

# 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 A: Workplan approved.</b></p> <p><b>* Approved at \$23,000</b></p> <p>* Staffing levels appear to be high given the estimated low asset allocation at this time under the Oil Sands Monitoring Program.</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>*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	D-4-1819	OSM - Long Term Monitoring	
Program Category *	Status *	Dept. ID	
Environmental Data, Analytics, Prediction	Existing Project	1104	
Project Leadership / Contact information			
Project Title *	Key Words (max 10) *		
OSM Asset Management System	Equipment management, Documentation, Data, 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 efficiently manage the full life-cycle of the OSM equipment, to mitigate equipment downtime, reduce data gaps and increase field resource capacity.</li> <li>To ensure best utilization of the OSM equipment through inventory monitoring and consumables tracking, preventative maintenance, tracking operational costs, equipment redeployment and equipment retirement.</li> <li>The system will provide one source of truth for record management, documentation, equipment planning, costs and equipment allocation.</li> <li>To support the integrated reporting on environmental conditions.</li> </ul>		
Plain Language Overview (100 words) *	This project will implement and support the OSM equipment management system to drive efficiency, contribute to optimal field equipment performance, improve equipment planning, distribution and budgeting and support the reporting of environmental condition in the oil sands.		
Project Duration *	Project Original Start Date *	Estimated Completion Date *	
Multi-Year	1-Apr-17	31-Mar-23	
Specify Objectives This Project Will Address in 2018/2019. *	<ul style="list-style-type: none"> <li>To design and configure the equipment management system.</li> <li>To implement reporting, end user training and optimization.</li> <li>Implement process and system improvements and optimization.</li> </ul>		
Specify Objectives This Project Will Address Beyond 2018/19 (if multi-year). *	<ul style="list-style-type: none"> <li>To maintain, support and keep current all of the equipment information, continue implementing process and system improvements and optimization to support 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 availability.</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	Classical Science	<input checked="" type="checkbox"/> Office or Laboratory <input type="checkbox"/> Sub-regional <input type="checkbox"/> Transboundary (provincial/territorial) <input checked="" type="checkbox"/> Lower Peace Region <input checked="" type="checkbox"/> Upper Peace Region <input checked="" type="checkbox"/> North Saskatchewan Region <input type="checkbox"/> Red Deer Region <input checked="" type="checkbox"/> Lower Athabasca Region <input checked="" 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	Water (2, 3, 7, 8, 15, 18, 20, 29, 30) Air (5, 6, 17, 23, 30)
AEP ONLY: How This Project Will Address Each Strategic Theme Selected Above.	The equipment management system provides the ability to collect water, air and biodiversity data, which is foundational in order to conduct integrated environmental assessments within the Oil Sands region.
<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 equipment implementation in 2018/19:</p> <p><b>Phase 1: To design and configure the equipment management system. (Q3)</b></p> <ul style="list-style-type: none"> <li>o Task: To document operational equipment and processes.</li> <li>o Task: To setup standards (e.g. equipment naming, supporting documents and equipment tagging etc.).</li> <li>o Task: Import equipment inventory, equipment information and operational manuals.</li> <li>o Task: To implement the system with basic capabilities (accessibility through mobile devices) and alerting.</li> </ul> <p><b>Phase 2: To implement reporting, end user training and optimization. (Q4)</b></p> <ul style="list-style-type: none"> <li>o Task: To implement reporting and dashboards.</li> <li>o Task: To conduct end user training and testing and post implementation review.</li> <li>o Task: To assess and identify optimization opportunities, system enhanced automation, capabilities and functionally.</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. *	N/A
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>The following are the phases for the OSM equipment implementation in 2018/19:</p> <p><b>Phase 1: To design and configure the equipment management system. (Q3)</b></p> <ul style="list-style-type: none"> <li>o Task: To design, setup and configure the system.</li> <li>o Task: Import equipment inventory.</li> <li>o Task: To configure and test accessibility through mobile devices and alerting.</li> </ul> <p><b>Phase 2: To implement reporting, end user training and optimization. (Q4)</b></p> <ul style="list-style-type: none"> <li>o Task: To implement reporting and dashboards.</li> <li>o Task: To assess and identify optimization opportunities, system enhanced automation, capabilities and functionally.</li> <li>o Task: Migrate standard system support to in-house team.</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. *	The services delivered by external party will be through a contract which is currently active 17AEM810-01, but due to GoA license acquisition challenges it was challenging to get the project active. Therefore, a contract extension for the system setup and system enhancements is required.
<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>	

FOR OIL SANDS MONITORING PROJECTS ONLY: 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
FOR OIL SANDS MONITORING PROJECTS ONLY: 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. Due to the transitions between AEMERA and the GoA, implementation of the equipment management system for OSM was impacted due to GOA guidelines or IT architecture, licensing, procurement and legal. Thus, the 2017-18 workplan submitted for this initiative has not been actioned due to the above restrictions and challenges encountered. Although resource capacity, efficiencies, data quality and cost savings would be obtained by actioning on this workplan, if the GOA limitations were removed.
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
Yes		Frequency Of Collection
	Other	Choose one
	All	All
Data Collection Period: - Start Date	Timeline For Upload Period: - Start Date - End Date	
All	All	
Is There a Data Sharing Agreement? (Yes or No).		No.
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.		Ideally in the Microsoft cloud, but due to GOA restrictions, it is to be stored locally in the GOA environment.
<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	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.

<b>Q3 - Deliverable, Comments</b>	<b>Q3 - Deliverable, Comments</b>	<b>Q3 - Deliverable, Comments</b>
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
<b>Q4 - Deliverable, Comments</b>	<b>Q4 - Deliverable, Comments</b>	<b>Q4 - Deliverable, Comments</b>
Choose one	Platform	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
<input type="checkbox"/> <b>EMSD Strategic &amp; Operational Publication</b>	<input type="checkbox"/> <b>Other Documents</b>	
<b>Q1 - Deliverable, Comments</b>	<b>Q1 - Deliverable, Comments</b>	
<b>Q2 - Deliverable, Comments</b>	<b>Q2 - Deliverable, Comments</b>	
<b>Q3 - Deliverable, Comments</b>	<b>Q3 - Deliverable, Comments</b>	
	Phase 1: To design and configure the equipment management system. o Task: To document operational equipment and processes. o Task: To setup standards (e.g. equipment naming, supporting documents and equipment tagging etc.). o Task: Import equipment inventory, equipment information and operational manuals. o Task: To implement the system with basic capabilities (accessibility through mobile devices) and alerting.	
<b>Q4 - Deliverable, Comments</b>	<b>Q4 - Deliverable, Comments</b>	
	Phase 2: To implement reporting, end user training and optimization. o Task: To implement reporting and dashboards. o Task: To conduct end user training and testing and post implementation review. o Task: To assess and identify optimization opportunities, system enhanced automation, capabilities and functionally.	
<b>Proposed Deliverables After 2018/2019 for the project funds received in 2018/2019</b>		
<input type="checkbox"/> <b>Peer-reviewed Journal Publication</b>	<input type="checkbox"/> <b>Peer-reviewed Conference Proceeding</b>	<input type="checkbox"/> <b>Non-peer reviewed Conference Proceeding</b>
<b>Q1 - Deliverable, Comments</b>	<b>Q1 - Deliverable, Comments</b>	<b>Q1 - Deliverable, Comments</b>
<b>Q2 - Deliverable, Comments</b>	<b>Q2 - Deliverable, Comments</b>	<b>Q2 - Deliverable, Comments</b>
<b>Q3 - Deliverable, Comments</b>	<b>Q3 - Deliverable, Comments</b>	<b>Q3 - Deliverable, Comments</b>
<b>Q4 - Deliverable, Comments</b>	<b>Q4 - Deliverable, Comments</b>	<b>Q4 - Deliverable, Comments</b>
<input type="checkbox"/> <b>Technical Report</b>	<input type="checkbox"/> <b>Book Chapter</b>	<input type="checkbox"/> <b>Public Dissemination Document</b>
<b>Q1 - Deliverable, Comments</b>	<b>Q1 - Deliverable, Comments</b>	<b>Q1 - Deliverable, Comments</b>
<b>Q2 - Deliverable, Comments</b>	<b>Q2 - Deliverable, Comments</b>	<b>Q2 - Deliverable, Comments</b>
<b>Q3 - Deliverable, Comments</b>	<b>Q3 - Deliverable, Comments</b>	<b>Q3 - Deliverable, Comments</b>
<b>Q4 - Deliverable, Comments</b>	<b>Q4 - Deliverable, Comments</b>	<b>Q4 - Deliverable, Comments</b>
<input type="checkbox"/> <b>Conference Presentation(s)</b>	<input type="checkbox"/> <b>Stakeholder Presentation</b>	<input type="checkbox"/> <b>Key Engagement/Participation Meeting *</b>
<b>Q1 - Deliverable, Comments</b>	<b>Q1 - Deliverable, Comments</b>	<b>Q1 - Deliverable, Comments</b>
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
<b>Q2 - Deliverable, Comments</b>	<b>Q2 - Deliverable, Comments</b>	<b>Q2 - Deliverable, Comments</b>
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.

<b>Q3 - Deliverable, Comments</b>	<b>Q3 - Deliverable, Comments</b>	<b>Q3 - Deliverable, Comments</b>
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
<b>Q4 - Deliverable, Comments</b>	<b>Q4 - Deliverable, Comments</b>	<b>Q4 - Deliverable, Comments</b>
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
<input type="checkbox"/> <b>EMSD Strategic &amp; Operational Publication</b>	<input type="checkbox"/> <b>Other Documents</b>	
<b>Q1 - Deliverable, Comments</b>	<b>Q1 - Deliverable, Comments</b>	
<b>Q2 - Deliverable, Comments</b>	<b>Q2 - Deliverable, Comments</b>	
<b>Q3 - Deliverable, Comments</b>	<b>Q3 - Deliverable, Comments</b>	
<b>Q4 - Deliverable, Comments</b>	<b>Q4 - Deliverable, Comments</b>	
<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>		
Required Format: Author (follow APA citation format), Year, Title, Journal, Volume, Page Numbers, Open or Closed and Document Location		
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)		
5)		
<b>Key Engagement/Participation Meeting</b>		
Required Format: Meeting Host, Date, Location		
1)		
2)		
3)		
4)		
5)		
<b>Human Resources / Staffing Plan (roles and responsibilities)</b>		
<b>Name &amp; Role</b>	<b>Organization</b>	<b>Responsibilities</b>
Rita Lazar-Tippe	IEAP	Strategic planning and Project leadership
TBD	IEAP	Partnership development
Lisa Blackwell Holterhus	IEAP	Project manager, Records & Information Management Lead
Jon Manuel	IEAP	Service Delivery Analyst
John Willis	Monitoring	System design advisor and operational implementation
James Rogans	Monitoring	System design advisor and operational implementation
Salina Perry	Monitoring	System design advisor and operational implementation
Greg Poirier	Monitoring	System design advisor and operational implementation
Marty Collins	Monitoring	System design advisor and operational implementation
<b>AEP ONLY: Additional Human Resources Required from EMSD</b>		
<b>Name &amp; Role</b>	<b>Branch - Section</b>	<b>Estimated time (% of annual FTE)</b>

<b>Financial Details and Budget Request</b>		
<b>Source of Funding Requested Year 1 - 2018/19</b>		
	<b>AEP ONLY: EMSD</b>	<b>OSM</b>
Salaries and Benefits - AEP Chargeback		
Salaries and Benefits - New OSM Staff		0
Operations and Maintenance		23000
Consumable materials and supplies		
Conferences and meetings travel		
Field work travel		
Project-related travel		
Engagement		
Reporting		
External Contracts - Organization/Vendor/Suppliers		
Overhead		
Grants		
Capital		
<b>Total budget request for the year</b>	<b>0</b>	<b>23000</b>
<b>Total budget approved</b>		
<b>Source of Funding Requested Year 2 - 2019/20</b>		
	<b>AEP ONLY: EMSD</b>	<b>OSM</b>
Salaries and Benefits - AEP Chargeback		30000
Salaries and Benefits - New OSM Staff		
Operations and Maintenance		70000
Consumable materials and supplies		5000
Conferences and meetings travel		
Field work travel		1000
Project-related travel		
Engagement		
Reporting		
External Contracts - Organization/Vendor/Suppliers		30000
Overhead		
Grants		
Capital		
<b>Total budget request for the year</b>	<b>0</b>	<b>136000</b>
<b>Total budget approved</b>		
<b>Source of Funding Requested Year 3 - 2020/21</b>		
	<b>AEP ONLY: EMSD</b>	<b>OSM</b>
Salaries and Benefits - AEP Chargeback		40000
Salaries and Benefits - New OSM Staff		
Operations and Maintenance		70000
Consumable materials and supplies		1000
Conferences and meetings travel		
Field work travel		1000
Project-related travel		
Engagement		
Reporting		
External Contracts - Organization/Vendor/Suppliers		30000
Overhead		
Grants		
Capital		
<b>Total budget request for the year</b>	<b>0</b>	<b>142000</b>
<b>Total budget approved</b>		
<b>Source of Funding Requested Year 4 - 2021/22</b>		
	<b>AEP ONLY: EMSD</b>	<b>OSM</b>
Salaries and Benefits - AEP Chargeback		4000
Salaries and Benefits - New OSM Staff		
Operations and Maintenance		70000
Consumable materials and supplies		1000
Conferences and meetings travel		
Field work travel		1000
Project-related travel		
Engagement		
Reporting		
External Contracts - Organization/Vendor/Suppliers		30000
Overhead		
Grants		
Capital		
<b>Total budget request for the year</b>	<b>0</b>	<b>106000</b>
<b>Total budget approved</b>		
<b>Budget Request for the Entire Project</b>	<b>0</b>	<b>407,000</b>
<b>Project Approval(s)</b>		
<b>Proposal Submitted by</b>		
Surname	Given Name	Organization
Lazar-Tippe	Rita	AEP/EMSD
Signature	Date	

Invalid signature

X Rita Lazar-Tippe  
Rita Lazar-Tippe  
C/O  
Signed by: Rita Lazar-Tippe

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