Resource Inventory and Information regional managers

## 4. Project staff

- a. maintain the existing update process
- b. meet performance targets
- c. implement regional and provincial priorities
- d. identify and help resolve technical issues and concerns

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Submitted of behalf of  
the Regional Team  
Leaders

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Rick Baker RPF  
Project Manager

Approved:

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## Vegetation Update Project Terms of Reference

### Project Personnel phone and email listing

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