

RECOVER Review of Project-Level Performance Measures Standard Operating Procedure (SOP)

The RECOVER liaison is the point of contact for project managers or their designee to coordinate RECOVER's review of their project-level performance measures. RECOVER will review the project level performance measures for consistency with the system-wide performance measures and/or the performance of the Comprehensive Plan. RECOVER will also clarify what effects of the project it will evaluate as part of the system-wide evaluations.

Protocol:

1. Liaison will monitor project progress using the PDT/RECOVER Interaction spreadsheet. Liaison will confirm with Project Managers/designee to see if assistance with performance measure development will be needed. If assistance is requested, the liaison will coordinate with the tri-chairs to provide appropriate RECOVER assistance. RECOVER will provide the latest set of system-wide performance measures to the project managers. RECOVER performance measures can be found at http://www.evergladesplan.org/pm/recover/ret_perf_measures.cfm
2. Liaisons will provide updates on performance measure development to appropriate RECOVER team Tri Chairs. As project-level performance measures near completion, liaisons will initiate RECOVER review team formation and coordinate the review window between the RECOVER review team and project.
3. After mutual concurrence between the RECOVER team and the project manager/designee, the performance measure review will be scheduled on the RECOVER calendar by the RECOVER Liaison.
4. The draft project-level performance measures submitted to RECOVER should generally include four items:
 - A description of the performance measure, its target, the tool (if any) to be used for evaluation and which project goal and/or objective it will be used to evaluate. A format similar to that used in the Documentation Fact Sheets found in the Performance Measure Documentation Report (PMDR) will assist RECOVER in providing a timely review.
 - A performance measure hierarchy should clearly identify what the PDT will be evaluating and what RECOVER is expected to evaluate.
 - A table or other method linking each performance measure to a project goal or objective.
 - Any project specific information unique to the project which should be considered during the review of the performance measures.

NOTE: Current expectations are that draft project-level performance measures will need to be submitted to RECOVER for review four to six weeks prior to the end of completing performance measures documentation. This will allow

for review by RECOVER and for the Project Managers/designee to incorporate any suggestions that may be made.

5. RECOVER will assemble a team of volunteers to review the project-level evaluation performance measures. The assigned RET and WQT Tri Chairs will serve as the primary contacts for the liaison in coordination and scheduling activities for the review team. The team will determine:
 - Are project-level performance measures consistent with RECOVER system-wide performance measures?
 - Are project-level performance measures consistent with CERP goals and objectives?
 - Are RECOVER system-wide performance measures included in the performance measure hierarchy? Additionally, is it clear who will be evaluating which effects of the project?
6. Prior to the review team meeting, a comments table template will be constructed for distribution to evaluation team members containing:
 - Project-level performance measure name
 - Project-level performance measure objective
 - Project-level performance measure target
 - Applicable RECOVER system-wide performance measure if any
 - Comments area for reviewer comments, including an area to indicate whether 1) project goals and objectives are consistent with CERP goals and objectives and 2) the performance measure is consistent with RECOVER performance measures.
7. A review team meeting will be held at which the Project Managers/designee will present the project-level performance measures to the RECOVER sub-team assembled to review the project. This meeting will also provide an opportunity for the Project Manager/designee to address questions from the RECOVER review team. Verbal comments in relation to project-level performance measures will be captured and incorporated into the comments table.
8. The RECOVER review team will submit comments on project-level performance measures via e-mail for consolidation into a single comment table. This comment table will be distributed to the review team to ensure that all comments were accurately captured and documented.
9. The assigned RET and WQT Tri Chairs for the review team will conduct a preliminary screening of comments to determine which comments fall within RECOVER's project-level performance measure review scope and which will be included in a table of Additional Comments. The comment review table and table of additional comments will be distributed to the review team.

10. A teleconference or other meeting will be held by the RECOVER review team to discuss comments to be included in the RECOVER Project-Level Performance Measure Consistency Review Report.
11. The assigned RET and WQT Tri Chairs for the review team will construct a Draft Project-Level Performance Measure Consistency Review Report including a summary comment table to be included as an appendix. The Tri Chairs will coordinate with PDT Project Managers as necessary to obtain additional project information.
12. The Draft Project-Level Performance Measure Consistency Review Report will be distributed to the review team for comment.
13. Upon incorporation of review team comments, the Final Project-Level Performance Measure Consistency Review Report will be distributed to the PDT Project Liaison, the RET and the WQT, and PDT Project Managers.
14. The PDT Project Managers and RECOVER review team will hold a meeting or teleconference, as appropriate, to discuss how RECOVER comments will be addressed by the PDTs.
15. RECOVER will coordinate with the Project Managers to post the final Project-Level Performance Measure Consistency Review Report to the project specific web page at www.evergladesplan.org. A link to the report will be provided from the RECOVER RET web page.