

# 2018-19 Work Plan Template

All fields with an \* are mandatory

Project Description Summary			Co-Chair Decision (March 8, 2018)
Date *	Project/Work Plan Identifier (if applicable)	Program Type and Strategic Alignment *	<p><b>* Decision Pool B: Workplan approved with contingency</b>  <b>* Approved at \$54,750 contingent upon budget rationalization of staffing capacity required (Alberta Environment and Parks staffing request)</b></p> <p>* Funds will not be released until this budget rationalization is completed.</p> <p>* An amended workplan and rationalized budget is to be submitted before March 23, 2018 to the Oil Sands Monitoring Secretariat.</p> <p>* This will be the last year of funding for this project as a stand alone item. Any further work on asset management will be conducted through the Oil Sands Monitoring Program Office workplan.</p> <p>* Linkage with the ECCC is required</p> <p>*Funding expectations: as a minimum an annual progress report is required by February 28, 2019. All publications or products resulting from this work requires acknowledgement of funding from the Oil Sands Monitoring Program and are to be provided to the Oil Sands Monitoring Secretariat for tracking and any programmatic communications purposes. Work funded through the Oil Sands Program will be available for public dissemination.</p>
16/01/2018		OSM - Long Term Monitoring	
Program Category *	Status *	Dept. ID	
Environmental Data, Analytics, Prediction	New Project	1104	
Project Leadership / Contact information			
Project Title *	Key Words (max 10) *		
Primary website to provide all information and data access for the OSM Program for Integrated Reporting of Environmental Condition	Information, Documentation, Data, Visualization, Environmental Condition, Oil Sands		
Surname *	Given Name *	Title *	
Lazar-Tippe	Rita	CIO	
Organization *	Department	Division	
Alberta Provincial	AEP	EMSD	
Branch *	Section/Unit (if applicable)	Phone *	
IEAP		7802297220	
Email *	Mailing Address	City	
<a href="mailto:rita.lazar-tippe@gov.ab.ca">rita.lazar-tippe@gov.ab.ca</a>	9th floor 9888 - Jasper Avenue	Edmonton	
Postal Code	EMSD Executive Owner (If Applicable)		
T5J 5C6	Monique Dube		
Project Information			
Project Objective(s) (Bullet Form) *	<ul style="list-style-type: none"> <li>To implement, support and optimize the primary OSM website that will contain program information, documentation, access to data and visualization for the program (data availability will be based on the submitted 2018-19 data management system workplan).</li> <li>To support the integrated reporting on environmental conditions.</li> <li>To provide open, transparent, publically accessible and mineable oil sands monitoring information and data.</li> </ul>		
Plain Language Overview (100 words) *	This project will implement and support the primary OSM website, including but not limited too: content, information and data access to support the integrated reporting of environmental condition in the oil sands.		
Project Duration *	Project Original Start Date *	Estimated Completion Date *	
Multi-Year	1-Apr-18	31-Mar-23	
Specify Objectives This Project Will Address in 2018/2019. *	<ul style="list-style-type: none"> <li>To design and implement a website that will be the primary source of OSM information and data, with new and historical information (AEMERA, RAMP) including pictures and video.</li> <li>To provide connections to partners data, information and supporting documentation.</li> <li>To optimize the website and enhance end user experience.</li> </ul>		
Specify Objectives This Project Will Address Beyond 2018/19 (if multi-year). *	<ul style="list-style-type: none"> <li>To optimize the website and enhance end user experience.</li> <li>To maintain, support and keep current all of the information, data access and visualization capabilities produced under the oil sands monitoring program.</li> </ul>		
List Key Questions/Hypotheses Related to Each Objective Stated Above. *	N/A		
Main Assumptions, Constraints, Dependencies. *	<ul style="list-style-type: none"> <li>Human and financial resourcing, and content creation will be provided to support the relevancy of the website.</li> <li>Partners will provide all relevant access, information and subject matter expertise to support the updated content.</li> </ul>		
Partner Categories (select all that apply) * A partner is an individual, group, agency, community etc. that is an active participant in the project and in achieving the project deliverables.	Knowledge System *	Location (select all that apply) *	
<input checked="" type="checkbox"/> Federal Government <input type="checkbox"/> Another AEP Division <input type="checkbox"/> Another GoA Department <input type="checkbox"/> University/Academic Institution <input type="checkbox"/> Solely delivered by GoA <input type="checkbox"/> Citizen Science <input type="checkbox"/> Indigenous Community or Organization <input type="checkbox"/> ENGO <input checked="" type="checkbox"/> Other	Both	<input checked="" type="checkbox"/> Office or Laboratory <input type="checkbox"/> Sub-regional <input type="checkbox"/> Transboundary (provincial/territorial) <input type="checkbox"/> Lower Peace Region <input type="checkbox"/> Upper Peace Region <input type="checkbox"/> North Saskatchewan Region <input type="checkbox"/> Red Deer Region <input type="checkbox"/> Lower Athabasca Region <input type="checkbox"/> Upper Athabasca Region	
AEP ONLY: Strategic Alignment to EMSD Outcomes			
AEP ONLY: Strategic Alignment to EMSD Science Plan, select 1-2 areas that apply (if Applicable)			
Legislated/Policy Requirement			
Choose one			
AEP ONLY: Strategic Alignment to AEP Departmental Outcomes			
AEP ONLY: Environmental and Ecosystem Health and Integrity	AEP ONLY: Sustainable Economic Diversity	AEP ONLY: Social Well-Being	
Choose one	Yes	Yes	
All			
AEP ONLY: Protected Public Health and Safety from Environmental			
Yes			
AEP ONLY: IMAG/IMSC Information Needs, Please Specify Which Need(s) is Being Addressed. File location M:\EMSD\Common\Portfolio Mgmt. System Shared Docs	22, 23		

AEP ONLY: How This Project Will Address Each Strategic Theme Selected Above.	The primary OSM website which will provide information and access to data for the OSM program.
<b>Project Methodology</b>	
List the Key Project Phases and Provide Bullets for Each Major Task Under Each Project Phase. *	<p>The following are the phases for the OSM website implementation in 2018/19:</p> <p><u>Phase 1: To design and implement a website that will be the primary source of OSM information and data, with new and historical information (AEMERA, RAMP) including pictures and video. (Q2)</u></p> <ul style="list-style-type: none"> <li>o Task: To design the layout and structure of the website.</li> <li>o Task: To gather, layout and post new and historical information (including pictures and video).</li> </ul> <p><u>Phase 2: To provide connections to partners data, information and supporting documentation (Q4).</u></p> <ul style="list-style-type: none"> <li>o Task: To review and determine pertinent links to data references.</li> <li>o Task: To establish a link to partner's reference library of the supporting data information and documentation.</li> </ul>
Describe How Changes in Environmental Condition Will Be Assessed. *	N/A
Are There Benchmarks (e.g., objectives, tiers, triggers, limits, reference conditions, thresholds, etc.) Being Used to Assess Changes in Environmental Condition? If So, Please Describe, If Not, State "NONE". *	N/A
Provide a Brief Description of the Methods By Project Phase. *	N/A
List the Key Indicators Measured. *	Google Analytics for website traffic statistics.
Describe Sample Handling Procedures, If Not Applicable, State N/A. *	N/A
List SOPs that Will Be Used, If Not Applicable, State N/A. *	N/A
Describe the QA/QC Plan, If Not Applicable, State N/A. *	N/A
Describe How Indigenous Communities are Involved in the Project Design, Data Collection, and Analysis (Knowledge Co-creation) and How is their Consent Sought. If Not Applicable, State N/A. *	N/A
<b>Components Delivered by Others</b>	
List by Project or Project Phase Each Component That Will Be Delivered by an External Party (including analytical laboratories) and Name the Party. State None if Not Required. *	<p><u>Phase 2: To provide connections to partners data, information and supporting documentation.</u></p> <ul style="list-style-type: none"> <li>o Task: To review and determine pertinent links to data references. Require ECCC and other partner support for data reference location and information gathering.</li> <li>o Task: To establish a link to partner's reference library of the supporting data information and documentation. Requires ECCC and other partners support for reference material and information gathering.</li> <li>o Anticipated contracted expertise to enable website enhancements.</li> </ul>
Will These Components be Delivered Under Grant or Contract or Both? Please Describe and Name the Associate Work Plan/Grant/Contract for These Services if Not Included Within This Work Plan. *	To enable advance website features and capabilities, additional expertise will be required. A graphics /website company will be engaged (National or Web3).
<b>Monitoring Site Locations and Coordinates (for all sites, please add them to the Monitoring Site Location tab - a separate excel sheet)</b>	
Attach Map of Locations. Distinguish Indicators by Station if Necessary. Distinguish Sampling Frequency by Station if Necessary.	N/A
<b>Project Schedule</b>	
<b>FOR OIL SANDS MONITORING PROJECTS ONLY:</b> A coordinated field monitoring schedule for the OSM Program is required. Please complete the attached document named "OSM Program Field Monitoring Schedule" in addition to this work plan. Fill as much as you can recognizing that scheduling changes will occur and the scheduling document will be updated regularly. Please note the scheduling document will be shared with stakeholders.	N/A
<b>FOR OIL SANDS MONITORING PROJECTS ONLY:</b> Have You Coordinated With Other Project Leads On Field Logistics? If So, Please Specify. *	N/A
<b>Other</b>	
Additional Details.	The OSM Program is a joint program managed by the Governments of Alberta and Canada, AEP and ECCC respectively. The OSM Program naturally interfaces with many other information and data providers. To date, \$250M has been invested into the OSM Program. Due to the transitions between AEMERA and the GoA, development of integrated website for OSM was impacted. Thus, this workplan will implement a primary website focused entirely on the mandate of the OSM Program; to provide an integrated data and information on environmental monitoring in the oil sands to support reporting of environmental condition.

Will Capacity Building and Training be a Component of the Project and If So, Explain How. If Not, State N/A.*	N/A	
Environmental Impact and Considerations.	N/A	
<b>Data Management and Digital Assets</b>		
Will Data be Produced as a Result Of This Project? *	Type of Quantitative Data Variables	Frequency Of Collection
No	Choose one	Choose one
Data Collection Period: - Start Date - End Date	Timeline For Upload Period: Start Date - End Date	
Is There a Data Sharing Agreement? (Yes or No).	N/A	
Will the Data Include Traditional Knowledge as Defined by and Provided by an Indigenous Representative, Community or Organization (Yes / No).	No.	
Platform/Location of Data Storage.	WordPress and housed with a provider in the cloud.	
<b>Project Deliverables</b>		
<b>Proposed 2018-19 Deliverable Type (for each deliverable outline document, presentation, meeting, etc.)</b>		
<input type="checkbox"/> Peer-reviewed Journal Publication	<input type="checkbox"/> Peer-reviewed Conference Proceeding	<input type="checkbox"/> Non-peer reviewed Conference Proceeding
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
<input type="checkbox"/> Technical Report	<input type="checkbox"/> Book Chapter	<input type="checkbox"/> Public Dissemination Document
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
<input type="checkbox"/> Conference Presentation(s)	<input type="checkbox"/> Stakeholder Presentation	<input type="checkbox"/> Key Engagement/Participation Meeting *
Q1 - Deliverable, Comments Choose one	Q1 - Deliverable, Comments Choose one	Q1 - Deliverable, Comments Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q2 - Deliverable, Comments Choose one	Q2 - Deliverable, Comments Choose one	Q2 - Deliverable, Comments Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q3 - Deliverable, Comments Choose one	Q3 - Deliverable, Comments Choose one	Q3 - Deliverable, Comments Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q4 - Deliverable, Comments Choose one	Q4 - Deliverable, Comments Platform	Q4 - Deliverable, Comments Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
<input type="checkbox"/> EMSD Strategic & Operational Publication	<input checked="" type="checkbox"/> Other Documents	
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	
	Phase 1: To design and implement a website that will be the primary source of OSM information and data, with new and historical information (AEMERA, RAMP) including pictures and video. o Task: To design the layout and structure of the website. o Task: To gather, layout and post new and historical information (including pictures and video).	

Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	
	Phase 2: To provide connections to partners data, information and supporting documentation. o Task: To review and determine pertinent links to data references. o Task: To establish a link to partner's reference library of the supporting data information and documentation.	
<b>Proposed Deliverables After 2018/2019 for the project funds received in 2018/2019</b>		
<input type="checkbox"/> Peer-reviewed Journal Publication	<input type="checkbox"/> Peer-reviewed Conference Proceeding	<input type="checkbox"/> Non-peer reviewed Conference Proceeding
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
<input type="checkbox"/> Technical Report	<input type="checkbox"/> Book Chapter	<input type="checkbox"/> Public Dissemination Document
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
<input type="checkbox"/> Conference Presentation(s)	<input type="checkbox"/> Stakeholder Presentation	<input type="checkbox"/> Key Engagement/Participation Meeting *
Q1 - Deliverable, Comments Choose one	Q1 - Deliverable, Comments Choose one	Q1 - Deliverable, Comments Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q2 - Deliverable, Comments Choose one	Q2 - Deliverable, Comments Choose one	Q2 - Deliverable, Comments Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q3 - Deliverable, Comments Choose one	Q3 - Deliverable, Comments Choose one	Q3 - Deliverable, Comments Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q4 - Deliverable, Comments Choose one	Q4 - Deliverable, Comments Choose one	Q4 - Deliverable, Comments Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
<input type="checkbox"/> EMSD Strategic & Operational Publication	<input type="checkbox"/> Other Documents	
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	
<b>All Completed Products</b>		if a multi-
year project, specify all completed products to date (consistent format for the fields below). Add rows as required.		
<b>Journal Paper</b>		
<b>Required Format: Author (follow APA citation format), Year, Title, Journal, Volume, Page Numbers, Open or Closed and Document Location</b>		
Example: Jacoby, W. G. (1994). Public Attitudes Toward Government Spending. American Journal of Political Science, 38(2), 336-361.		
Fearon, J. D., & Laitin, D. D. (2003). Ethnicity, Insurgency, and Civil War. American Political Science Review, 97(01), 75. doi: 10.1017/S0003055403000534		
1)		
2)		
3)		
4)		

5)
<b>Technical Report</b>
Required Format: Author, Year, Title, Publisher Location, Name of Publisher, Publisher, Document Location
Example: Author, F.M. (Publication Year). Title of Report (Report No. XXX). Publisher City, State: Publisher
1)
2)
3)
4)
5)
<b>Book Chapter</b>
Required Format: Author, Year, Title of Paper, Editors, Title of Book, Page Numbers, Location of Publisher, Name of Publisher, Document Location
Example: Hemingway, E. (1999). The Killers. In J. Updike & K. Kenison (Eds.), The Best American Short Stories of the Century (pp.78-80). Boston, MA: Houghton Mifflin)
1)
2)
3)
4)
5)
<b>Conference Proceeding</b>
Required Format: Author, Year, Title of Paper, Editors, Title of Proceedings, Name of Conference Location of Conference, Publisher Location, Name of Publisher, Example: Author of Paper, A., & Author of Paper, B. (Year, Month date). Title of Paper. In A. Editor, B. Editor, & C. Editor. Title of Published Proceedings. Paper Presented at Title of Conference: Subtitle of Conference, Location (inclusive page numbers). Place of Publication: Publisher.)
1)
2)
3)
4)
5)
<b>Public Dissemination Document</b>
Required Format: Author, Year, Title, Journal / Report, Volume, Publisher, Page Number, Number of Pages, Document Location
1)
2)
3)
4)
5)
<b>AEP ONLY: EMSD Strategic and Operational Publication</b>
Required Format: Author, Year, Title, Publisher Location, Name of Publisher, Publisher, Document Location
1)
2)
3)
4)
5)
<b>Other Documents</b>
Detailed Information of Other Documents
1)
2)
3)
4)
5)
<b>Conference Presentation</b>
Required Format: Presenter, Date, Location, Title, Platform or Poster, Conference Name
1)
2)
3)
4)
5)
<b>Stakeholder Presentation</b>
Required Format: Presenter, Date, Location, Title, Platform or Poster, Name of Meeting
1)
2)
3)
4)



	AEP ONLY: EMSD	OSM
Salaries and Benefits - AEP Chargeback		85000
Salaries and Benefits - New OSM Staff		
Operations and Maintenance		4000
Consumable materials and supplies		
Conferences and meetings travel		
Field work travel		
Project-related travel		
Engagement Reporting		
External Contracts - Organization/Vendor/Suppliers		5000
Overhead		
Grants		
Capital		
<b>Total budget request for the year</b>	<b>0</b>	<b>94000</b>
<b>Total budget approved</b>		
<b>Budget Request for the Entire Project</b>	<b>0</b>	<b>336,750</b>

**Project Approval(s)**

**Proposal Submitted by**

Surname	Given Name	Organization
Lazar-Tippe	Rita	AEP/EMSD

Signature	Date
X Rita Lazar-Tippe CIO	18/01/2018

**Proposal for OSM Reviewed by**

EMSD Executive Director	Signature	Date
Monique Dube		16/02/2018

AEP Administrator/Coordinator - Review	Signature	Date

ECCC Administrator/Coordinator - Review	Signature	Date

**OSM Project Approved by**

AEP Co-Lead for OSM	Signature	Date

ECCC Co-Lead for OSM	Signature	Date

**AEP ONLY: Proposal for EMSD Reviewed by**

EMSD Director	Signature	Date

**AEP ONLY: EMSD Project Approved by**

EMSD Executive Director	Signature	Date

EMSD Chief Scientist	Signature	Date

**OSM / EMSD Project Has Not Been Approved**

Project Status	Date Notified	Date Required
The project is conditionally approved. The following conditions are required before approval is granted.		

List the Condition(s)

Condition(s) Addressed / Approval Granted  
Choose one

**OSM / EMSD Approval Post Removal of Condition(s)**

Name & Title	Signature	Date