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1. Project Selection Stage

STEP 1.1 Define the Selection Criteria and Weightings

Purpose	To agree what criteria to use in selecting projects.
Useful Tools	• Guidelines on Project Selection • Project Selection Spreadsheet TEMPLATE • Project Selection WORKED EXAMPLE

Actions

Action	Description	Completed
1	Review implementing agency project priorities and capability.	
2	Identify relevant stakeholders to be involved in project selection process. For more information, refer to the *Guidelines on Stakeholder Engagement*.	
3	Collaborate with agency management and stakeholders to define criteria and relative weightings. For more information, refer to the *Guidelines on Project Selection*.	
4	Create a *Project Selection Spreadsheet* using the *Project Selection Spreadsheet TEMPLATE.*	
5	Record criteria and weightings in the *Project Selection Spreadsheet*.	

At the end of this step	The *Project Selection Spreadsheet* includes the selection criteria and weightings.

STEP 1.2 Score the Project Ideas

Purpose	To score the project ideas to assist in selection.
Useful Tools	• Project Selection WORKED EXAMPLE • Guidelines on Project Selection

Actions

Action	Description	Completed
1	Score each project idea against criteria 1 and record the scores in the *Project Selection Spreadsheet.*	
2	For each project idea, multiply the criteria score and the weighting to give the weighted score. Record the weighted scores in the *Project Selection Spreadsheet.* For more information, refer to the *Project Selection WORKED*	

Action	Description	Completed
	EXAMPLE.	
3	Repeat steps 1 and 2 for each remaining criteria.	
4	For each project idea, sum the weighted scores to give a Project Total Score. Record the Project Total Scores in the *Project Selection Spreadsheet.*	
5	Order the Project Total Scores highest to lowest to give a priority list.	

At the end of this step	• The *Project Selection Spreadsheet* includes the project scores. • Project ideas are listed according to Project Total Score.

STEP 1.3 Inform the Stakeholders

Purpose	To inform the stakeholders of the outcomes of the Project Selection Stage.
Useful Tools	• Guidelines on Project Selection • Guidelines on Stakeholder Engagement

Actions

Action	Description	Completed
1	For each stakeholder, identify the appropriate format of communication.	
2	Communicate the outcome and planned next steps. **Note:** If appropriate provide copies of *Project Selection Spreadsheet*.	

At the end of this step	Stakeholders will understand the selection decision.

Tools

Click on the link to open the required tool in a new window

Templates

- Project Selection Spreadsheet TEMPLATE.

Worked Example

- Project Selection WORKED EXAMPLE.

Guidelines

- Guidelines on Stakeholder Engagement
- Guidelines of Project Selection

Further Information

Case Study 1 on project selection criteria	*Link to bundled pdf of Case Study of IC 2007*
Case Study 2 on project selection criteria	*Link to bundled pdf of Case Study of Ratcliffe 2009*

2. Feasibility Study Stage

STEP 2.1 Identify Stakeholders

Purpose	To identify who to consult to complete the Feasibility Study Stage.
Timing Note	While you will decide the plan for stakeholder consultation during this step, consultation with the stakeholders will continue throughout the Feasibility Study Stage.
Useful Tools	• Guidelines on Stakeholder Engagement • Guidelines on Feasibility Study • Feasibility Study Report TEMPLATE

Actions

Action	Description	Completed
1	Review the project stakeholders to be consulted during the Feasibility Study Stage.	
2	Identify when stakeholders should be consulted in this Stage.	
3	Consult with the stakeholders as identified throughout the Feasibility Study Stage.	

At the end of this step	The stakeholder consultation conducted in the Feasibility Study Stage is recorded in the *Socially Acceptable* section of the *Feasibility Study Report*.

STEP 2.2 Describe the Site

Purpose	To develop a complete description of the eradication site.
Timing Note	You will learn more about the site on each visit so the description of the site can be expanded as and when necessary.
Useful Tools	• Feasibility Study Report TEMPLATE • Feasibility Study Report WORKED EXAMPLE

Actions

Action	Description	Completed
1	Get to know the site. **Note:** Refer to the notes in *The Site* section of the *Feasibility Study Report TEMPLATE*, for the type of information needed.	
2	Record the information in *The Site* section of the *Feasibility Study Report*.	

At the end of this step	*The Site* section of the *Feasibility Study Report* is complete.

STEP 2.3 Describe the Target Species

Purpose	To describe the species to be eradicated and explain why.
Timing Note	You will learn more about the target species and impacts during the site visit – expand this section as you learn more about the target species.
Useful Tools	• Feasibility Study Report TEMPLATE • Feasibility Study Report WORKED EXAMPLE

Actions

Action	Description	Completed
1	Gather all the information you have on the target species; the impact at the eradication site and the benefits of eradication.	
2	Record the information in *The Target Species, Impacts and Benefits of Removal* section of the *Feasibility Study Report*.	

At the end of this step	*The Target Species, Impacts and Benefits of Removal* section of the *Feasibility Study Report* is complete.

STEP 2.4 Define the Goal, Objectives and Outcomes

Purpose	To develop a clear understanding of what the eradication project will achieve.
Timing note	The Goal, Objectives and Outcomes may change as a result of the findings of the Feasibility Study. Review this step as you are writing the *Can it be Done?* Section and the *Conclusion* Section.
Useful Tools	• Guidelines for Project Managers • Feasibility Study Report TEMPLATE • Feasibility Study Report WORKED EXAMPLE

Actions

Action	Description	Completed
1	Record the goal of the project in the *Goal, Objectives and Outcomes* section of the *Feasibility Study Report*.	
2	Record the objectives of the project in the *Goal, Objectives and Outcomes* section of the *Feasibility Study Report*.	
3	Record the outcomes of the project in the *Goal, Objectives and Outcomes* section of the *Feasibility Study Report*.	

At the end of this step	The *Goal, Objectives and Outcomes* section of the *Feasibility Study Report* is complete.

STEP 2.5 Start the *Can It Be Done*? Section

Purpose	To identify what further information is required to assess the feasibility of the project.
Timing Note	This section of the Feasibility Study Report is generally completed via known information; desktop research and a site visit (see *Step 2.7 Visit the Site and Update the Can It Be Done? section*).
Useful Tools	• Guidelines on the Feasibility Study • Feasibility Study Report TEMPLATE • Feasibility Study Report WORKED EXAMPLE • Guidelines on Choosing the Correct Eradication Technique • Guidelines on Cat Eradication and Monitoring Techniques • Guidelines on Biosecurity • Guidelines on Rodent Bait and Baiting • Guidelines on Non-Target Species • Guidelines on Managing Environmental Effects • Guidelines on Stakeholder Engagement • Guidelines on Consents and Permits

Actions

Action	Description	Completed
1	Review each of the seven criteria in the *Guidelines on Feasibility Study* and the template notes in the *Can it Be Done?* section of the *Feasibility Study Report*.	
2	Complete research using relevant sources of information.	
3	Record the relevant information in the *Can it Be Done?* section.	
4	Make a list of what further information is required to complete this section.	

At the end of this step	• What you do know about the feasibility of the project is recorded in the *Can it Be Done?* section of the *Feasibility Study Report*. • You have a list of what further information is required to be obtained during the upcoming site visit.

STEP 2.6 Complete the Site Visit Biosecurity Assessment

Purpose	To ensure the project team do not transport any invasive species to and from the island during the site visit.
Timing Note	This, and all subsequent trips, to all islands must apply biosecurity prevention measures. Your prevention measures may need to be reassessed as you learn more about possible invasive species threats. A comprehensive Biosecurity Plan is completed in the Operational Planning Stage.
Useful Tools	• Guidelines on Biosecurity • Feasibility Study Report TEMPLATE • Feasibility Study Report WORKED EXAMPLE

	• Biosecurity prevention trip checklist TEMPLATE

Actions

Action	Description	Completed
1	Identify the invasive species that could be a threat to the island.	
2	Identify the invasive species that are currently on the island.	
3	Record the known threats in the *Sustainable* section of the *Feasibility Study Report*.	
4	Plan the prevention measures the project team will apply when visiting the island.	
5	Write a pre-departure checklist to ensure prevention measures are applied. See the *Biosecurity Prevention Trip Checklist TEMPLATE* for a suggested format.	
6	Record the measures in the *Prevention Strategy* column of the Invasive Species Table in the *Sustainable* section of the *Feasibility Study Report*.	

At the end of this step	• The *Sustainable* section of the *Feasibility Study Report* contains details of the:
	  ○ identified invasive species, any other possible threat, and the
	  ○ biosecurity prevention measures to be used by the project team.
	• A project-specific pre-departure checklist based on the *Biosecurity prevention trip checklist TEMPLATE* is complete.

STEP 2.7 Visit the Site and Update the *Can It Be Done*? Section

Purpose	To gather the information identified in *Step 2.5 - Start the Can It Be Done?* section.
Useful Tools	• Guidelines on Stakeholder Engagement • Guidelines on Feasibility Study • Feasibility Study Report TEMPLATE • Feasibility Study Report WORKED EXAMPLE. • Guidelines for Project Managers. • Guidelines on Choosing the Correct Eradication Technique • Guidelines on Cat Eradication and Monitoring Techniques • Guidelines on Biosecurity • Guidelines on Rodent Bait and Baiting • Guidelines on Rodent Identification • Guidelines on Non-Target Species • Guidelines on Managing Environmental Effects • Guidelines on Consents and Permits

Actions

Action	Description	Completed
1	Review *Step 2.1 Consult Stakeholders* to determine how you will consult with relevant stakeholders, e.g. community, landowners, government departments, before and during the site visit.	
2	Review the list of further information required (from *Step 2.5 - Start the Can It Be Done? section*) and plan how you will use the site visit to gather the information.	
3	Identify the people who will form the feasibility study team to visit the island.	
4	Organise the site visit. **Note:** Includes consulting with the stakeholders identified in Action 1 above. For further information see *Guidelines on Feasibility Study*.	
5	Visit the site.	
6	Record details of the site visit in the *Appendix* of the *Feasibility Study Report*.	
7	Record the information you gather on the seven feasibility criteria, in the *Can it Be Done?* section of the *Feasibility Study Report*.	
8	a) Consider each criteria in the *Can it Be Done?* section and decide whether the project can meet these. b) Record the decision and explanation in each criteria section of the document.	
9	a) For each criteria, identify any issues that will need resolving to make the project a success. b) Record all identified issues in each criteria section of the document. **Note:** Solutions to issues are not required at this stage; these will be detailed in the Operational Planning stage.	

At the end of this step	• The *Can it Be Done?* section of the *Feasibility Study Report* is complete and contains:
	  ○ whether each criteria can be met, and
	  ○ any issues that need resolving.
	• The *Appendix* of the *Feasibility Study Report* contains a report on each site visit.

STEP 2.8 Assess the Feasibility of the Project

Purpose	To use all the information recorded in the *Can It Be Done?* section and decide whether the project is feasible.
Timing Note	As the feasibility of the project is assessed, the Goal, Objectives and Outcomes

	may need to change. Return to *Step 2.4* and check whether you need to update them as a result of the findings of the Feasibility Study.
Useful Tools	• Guidelines on Feasibility Study • Feasibility Study Report TEMPLATE • Feasibility Study Report WORKED EXAMPLE

Actions

Action	Description	Completed
1	Review all the information, decisions and issues in the *Can it Be Done?* section and decide whether, all things considered, the project is feasible.	
2	Record your decision (and the reasons for your decision) in the *Conclusion* section of the *Feasibility Study Report*.	

At the end of this step	The *Conclusion* section of the Feasibility Study Report is complete and contains the overall decision and explanation of whether the project is feasible.

STEP 2.9 Complete the Feasibility Study Report

Purpose	To complete the *Feasibility Study Report*.
Timing Note	Depending on the reviewer's comments you may need to have the *Feasibility Study Report* reviewed more than once before it is complete.
Useful Tools	• Guidelines on the Feasibility Study • Guidelines for Project Managers • Feasibility Study Report TEMPLATE • Feasibility Study Report WORKED EXAMPLE

Actions

Action	Description	Completed
1	Complete the *Executive Summary* and *Introduction* of the *Feasibility Study Report*.	
2	Record all documents used and referred to while preparing the *Feasibility Study Report*, in the *References* section.	
3	Record any other useful information in the *Appendix* of the *Feasibility Study Report*.	
4	Review all sections of the *Feasibility Study Report* to ensure it is complete.	
5	Have the *Feasibility Study Report* reviewed by independent technical advisors. For more information, refer to the *Guidelines for Project Managers*.	
6	Update the *Feasibility Study Report* to reflect reviewer's	

Action	Description	Completed
	feedback.	

At the end of this step	The independently-reviewed *Feasibility Study Report* is complete.

STEP 2.10 Inform the Stakeholders

Purpose	To communicate the outcome of the Feasibility Study.
Useful Tools	Guidelines on Stakeholder Engagement.

Actions

Action	Description	Completed
1	Review the *Socially Acceptable* section in the *Feasibility Study Report* to confirm how you plan to communicate with each group of stakeholders.	
2	Communicate as planned, providing copies of the *Feasibility Study Report* (as required).	

At the end of this step	Stakeholders have been informed of the outcome of the Feasibility Study Stage.

Tools

Click on the link to open the required tool in a new window

Templates

- Feasibility Study Report TEMPLATE
- Biosecurity prevention trip checklist TEMPLATE

Worked Examples

- Feasibility Study Report WORKED EXAMPLE

Guidelines

- Guidelines on Stakeholder Engagement
- Guidelines on Feasibility Study
- Guidelines on Choosing the Correct Eradication Technique
- Guidelines on Cat Eradication and Monitoring Techniques
- Guidelines on Biosecurity
- Guidelines on Rodent Bait and Baiting
- Guidelines on Rodent Identification
- Guidelines on Non-Target Species
- Guidelines on Managing Environmental Effects

- Guidelines for Project Managers.
- Guidelines on Consents and Permits

Further Information

Example Feasibility Study Site Visit Report*	Palmyra Atoll Rat Eradication assessment Trip Report, Howald, G. et al 2004, Unpublished report prepared for the US Fish and Wildlife Service by Island Conservation.
Example Feasibility Study Report*	Rat Eradication – South Georgia. An assessment of eradicating Norway rats from South Georgia Island. Poncet et al 2002. Unpublished report by Department of Conservation, New Zealand.

Note: * Study did not follow the PII Resource Kit Process and the report is not in PII Resource Kit Feasibility Study Report Template format.

3. Project Design Stage

STEP 3.1 Identify Stakeholders

Purpose	To identify who to consult to complete the Project Design Stage.
Timing Note	• The *Project Plan* will be developed in close collaboration with Stakeholders. Stakeholder consultation will continue throughout the Project Design Stage. • How stakeholders will be engaged in the later stages of the project will be defined in *step 3.5 Plan Stakeholder Engagement.*
Useful Tools	• Guidelines on Stakeholder Engagement • Guidelines for Project Managers • Project Plan TEMPLATE • Project Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Review the *Socially Acceptable* section of *Feasibility Study Report* and identify any issues that require consultation with stakeholders during this Stage.	
2	Identify at what point stakeholders should be consulted in this Stage.	
3	Consult throughout the stage as planned.	

At the end of this step	The project plan has been developed in consultation with stakeholders.

STEP 3.2 Describe the Site and Target Species

Purpose	To provide readers of the *Project Plan* with enough information on the site and target species to understand the project.
Useful Tools	• Project Plan TEMPLATE • Project Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Review *The Site* section of the *Feasibility Study Report*.	
2	Review *The Target Species, Impacts and Benefits of Removal* section of the *Feasibility Study Report*.	
3	Record a brief summary of the site and the target species in *The Site and Target Species* section of the *Project Plan*.	

At the end of this step	The *Site and Target Species* section of the Project Plan is complete.

STEP 3.3 Describe the Goal, Objectives and Outcomes

Purpose	To provide readers of the Project Plan with an understanding of what the eradication project will achieve.
Timing note	Indicators to measure each outcome will be defined in *step 3.7 Define Project Outcome Monitoring.*
Useful Tools	• Guidelines for Project Managers • Project Plan TEMPLATE • Project Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Review the *Goal, Objectives and Outcomes* section of the *Feasibility Study Report*.	
2	Record the Goal, objectives and outcomes in the *Goal, Objectives and Outcomes* section of the *Project Plan*.	

At the end of this step	The Goal, Objectives and Outcomes section of the Project Plan is complete.

STEP 3.4 Describe the Project Approach

Purpose	To develop a brief description of the approach to the eradication.
Timing Note	Only a brief description is needed in the Project Plan. A detailed, technical plan will be recorded in the Operational Plan.
Useful Tools	Project Plan TEMPLATE Project Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Review the *Technical Approach* section of the *Feasibility Study Report*.	
2	Identify any major issues or missing information that will require resolving in the Operational Planning Stage.	
3	Record descriptions of the major parts of the eradication technique and any issues to be resolved in the *Project Approach* section of the *Project Plan*.	

At the end of this step	The *Project Approach* section of the *Project Plan* is complete.

STEP 3.5 Plan Stakeholder Engagement

Purpose	To identify who to consult to complete the project.
Useful Tools	• Guidelines on Stakeholder Engagement • Project Plan TEMPLATE • Project Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Review the *Socially Acceptable* section of the *Feasibility Study Report* and identify any issues relating to stakeholders that requires resolving.	
2	Review the stakeholder consultation already completed for the project.	
3	Record an up-to-date list of stakeholders in the *Stakeholder Engagement* section of the *Project Plan*.	
4	Record how the project team will engage with stakeholders in the project.	

At the end of this step	The *Stakeholder Engagement* section of the *Project Plan* is complete.

STEP 3.6 Define the Project Governance

Purpose	To describe the decision making and reporting processes for project.
Useful Tools	• Guidelines for Project Managers • Guidelines on Monitoring and Evaluation • Project Plan TEMPLATE • Project Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Review the stakeholders identified in the *Stakeholder Engagement* Section of the *Project Plan.*	
2	Decide what authority the Project Manager will have in later stages to make significant changes and decisions.	
3	Decide which organisation and people will help the Project Manager in making key decisions.	
4	Record the authority and reporting decided above in the *Project Governance* section of the *Project Plan*.	
5	Decide what reporting the Project Manager will need to do to keep stakeholders informed of the project status and progress.	

Action	Description	Completed
6	Record the project reporting in the *Project Reporting* section of the *Project Plan.*	
7	Record key members of the project team and their responsibilities in the *Project Governance* section of the *Project Plan.*	

At the end of this step	The *Project Governance* section of the *Project Plan* is complete.

STEP 3.7 Define Project Outcome Monitoring

Purpose	To document which indicators will be measured to determine whether the project has achieved its objectives.
Timing Note	• *Step 3.3 Define the Goal, Objectives and Outcomes* must be completed before this step. • A comprehensive Monitoring and Evaluation Plan containing details of the monitoring activities will be completed in the Operational Planning Stage. • Operational monitoring will be defined in the *Operational Plan.* • Project management monitoring is defined in *step 3.6 Define the Project Governance.*
Useful Tools	• Guidelines on Monitoring and Evaluation • Guidelines for Project Managers. • Project Plan TEMPLATE • Project Plan WORKED EXAMPLE • Guidelines on Monitoring of Native Species Techniques. • Guidelines on Rodent Surveillance Techniques. • Guidelines on Cat Eradication and Monitoring Techniques.

Actions

Action	Description	Completed
1	Review the *Goal, Objectives and Outcome* section of the *Project Plan*.	
2	Plan which indicators will be monitored to measure any changes for each outcome.	
3	Record how each indicator will be monitored before and after the eradication operation in the *Monitoring the Success of the Project* section of the *Project Plan*.	

At the end of this step	The *Monitoring the Success of the Project* section of the *Project Plan* is complete.

STEP 3.8 Plan the Project Timeline

Purpose	To describe the timing of the key milestones and events of the project.
Useful Tools	• Guidelines for Project Managers • Project Plan TEMPLATE • Project Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Schedule the major activities in the project.	
2	Record the dates in the *Project Timeline* section of the *Project Plan*.	

At the end of this step	The *Project Timeline* section of the *Project Plan* is complete.

STEP 3.9 Estimate Project Costs

Purpose	To calculate the costs of the *Operational Planning, Implementation*, and *Sustaining the Project Stages* .
Useful Tools	• Guidelines for Project Managers • Project Plan TEMPLATE • Project Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Review each section of the *Project Plan* and identify the activities costs for the project budget. Record the estimated costs in the *Project Costs* section of the *Project Plan*.	
2	Review the *Feasibility Study Report* for issues that will need addressing in the *Operational Plan*. Estimate the cost of any required activities and record them in the *Project Costs* section of the *Project Plan*.	
3	Review the biosecurity requirements in the *Feasibility Study Report* and record them in the *Project Costs* section of the *Project Plan*.	
4	Include any other costs in the *Project Costs* section of the *Project Plan*.	

At the end of this step	The *Project Cost* section of the *Project Plan* is complete.

STEP 3.10 Plan the Project Risk Management

Purpose	To describe how the project risks will be managed.
Timing Note	New risks may appear in later stages – the Project Manager will need to keep an up-to-date list of risks throughout the project.
Useful Tools	• Guidelines for Project Managers • Project Plan TEMPLATE • Project Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Review the *Feasibility Study Report* and identify any project risks.	
2	Review the *Project Plan* and identify any project risks.	
3	For each issue and risk, decide what will need to be done to avoid the risk(s) significantly affecting the project.	
4	Record the identified risk(s) in the *Risk Management* section of the *Project Plan*.	

At the end of this step	The *Risk Management* section of the *Project Plan* is complete.

STEP 3.11 Complete the Project Plan

Purpose	To complete the writing of the *Project Plan*.
Timing Note	Depending on the reviewers' comments you may need to have the Project Plan reviewed more than once before it is complete.
Useful Tools	• Guidelines for Project Managers • Project Plan TEMPLATE • Project Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Write the *Introduction* and *Executive Summary* of the *Project Plan*.	
2	Write the *Scope* section of the *Project Plan*.	
3	Record all documents used and referred to while preparing the *Project Plan* in the *References* section.	
4	Review all sections of the *Project Plan* to ensure they are complete.	
5	Have the *Project Plan* reviewed by independent technical advisors. For more information, refer to the *Guidelines for Project Managers*.	

Action	Description	Completed
6	Update the *Project Plan* to reflect reviewer's feedback.	

At the end of this step	The independently-reviewed *Project Plan* is complete.

STEP 3.12 Inform the Stakeholders

Purpose	To inform stakeholders of the *Project Plan.*
Useful Tools	Guidelines on *Stakeholder Engagement*.

Actions

Action	Description	Completed
1	Review the *Stakeholder Engagement* section in the *Project Plan* to confirm how you plan to communicate with each group of stakeholders.	
2	Communicate as planned; providing copies of the *Project Plan* (as required).	

At the end of this step	Stakeholders have been informed of the Project Plan.

Tools

Click on the link to open the required tool in a new window

Templates

- Project Plan TEMPLATE

Worked Examples

- Project Plan WORKED EXAMPLE

Guidelines

- Guidelines for Project Managers
- Guidelines on Stakeholder Engagement
- Guidelines on Monitoring and Evaluation
- Guidelines on Rodent Surveillance Techniques.
- Guidelines on Cat Eradication and Monitoring Techniques.

Further Information

General information on project management	http://en.wikipedia.org/wiki/Project_management

Publication on theory and practicalities of monitoring birds.	Bird Survey Techniques by Bibby C., Jones M., Marsden S., **1998**: Expedition Field Techniques. - *Bird Surveys. Expedition Advisory Centre, Royal Geographical Society, London*. Available at: http://www.rgs.org/NR/rdonlyres/E9386FEB-F085-47DA-8F9D-74E6F9633743/0/BirdSurveysupdated.pdf
Publication on theory and practicalities of monitoring birds.	Gregory R.D., Gibbons D.W. et Donald P.F., **2004**: Bird census and survey techniques. In: Sutherland W.J., Newton I. et Green R. E. [eds.]: Bird Ecology and Conservation; a Handbook of Techniques. - *Oxford University Press, Oxford: 17-56.* Available at: http://www.ebcc.info/wpimages/other/birdsurvey.pdf

4. Operational Planning Stage

STEP 4.1 Identify Stakeholders

Purpose	To ensure stakeholders are fully engaged throughout the Operational Planning Stage.
Timing Note	Stakeholder consultation will continue throughout the Operational Planning Stage to ensure that the *Operational Plan*, the *Biosecurity Plan* and *Monitoring and Evaluation Plan* are developed in close collaboration with Stakeholders.
Useful Tools	• Guidelines on Stakeholder Engagement • Operational Plan TEMPLATE • Operational Plan WORKED EXAMPLE • Biosecurity Plan TEMPLATE • Monitoring and Evaluation Plan TEMPLATE

Actions

Action	Description	Completed
1	Review the *Socially Acceptable* section of the *Feasibility Study Report* and identify any issues relating to Stakeholder Consultation.	
2	Review the *Stakeholder Engagement* section of the *Project Plan*.	
3	Identify where stakeholders should be consulted in this Stage.	
4	Consult throughout the stage as planned.	

At the end of this step	The *Operational Plan,* the *Biosecurity Plan and* the *Monitoring and Evaluation Plan* have been developed in collaboration with stakeholders.

STEP 4.2 Secure Consents and Permits

Purpose	To secure all legal permits and non-legal consents required to undertake the project.
Timing Note	This step can take significant time – start as soon as possible.
Useful Tools	• Guidelines on Consents and Permits • Guidelines on Stakeholder Engagement • Guidelines on Planning and Managing the Eradication Operation • Operational Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Review the *Politically & Legally Acceptable* section of the *Feasibility Study Report* to identify all the consents required.	
2	Review the *Socially Acceptable* section of *Feasibility Study*	

Action	Description	Completed
	Report to identify landowner's consent required.	
3	Arrange all consents and permits.	
At the end of this step	All required consents have been acquired.	

STEP 4.3 Resolve any Identified Issues

Purpose	To conduct trials, tasks or gather information required that was identified in the *Feasibility Study Report* and is needed to be resolved before the Operational Planning can proceed.
Useful Tools	Guidelines on Planning and Managing the Eradication Operation

Actions

Action	Description	Completed
1	Review the *Conclusion* section of the *Feasibility Study Report* and identify any issues that need resolving.	
2	Review any other issues that need resolving.	
3	Plan and carry out any activities required to resolve the identified issues.	
At the end of this step	You are able to proceed with writing the remainder of the O*perational Plan*.	

STEP 4.4 Describe the Problem

Purpose	To give the eradication operation team an overview of the problem.
Useful Tools	• Operational Plan TEMPLATE • Operational Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Review *The Site and Target Species* sections of the *Feasibility Study Report* and the *Project Plan.*	
2	Determine the details of the problem that the Eradication Operation Team will need to know.	
3	Record the information in the *Project Site & Target Species* section of the *Operational Plan*.	
At the end of this step	The *Project Site & Target Species* section of the *Operational Plan* is complete.	

STEP 4.5 Plan the Details of the Eradication Operation

Purpose	To explain the details of how the eradication operation will be carried out.
Timing Note	Details of the eradication may continue to change throughout the project. Always keep the *Operational Plan* up-to-date.
Useful Tools	• Guidelines on Rodent Bait and Baiting • Guidelines on Using Brodifacoum • Guidelines on Cat Eradication and Monitoring Techniques • Operational Plan TEMPLATE • Operational Plan WORKED EXAMPLE.

Actions

Action	Description	Completed
1	Review the *Project Approach* section in the *Project Plan*.	
2	Review the *Technical Approach* section of the *Feasibility Study Report*.	
3	Review the results of any activities in *step 4.3 Resolve any Identified Issues* (above).	
4	Plan the details of the eradication operation.	
5	Record the information in the *Operation Details* and *Task Schedule* sections of the *Operational Plan*.	

At the end of this step	• The *Operation Details* section of the *Operational Plan* is complete. • Any related tasks are included in the *Task Schedule* section of the *Operational Plan*.

STEP 4.6 Plan How to Manage the Non-Target Species Risks

Purpose	To describe how the risks to non-target species will be managed.
Useful Tools	• Guidelines on Non-Target Species • Operational Plan TEMPLATE • Operational Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Identify any risks to non-target species by reviewing the: • *Operation Details* section of the *Operational Plan* • *Environmentally Acceptable* section of the *Feasibility Study*	

Action	Description	Completed
	Report • *Project Plan.*	
2	Plan how each risk will be managed.	
3	Record the details of the plans in the *Non-Target Species* section of the *Operational Plan*.	
4	Record any related tasks in the *Task Schedule* section of the *Operational Plan*.	

At the end of this step	• The *Non-Target Species* section of the *Operational Plan* is complete. • Any related tasks are included in the *Task Schedule* section of the *Operational Plan.*

STEP 4.7 Plan How to Manage the Environmental Effects

Purpose	To explain how the wider environment will be protected to minimise the adverse effects of the eradication operation.
Useful Tools	• Guidelines on Managing Environmental Effects • Operational Plan TEMPLATE • Operational Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Identify any risks to the wider environment by reviewing the: • *Operation Details* section of *Operation Plan* • *Environmentally Acceptable* section of the *Feasibility Study Report* • *Project Plan.*	
2	Plan how each risk will be minimised.	
3	Record the details of the plans in *Environmental Effects* section of the *Operational Plan*.	
4	Record any tasks in the *Task Schedule* of the *Operational Plan*.	

At the end of this step	• The *Environmental Effects* section of the *Operational Plan* is complete. • Any related tasks are included in the *Task Schedule* section of the *Operational Plan*.

STEP 4.8 Plan the Monitoring

Purpose	To describe how and when each outcome indicator will be measured.
Timing note	If there is to be community involvement in the monitoring, ensure sufficient time is allocated for this step so all stakeholder engagement can be completed.
Useful Tools	• Monitoring and Evaluation Plan TEMPLATE • Monitoring and Evaluation Plan WORKED EXAMPLE • Guidelines on Monitoring and Evaluation • Guidelines on Stakeholder Engagement • Guidelines on Rodent Identification • Guidelines on Rodent Surveillance Techniques • Guidelines on Cat Eradication and Monitoring Techniques

Actions

Action	Description	Completed
1	Review the *Monitoring the Success of the Project* section of the *Project Plan*.	
2	Plan how each project outcome indicator will be measured.	
3	Record the plan in the *Monitoring and Evaluation Plan*.	
4	Have the *Monitoring and Evaluation Plan* reviewed by independent technical advisors.	
5	Update the *Monitoring and Evaluation Plan* to reflect the reviewer's feedback.	

At the end of this step	The independently-reviewed *Monitoring and Evaluation Plan* is complete.

STEP 4.9 Plan the Biosecurity

Purpose	To describe how to prevent and respond to re-invasions by the target species or an introduction of new invasive species.
Timing Notes	• While the *Biosecurity Plan* is initially written in the Operational Planning Stage, the earlier the prevention measures start the better. • The *Biosecurity Plan* is a living document and will be periodically reviewed in later stages and updated if required. • Allow sufficient time for adequate stakeholder engagement during this step.
Useful Tools	• Biosecurity Plan TEMPLATE • Biosecurity Plan WORKED EXAMPLE • Guidelines on Biosecurity • Guidelines on Stakeholder Engagement • Guidelines on Cat Eradication and Monitoring Techniques • Guidelines on Rodent Surveillance Techniques

	• Biosecurity prevention trip checklist TEMPLATE

Actions

Action	Description	Completed
1	A reminder of what is known about the biosecurity threats to the island is required by reviewing the *Sustainable* section of *Feasibility Study Report.*	
2	a) Identify the invasive species threats and potential impacts to the island. b) Record the information in the *Risk Species* section of the *Biosecurity Plan*.	
3	a) Identify the pathways that could be used by invasive species to get to the island. b) Record the information in the *Pathways* section of the *Biosecurity Plan*.	
4	a) Identify the prevention measures and plan the associated activities to ensure the measures are implemented. b) Record the activities in the *Prevention* section of the *Biosecurity Plan*.	
5	a) Plan the surveillance and incursion response activities. b) Record the activities in the *Surveillance* and *Incursion Response* sections of the *Biosecurity Plan*.	
6	Complete the *Biosecurity Plan* by writing the remaining sections of the plan, i.e. *Introduction*, *The Site* and *References* sections.	
7	Have the *Biosecurity Plan* reviewed by independent technical advisors.	
8	Update the *Biosecurity Plan* to reflect reviewers' feedback.	

At the end of this step	The independently-reviewed *Biosecurity Plan* is complete.

STEP 4.10 Plan the Safety of People

Purpose	To explain how the health and safety of the Eradication Operation Team, visitors and residents of the site will be protected during the eradication operation.
Useful Tools	• Guidelines for Project Managers • Operational Plan TEMPLATE • Operational Plan WORKED EXAMPLE

Actions

Action	Description	Completed

Action	Description	Completed
1	Review the *Operational Plan* to identify the risks to the health and safety of: • the Eradication Operation Team • other island visitors • residents of the site.	
2	Plan how each risk will be managed. **Notes:** • Assess the need for warning signs at the site to alert the public to the use of toxic bait. If required, include tasks involved in the erecting and removal of warning signs in the *Task Schedule* section of the *Operational Plan*. • For more information, refer to the *Managing Health and Safety* section of the *Guidelines for Project Managers*.	
3	Record details of the health and safety risks and how it will be managed in *Ensuring the Safety of People* section of the *Operational Plan.*	
4	Record any tasks in the *Task Schedule* of the *Operational Plan*.	

At the end of this step	• *Ensuring the Safety of People* section of the *Operational Plan* is complete. • Any related tasks are included in the *Task Schedule* section of the *Operational Plan*.

STEP 4.11 Plan the Logistics

Purpose	To explain the logistics of the eradication operation.
Useful Tools	• Guidelines on Planning and Managing the Eradication Operation • Operational Plan TEMPLATE • Operational Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Review the *Operational Plan*.	
2	Review the *Project Plan*.	
3	Plan the logistics of the eradication operation.	
4	Record the plan in the *Logistics* section of the *Operational Plan*.	
5	If you identify any further tasks related to the logistics, include them in the *Task Schedule* of the *Operational Plan*.	

At the end of	• The *Logistics* section of the *Operational Plan* is complete.

this step	• Any related tasks are included in the *Task Schedule* of the *Operational Plan*.

STEP 4.12 Prepare an Equipment List

Purpose	To prepare a checklist of equipment required for the eradication operation, the *Biosecurity Plan* and the monitoring activities.
Useful Tools	• Operational Plan TEMPLATE • Operational Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Review the *Operational Plan*.	
2	Compile a list of all equipment required for the project.	
3	Record the equipment in the *Equipment List* section of the *Operational Plan*.	
4	Review the *Biosecurity Plan* and identify the equipment required. Record the equipment in the *Equipment List* section of the *Operational Plan*.	
5	Review the *Monitoring and Evaluation Plan* and identify the equipment required. Record the equipment in the *Equipment List* section of the *Operational Plan*.	
6	Identify the source of each piece of equipment.	

At the end of this step	The *Equipment List* section of the *Operational Plan* is complete.

STEP 4.13 Plan the Operation Task Schedule

Purpose	To record all the major tasks, timing and responsibilities of the project, the monitoring and biosecurity activities.
Useful Tools	• Operational Plan TEMPLATE • Operational Plan WORKED EXAMPLE • Guidelines for Project Managers

Actions

Action	Description	Completed
1	Identify the major tasks, timing and responsibilities of the eradication operation by reviewing the: • *Operational Plan*	

Action	Description	Completed
	• *Feasibility Study Report* • *Project Plan.*	
2	Review the *Task Schedule* in the *Operational Plan* and ensure it includes all the major tasks required to complete the eradication operation. **Note:** Ensure the timing and who is responsible for each task is recorded.	
3	Review the *Biosecurity Plan* and identify the key activities. Record the activities in the *Task Schedule* section of the *Operational Plan*.	
4	Review the *Monitoring and Evaluation Plan* and identify the key activities. Record the activities in the *Task Schedule* section of the *Operational Plan*.	

At the end of this step	The *Task Schedule* section of the *Operational Plan* is complete.

STEP 4.14 Decide the Eradication Operation Team

Purpose	To decide the key responsibilities of the eradication operation team.
Useful Tools	• Operational Plan TEMPLATE • Operational Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Identify who will be in the eradication operation team.	
2	Record the members of the eradication operation team and their roles and responsibilities in the *Operational Team* section of the *Operational Plan*.	
3	Identify any training the team will require. Record associated training tasks in the *Task Schedule.*	

At the end of this step	• The *Operational Team* section of the *Operational Plan* is complete • The *Task Schedule* section of the *Operational Plan* includes any training

STEP 4.15 Complete the Operational Plan

Purpose	To complete writing the *Operational Plan*.
Timing Note	Depending on the reviewer's comments you may need to have the *Operational*

	Plan reviewed more than once before it is complete.
Useful Tools	Operational Plan TEMPLATE Operational Plan WORKED EXAMPLE

Actions

Action	Description	Completed
1	Write the *Introduction* and *Executive Summary* sections of the *Operational Plan*.	
2	Write the *Goal, Objectives and Outcomes* section of the *Operational Plan*.	
3	Record all documents used and referred to while preparing the *Operational Plan*, in the *References* section.	
4	Review all sections of the *Operational Plan* to ensure it is complete.	
5	Have the *Operational Plan* reviewed by independent technical advisors.	
6	Update the *Operational Plan* to reflect reviewer's feedback.	

At the end of this step	The independently-reviewed *Operational Plan* is complete.

STEP 4.16 Inform the Stakeholders

Purpose	To inform stakeholders of what has been decided for the *Operational Plan*, *Biosecurity Plan* and the *Monitoring and Evaluation Plan*.
Useful Tools	• Guidelines on Stakeholder Engagement

Actions

Action	Description	Completed
1	Review the *Stakeholder Engagement* section in the *Operational Plan* to confirm how you plan to communicate with each group of stakeholders.	
2	Communicate as planned, providing copies of the *Operational Plan* (as required).	

At the end of this step	Stakeholders have been informed of the outcomes of the Operational Planning Stage.

Tools

Click on the link to open the required tool in a new window

Templates

- Operational Plan TEMPLATE
- Biosecurity Plan TEMPLATE
- Monitoring and Evaluation Plan TEMPLATE
- Biosecurity prevention trip checklist TEMPLATE

Worked Examples

- Operational Plan WORKED EXAMPLE
- Biosecurity Plan WORKED EXAMPLE
- Monitoring and Evaluation Plan WORKED EXAMPLE

Guidelines

- Guidelines on Planning and Managing the Eradication Operation
- Guidelines on Stakeholder Engagement
- Guidelines on Cat Eradication and Monitoring Techniques
- Guidelines on Rodent Bait and Baiting
- Guidelines on using Brodifacoum
- Guidelines on Non-Target Species
- Guidelines on Managing Environmental Effects
- Guidelines for Project Managers.
- Guidelines on Consents and Permits
- Guidelines on Biosecurity
- Guidelines on Monitoring and Evaluation
- Guidelines on Rodent Identification
- Guidelines on Rodent Surveillance Techniques

Further Information

International Standard Specification for Rat Guards on ship mooring lines	http://www.astm.org/Standards/F1099M.htm
Catalogue of suppliers of eradication equipment	www.issg.org/cii/tools.html
Example of a Biosecurity Prevention Sign.	Link to: content/Further Information/Operational Planning/Example Biosecurity Prevention Sign.pdf
Example of a Biosecurity Prevention information sheet	Link to: content/Further Information/Operational Planning/Example Biosecurity Prevention information sheet.pdf
Example of the Biosecurity Prevention Plan from Galapagos Islands	Link to: content/Further Information/Operational Planning/Example Biosecurity Prevention Plan from Galapagos Islands.pdf
Example use of DNA sampling in Biosecurity Incursion Response	Link to: content/Further Information/Operational Planning/Example use of DNA sampling in Biosecurity Incursion Response.pdf

Publication on theory and practicalities of monitoring birds.	Bird Survey Techniques by Bibby C., Jones M., Marsden S., **1998**: Expedition Field Techniques. - *Bird Surveys. Expedition Advisory Centre, Royal Geographical Society, London.* Available at: http://www.rgs.org/NR/rdonlyres/E9386FEB-F085-47DA-8F9D-74E6F9633743/0/BirdSurveysupdated.pdf
Publication on theory and practicalities of monitoring birds.	Gregory R.D., Gibbons D.W. et Donald P.F., **2004**: Bird census and survey techniques. In: Sutherland W.J., Newton I. et Green R. E. [eds.]: Bird Ecology and Conservation; a Handbook of Techniques. - *Oxford University Press, Oxford: 17-56.* Available at: http://www.ebcc.info/wpimages/other/birdsurvey.pdf

5. Implementation Stage

STEP 5.1 Identify Stakeholders

Purpose	To ensure stakeholders are fully engaged throughout the Implementation Stage.
Timing Note	Engaging with stakeholders will occur, as needed, throughout the stage.
Useful Tool	Guidelines on Stakeholder Engagement

Actions

Action	Description	Completed
1	Review the *Stakeholder Engagement* section of the *Project Plan*.	
2	Identify where stakeholders should be consulted in this Stage.	
3	Consult throughout the stage as planned.	

At the end of this step	Stakeholders have been adequately consulted throughout this Stage.

STEP 5.2 Implement Biosecurity Prevention

Purpose	To implement the prevention measures of the *Biosecurity Plan*.
Timing Note	• Prevention activities can start in the Operational Planning Stage once the Biosecurity Plan is completed. • Biosecurity prevention must be undertaken long term and continue into the Sustaining the Project Stage.

Actions

Action	Description	Completed
1	Follow the activities recorded in the *Prevention* section of the *Biosecurity Plan*.	

At the end of this step	The biosecurity prevention measures have been implemented.

STEP 5.3 Train the Team

Purpose	To undertake all training and skills are provided for the project.
Timing Notes	• As some types of training can take a long time to prepare and deliver it is recommended that the training activities are started as early as possible in the project. • Steps 5.3 to 5.6 may be done in parallel.

Actions

Action	Description	Completed
1	Review the following documents to determine the training and skills required: • *Capacity* section of the *Feasibility Study Report*. • *Project Plan* • *Task Schedule* of the *Operational Plan* • *Biosecurity Plan* • *Monitoring and Evaluation Plan*	
2	Organise the appropriate training required for the team to complete the project.	

At the end of this step	All team members are adequately trained and skilled to undertake the project.

STEP 5.4 Source the Services

Purpose	To agree all contracts to cover the supply of services from contractors.
Timing Notes	• As this step can take significant time, it is recommended that it is started as early as possible in the project. • Steps 5.3 to 5.6 may be done in parallel.
Useful Tool	Guidelines for Project Managers

Actions

Action	Description	Completed
1	Review the following documents to determine the services required from contractors: • *Project Plan* • *Operational Plan* • *Biosecurity Plan* • *Monitoring and Evaluation Plan.*	
2	Identify all services and contractors that require contracts.	
3	Review your organisation's procedures relevant to the supply of external services.	
4	Agree contracts for all services.	

At the end of this step	Contracts are in place to cover all services.

STEP 5.5 Source the Equipment

Purpose	To take possession of all necessary equipment for the project.
Timing Note	• As this step can take significant time, it is recommended that it is started as

	early as possible in the project. • Steps 5.3 to 5.6 may be done in parallel.

Actions

Action	Description	Completed
1	Review the *Equipment List* section of the *Operational Plan* to identify the necessary equipment.	
2	Review the *Biosecurity Plan* to identify the necessary equipment for the biosecurity activities.	
3	Review the *Monitoring and Evaluation Plan* to identify the necessary equipment for the monitoring activities.	
4	Gather together all the required equipment. This may require buying missing equipment	

At the end of this step	• The Eradication Operation Team is in possession of all the equipment and bait/traps to undertake the eradication operation. • The team have all the monitoring equipment. • The team have all the biosecurity equipment.

STEP 5.6 Complete the Remaining Pre-Operation Tasks

Purpose	To complete the preparation for the eradication operation, the monitoring and the biosecurity activities.
Timing Note	Steps 5.3 to 5.6 may be done in parallel.

Actions

Action	Description	Completed
1	Review the *Task Schedule* section of the *Operational Plan*.	
2	Complete any remaining pre-operational actions required to prepare for the eradication operation, the monitoring and biosecurity.	

At the end of this step	Preparation for the eradication operation is complete.

STEP 5.7 Conduct a Readiness Check

Purpose	To have an independent technical reviewer verify the readiness for the eradication operation.
Timing Note	• Steps 5.3 to 5.6 must be completed before this step. • If the Project Readiness Report concludes that the project is **not** ready to proceed with the eradication operation, the report will contain a list of required actions. These actions must be completed and another readiness

	check may be required.
Useful Tools	• Project Readiness Report TEMPLATE • Project Readiness Report WORKED EXAMPLE

Actions

Action	Description	Completed
1	Have all project documents and plans reviewed by independent technical advisors.	
2	The Project Manager holds a project readiness meeting with the independent technical advisors to discuss all aspects of the project.	
3	The independent technical advisors complete a *Project Readiness Report*.	
4	Review and action the recommendations of the *Project Readiness Report*.	
5	Consider whether a further Readiness Check is required if the earlier check identified required actions.	

At the end of this step	The *Project Readiness Report* is complete.

STEP 5.8 Do Pre-Operational Monitoring

Purpose	To measure the baseline values of the indicators before the eradication operation begins.
Timing Note	• Pre-operational monitoring could occur earlier in the project – the importance is that it occurs before the eradication operation begins. • For remote or difficult to get to islands the pre-operational monitoring may occur during a Feasibility Study site visit or as part of the visit to the island to conduct the operation. • The *Project Reporting* section of the *Project Plan* defines when and how the monitoring results are reported to stakeholders. • Any training will be completed as part of *step 5.3: Train the Team.* • Any equipment will be found as part of *step 5.5 Source the Equipment.*

Actions

Action	Description	Completed
1	Follow the activities recorded in the *Monitoring and Evaluation Plan*.	

At the end of this step	Pre-operational monitoring results have been gathered and recorded. No template is provided for recording monitoring data – Project Managers should use suitable tools.

STEP 5.9 Hold a Pre-Operation Briefing

Purpose	To ensure the team are familiar with the eradication operation, what their tasks are and their readiness to perform the operation.
Timing Note	• *Step 5.7 – Conduct a Readiness Check* must have concluded that the eradication operation is ready to go ahead. • Conduct the briefing at the site immediately before the operation starts.

Actions

Action	Description	Completed
1	Gather eradication team together.	
2	Run through the *Operational Plan* and each team member's role and tasks.	
3	Answer any outstanding questions from the team.	
4	Record the outcomes of the briefing.	

At the end of this step	Briefing has been held and recorded. No template is provided.

STEP 5.10 Conduct the Eradication Operation

Purpose	To remove the target species from the island by following the tasks detailed in the *Operational Plan*.
Useful Tools	Guidelines on Planning and Managing the Eradication Operation Guidelines for Project Managers

Actions

Action	Description	Completed
1	Follow the eradication plan detailed in the *Operational Plan*.	

At the end of this step	The target species has been removed from the site.

STEP 5.11 Conduct Post-Operation Tasks

Purpose	To complete all "tidy-up" activities and other tasks required after the eradication operation.
Timing Note	Depending on the project and island remoteness, these tasks may be completed: • as part of the same visit to the island as the eradication operation, or • on separate visits.
Useful Tools	• Guidelines on using brodifacoum.

Actions

Action	Description	Completed
1	If using bait, monitor the breakdown of the bait until safe.	
2	If warning signs have been erected, remove them when site is considered safe.	
3	Complete all other post-operation tasks detailed in the *Task Schedule* section of the *Operational Plan*.	

At the end of this step	All post-operation tasks are complete.

STEP 5.12 Hold a Post-Operation Debriefing

Purpose	To review the success of the -operation.
Timing Note	To be undertaken immediately after the operation, before leaving the site; when the entire operation team is together.
Useful Tools	• Operational Review TEMPLATE • Operational Review WORKED EXAMPLE • Guidelines on Planning and Managing the Eradication Operation.

Actions

Action	Description	Completed
1	Review the *Operational Plan* with the team.	
2	Review how each of the activities were carried out: pre, during and post operation.	
3	Identify any changes to the plan.	
4	Identify any lessons learned.	
5	Record the outcomes of the debriefing in the *Operational Review*.	

At the end of this step	The *Operational Review* is complete.

STEP 5.13 Inform the Stakeholders

Purpose	To communicate to the stakeholders that the eradication operation has been completed and how it went.
Timing Note	Stakeholder consultation will have also occurred though the Implementation Stage as set out in the *Project Plan*.
Useful Tool	Guidelines on Stakeholder Engagement

Actions

Action	Description	Completed
1	Review the *Stakeholder Engagement* section in the *Project Plan* to confirm how you plan to communicate with each group of stakeholders.	
2	Review the *Project Reporting* section of the *Project Plan* to understand the planned project status reporting.	
3	Communicate as planned, providing copies of the *Operational Review* (as required).	

At the end of this step	Stakeholders have been informed of the project status.

Tools

Click on the link to open the required tool in a new window

Templates

- Project Readiness Report TEMPLATE
- Operational Review TEMPLATE

Worked Examples

- Project Readiness Report WORKED EXAMPLE
- Operational Review WORKED EXAMPLE

Guidelines

- Guidelines on Planning and Managing the Eradication Operation
- Guidelines on Stakeholder Engagement
- Guidelines for Project Managers
- Guidelines on using brodifacoum

Further Information

Eradicating Rat on Lehua Island, Hawaii, with the help of GIS and GPS.	http://www.esri.com/news/arcnews/spring10articles/lehua-island-hawaii.html
How to use a compass 1 How to use a compass 2 Basic map and compass	http://www.wikihow.com/Use-a-Compass http://www.learn-orienteering.org/old/lesson1.html http://www.squidoo.com/mapcompass
How to use a GPS: The basics and background What is GPS?	http://www.squidoo.com/GPS-basics-background http://www.trimble.com/gps/whatgps.shtml

Victor® makers of the Victor Professional snap-trap	http://www.victorpest.com/
How to use the DC150 predator trap	*Link to bundled pdf on DC150*
How to use the DC200 predator trap	*Link to bundled pdf on DC200*
How to use the DC250 predator trap	*Link to bundled pdf on DC250*
Gotcha Traps Limited makers of tracking tunnels	www.gotchatraps.co.nz
Animal Control Products Ltd makers of Pestoff bait	www.pestoff.co.nz
Trappers Cyanide Ltd makers of rodent traps	www.traps.co.nz

6. Sustaining the Project Stage

STEP 6.1 Continue Stakeholder Engagement

Purpose	To continue to consult with stakeholders on the progress of the project.
Timing Note	Consultation will continue throughout the Sustaining the Project Stage.
Useful Tool	Guidelines on Stakeholder Engagement

Actions

Action	Description	Completed
1	Follow the *Stakeholder Engagement* plan detailed in the *Project Plan*.	
2	Report to stakeholders as recorded in the *Project Reporting* section of the *Project Plan*.	

At the end of this step	Stakeholders are appropriately informed of the project status and consulted as planned.

STEP 6.2 Continue Biosecurity Prevention

Purpose	To ensure invasive species do not invade the island.
Timing Note	Widespread Biosecurity prevention will have commenced in the Implementation Stage; these measures need to continue throughout the Sustaining the Project Stage.

Actions

Action	Description	Completed
1	Continue Biosecurity prevention measures as recorded in the *Biosecurity Plan*.	

At the end of this step	All prevention measures have been adopted.

STEP 6.3 Prepare for Biosecurity Incursion Response

Purpose	To be ready to act if surveillance identifies a possible incursion.
Timing Note	This step must be completed before *step 6.4 Commence Biosecurity Surveillance* begins. Preparation usually starts during the Implementation Stage. Any training requirements are completed as part of *step 5.3 Train the Team.*
Useful Tool	Guidelines on Biosecurity

Actions

Action	Description	Completed
1	Review the *Biosecurity Plan*.	
2	Prepare all equipment and the team for the incursion response.	
3	Practise response procedures as part of team training.	

At the end of this step	The incursion response team is ready to respond to a possible incursion.

STEP 6.4 Commence Biosecurity Surveillance

Purpose	To detect any incursions on the island.
Timing Note	• If appropriate, surveillance activities may begin as part of the post-operation tasks. • *Step 6.3 Prepare for Biosecurity Incursion Response* must be completed before starting this step.
Useful Tool	• Guidelines on Biosecurity

Actions

Action	Description	Completed
1	Conduct surveillance activities as recorded in the *Biosecurity Plan*.	

At the end of this step	Surveillance is in place.

STEP 6.5 Respond to Possible Incursions

Purpose	To respond to possible incursions.
Timing Note	This step is only implemented if the surveillance indicates a possible incursion.
Useful Tool	• Guidelines on Biosecurity

Actions

Action	Description	Completed
1	Follow the incursion response plan recorded in *Incursion Response* section of the *Biosecurity Plan* to confirm an incursion has occurred.	
2	If an incursion is confirmed, follow the management decision-making plan in the *Incursion Response* section of the *Biosecurity Plan* to decide the response required to the incursion.	
3	Review the *Project Reporting* section of the *Project Plan* to decide what reporting to stakeholders is required.	
4	If an incursion is confirmed, report to stakeholders as decided in	

Action	Description	Completed
	Action 3 above. If the incursion was a false alarm, report to stakeholders.	
5	If an incursion was confirmed, review the *Biosecurity Plan* to see if it needs updating, given an incursion has occurred – update the *Biosecurity Plan* if required.	

At the end of this step	If an incursion is confirmed: • action is taken to resolve to the incursion. • the resulting actions and outcomes are reported to stakeholders. • a new version of the *Biosecurity Plan* is produced, if needed.

STEP 6.6 Conduct Post-Operation Monitoring

Purpose	To assess the success of the project.
Timing Note	The time between the eradication operation being completed and undertaking the post-operation monitoring may vary from project to project. In some projects the post-operation monitoring will take place during the Sustaining the Project Stage.
Useful Tool	Guidelines on Monitoring and Evaluation

Actions

Action	Description	Completed
1	Perform post-operation monitoring as specified in the *Monitoring and Evaluation Plan*.	
2	Record monitoring data.	
3	Evaluate the success and progress of the project by analysing the data.	
4	Report on the monitoring as planned in the *Project Reporting* section of the *Project Plan*.	

At the end of this step	• Monitoring data has been recorded. Project manager to define how data is recorded. • Outcome monitoring has been reported.

STEP 6.7 Complete a Project Report

Purpose	To evaluate and document whether the project was a success.
Timing Note	• Before writing the *Project Report*, complete *step 6.6 Conduct Post-Operation Monitoring* to assess whether the project objectives were met. • Depending on the reviewer's comments you may need to have the *Final Project Report* reviewed more than once before it is acceptable to the reviewer.

Useful Tools	• Final Project Report TEMPLATE • Final Project Report WORKED EXAMPLE

Actions

Action	Description	Completed
1	Review the *Goal, Objectives and Outcomes* section of the *Project Plan*.	
2	Review the *Project Reporting* section of the *Project Plan* to identify what reporting is required.	
3	Review the results of the outcome monitoring.	
4	Review the *Operational Review.*	
5	Write the *Project Report*.	
6	Have the *Project Report* reviewed by independent technical advisors.	
7	Update the *Project Report* to reflect reviewer's feedback.	

At the end of this step	The independently-reviewed *Project Report* is complete.

STEP 6.8 Inform the Stakeholders

Purpose	To communicate to the stakeholders on the success of the project at its completion.

Actions

Action	Description	Completed
1	Review the *Stakeholder Engagement* section in the *Project Plan* to confirm how you plan to communicate the *Project Report* to each group of stakeholders.	
2	Communicate as planned, providing copies of the *Project Report* (as required).	

At the end of this step	Stakeholders have been informed of the outcome of the project.

Tools

Click on the link to open the required tool in a new window

Templates

- Final Project Report TEMPLATE

Worked Examples

- Final Project Report WORKED EXAMPLE

Guidelines

- Guidelines on Monitoring and Evaluation
- Guidelines on Biosecurity
- Guidelines on Stakeholder Engagement