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## 1. Project Selection

### STEP 1.1 Prepare an inventory of introduced plants

<b>Purpose</b>	To provide a comprehensive list of introduced plants.
<b>Useful Tools</b>	Guideline for Project Selection
<b>Action</b>	<b>Description</b>
1	Review reports/literature of national/local plant surveys/information (e.g. quarantine reports, Space & Flynn, Whistler etc)
2	Conduct surveillance of modified areas (roads, botanical gardens, urban gardens, farms, plantations)
3	Prepare Inventory of introduced plants
<b>At the end of this step:</b> An Inventory of introduced plants will be completed. We recommend you store this information in a spread sheet or database for future use.	

### STEP 1.2 Identify the plants posing the greatest risk

<b>Purpose</b>	To decide on the most serious introduced plants
<b>Useful Tools</b>	Guideline for Project Selection Pacific Island Ecosystems at Risk (PIER) < <a href="http://www.hear.org/pier/">http://www.hear.org/pier/</a> > Plant Pono < <a href="http://plantpono.org/hpwra-search.php?&amp;des=high">http://plantpono.org/hpwra-search.php?&amp;des=high</a> >
<b>Action</b>	<b>Description</b>
1	Rank the introduced plants in your Inventory in relation to their invasiveness, or their potential to become serious threats to biodiversity using Weed Risk Assessment (or modified Weed Risk Assessment) scores.
<b>At the end of this step:</b> A ranked list of Invasive plants will be completed.	

### STEP 1.3 Locate area(s) of most serious plant threats on map of country

<b>Purpose</b>	To determine the distribution of the highest ranking invasive plants in your Inventory.
<b>Useful Tools</b>	Guideline for Project Selection
<b>Action</b>	<b>Description</b>
1	Get a good map of your country. Use GIS maps available to you or you can download maps from: The World Coordinate Converter < <a href="http://twcc.free.fr/#">http://twcc.free.fr/#</a> > or Google Earth < <a href="http://www.google.com/earth/index.html">http://www.google.com/earth/index.html</a> >
2	Mark location of most serious threat plants from your Inventory on map (with area of infestation if known and preferably with GPS coordinates to produce a GIS overlay of distribution).
<b>At the end of this step:</b> Distribution of the most serious plant threats will be identified. However, this will need to be checked through surveys. This information will help you decide which management option is possible: <b>eradication</b> for infestations recently discovered or with limited distribution and <b>control</b> for common or widespread species.	

### STEP 1.4 Determine whether eradication is a realistic expectation

<b>Purpose</b>	To decide if eradication is an effective approach or if another management option would be better
<b>Useful Tools</b>	Guideline for Project Selection
<b>Action</b>	<b>Description</b>
1	Decide if there is an effective treatment method for the most serious plant threats in your Inventory
2	<p>If there is a treatment method available:</p> <p>2.1 Complete the broad costing for eradication (see Guidelines for Project Selection)</p> <p>2.2 Assess each plant against the “Deciding Species-led and Site-led Priorities” decision tree (see Guidelines for Project Selection)</p> <p>2.3 Prepare priority list of eradication targets or a list of priority species to consider for control options in valued sites</p>
3	If no treatment method is available then decide if you should investigate potential treatment methods or if no further action is required
<p><b>At the end of this step:</b> You will have a list of priorities for:</p> <ul style="list-style-type: none"> <li>• Eradication (species-led)</li> <li>• Control at protected area (site-led)</li> <li>• Investigation of treatment methods</li> <li>• No further action</li> </ul>	

### STEP 1.5 Identify priorities for an invasive plant management strategy (note this should be transferred to NBSAP/NISAP once completed)

<b>Purpose</b>	Identify priorities for an invasive plant management strategy based on most suitable option (eradication, control, further investigation, no further action) and resources available
<b>Useful Tools</b>	Guideline for Project Selection
<b>Action</b>	<b>Description</b>
1	Identify priority species for eradication (from Step 1.4) to be included in the strategy
2	<p>Identify priority valued sites, and species to be controlled, to include in the strategy</p> <p>2.1 Prepare a list of valued sites</p> <p>2.2 Rank importance of valued sites</p> <p>2.3 Identify values you want to protect in each site</p> <p>2.4 Identify which priority invasive plants (from step 1.4) are impacting those values and what level of control is required to protect them</p> <p>2.5 Complete a broad costing for control action (same model as eradication costings)</p> <p>2.6 Include the priority valued sites and the target species in the strategy</p>
3	<p>3 For those species where further investigation is required (from step 1.4):</p> <p>3.1 Identify those with possible treatment methods already under investigation by others and keep up-to-date with progress</p> <p>3.2 For others, consider designing and undertaking trials (see Guideline-Field Trials)</p> <p>3.3 As methods become available re-prioritise the species as above</p> <p>3.2 Include a list of these species in the strategy</p>

4	For those species for which no further action is required, list in the strategy
<p><b>At the end of this step:</b> Priority invasive plants and sites have been clearly identified for an Invasive Plant Management Strategy:</p> <ol style="list-style-type: none"> <li>1. species to be completely eradicated from the entire country (species-led projects),</li> <li>2. species to be controlled within priority valued sites (site-led projects),</li> <li>3. species without a management treatment have been prioritised for further investigation</li> <li>4. species for which no further action is required</li> </ol> <p>This information should be included in an Invasive Plant Management Strategy for the NSBAP/NISAP process.</p>	

### STEP 1.6 Identify and inform the Stakeholders

<b>Purpose</b>	To inform the stakeholders of the outcomes of the Project Selection Stage.
<b>Useful Tools</b>	Guideline for Project Selection Guideline for Stakeholder Engagement
<b>Action</b>	<b>Description</b>
1	For each stakeholder, identify the appropriate format of communication.
2	Communicate the outcome and planned next steps. <b>Note:</b> If appropriate, provide copies of <i>Project Selection</i> results.
<b>At the end of this step:</b> Stakeholders will understand the selection decision.	

## 2. Feasibility Study

### STEP 2.1 Identify Stakeholders

<b>Purpose</b>	To identify who to consult to complete the Feasibility Study Stage.
<b>Timing Note</b>	While you will decide the plan for stakeholder consultation during this step, consultation with the stakeholders will continue throughout the Feasibility Study Stage.
<b>Useful Tools</b>	Guideline for Stakeholder Engagement Guideline for Feasibility Study Feasibility Study Report TEMPLATE
<b>Action</b>	<b>Description</b>
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.
<b>At the end of this step:</b> The stakeholder consultation conducted in the Feasibility Study Stage is recorded in the <i>Socially Acceptable</i> section of the <i>Feasibility Study Report</i> .	

### STEP 2.2 Describe the Project Site(s)

<b>Purpose</b>	To develop a complete description of the site where operations will be carried out.
<b>Timing Note</b>	You will learn more about the site on each visit so the description of the site can be expanded as and when necessary.
<b>Useful Tools</b>	Guideline for Field Work Feasibility Study Report TEMPLATE Feasibility Study Report WORKED EXAMPLE
<b>Action</b>	<b>Description</b>
1	Get to know the site. <b>Note:</b> Refer to the notes in <i>The Site</i> section of the <i>Feasibility Study Report TEMPLATE</i> , for the type of information needed.
2	Enter the information into a Site Information tab in your spread sheet/database.
3	Record the information in <i>The Site</i> section of the <i>Feasibility Study Report</i> .
<b>At the end of this step:</b> <i>The Site</i> section of the <i>Feasibility Study Report</i> is complete.	

### STEP 2.3 Describe the Target Species

<b>Purpose</b>	To describe the species to be managed and explain why.
<b>Timing Note</b>	You will learn more about the target species and its impacts during the site visit – expand this section as you learn more about the target species.
<b>Useful Tools</b>	Feasibility Study Report TEMPLATE Feasibility Study Report WORKED EXAMPLE
<b>Action</b>	<b>Description</b>

1	Gather all the information you have on the target species; the impact at the site and the benefits of management (Add this to your spread sheet/database).
2	Record the information in <i>The Target Species, Impacts and Benefits of Removal</i> section of the <i>Feasibility Study Report</i> .
<b>At the end of this step:</b> <i>The Target Species, Impacts and Benefits of Removal</i> section of the <i>Feasibility Study Report</i> is complete.	

## STEP 2.4 Define the Goal, Outcomes and Objectives

<b>Purpose</b>	To develop a clear understanding of what the management project will achieve.
<b>Timing note</b>	The Goal, Outcomes and Objectives may change as a result of the findings of the Feasibility Study. Review this step as you are writing the <i>Can it be Done?</i> Section and the <i>Conclusion</i> Section.
<b>Useful Tools</b>	Guidelines for Project Managers Feasibility Study Report TEMPLATE Feasibility Study Report WORKED EXAMPLE
<b>Action</b>	<b>Description</b>
1	Record the goal of the project in the <i>Goal, Outcomes and Objectives</i> section of the <i>Feasibility Study Report</i> .
2	Record the outcomes of the project in the <i>Goal, Outcomes and Objectives</i> section of the <i>Feasibility Study Report</i> .
3	Record the objectives of the project in the <i>Goal, Outcomes and Objectives</i> section of the <i>Feasibility Study Report</i> .
<b>At the end of this step:</b> The <i>Goal, Outcomes and Objectives</i> section of the <i>Feasibility Study Report</i> is complete.	

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

<b>Purpose</b>	To identify what further information is required to assess the feasibility of the project.
<b>Timing Note</b>	This section of the Feasibility Study Report is generally completed via known information; desktop research and a site visit (see <i>Step 2.7 Visit the Site and Update the Can It Be Done? section</i> ).
<b>Useful Tools</b>	Guidelines on the Feasibility Study Guideline for Biosecurity Guideline for Non-Target Species Guideline for Managing Environmental Effects Guideline for Stakeholder Engagement Guideline for Consents and Permits Feasibility Study Report TEMPLATE Feasibility Study Report WORKED EXAMPLE
<b>Action</b>	<b>Description</b>
1	Review each of the seven criteria in the <i>Guideline for Feasibility Study</i> and the template notes in the <i>Can it Be Done?</i> section of the <i>Feasibility Study Report</i> .



2	Complete research using appropriate sources of information.
3	Record the relevant information in the <i>Can it Be Done?</i> section.
4	Make a list of what further information is required to complete this section.
<b>At the end of this step:</b> What you have found out about the feasibility of the project is recorded in the <i>Can it Be Done?</i> section of the <i>Feasibility Study Report</i> . You know what further information is to be obtained during the upcoming site visit.	

## STEP 2.6 Complete the Site Visit Biosecurity Assessment

<b>Purpose</b>	To ensure the project team do not transport any invasive species to and from the site during the visit.
<b>Timing Note</b>	You must apply biosecurity prevention measures to this, and all subsequent trips, to all sites. 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.
<b>Useful Tools</b>	Guideline for Biosecurity Feasibility Study Report TEMPLATE Feasibility Study Report WORKED EXAMPLE Biosecurity prevention trip checklist TEMPLATE
<b>Action</b>	<b>Description</b>
1	Identify any invasive species and possible pathways that could be a threat to the site.
2	Identify the invasive species that are currently at the site.
3	Record the known threats in the <i>Sustainable</i> section of the <i>Feasibility Study Report</i> .
4	Plan the prevention measures the project team will apply when visiting the site.
5	Write a pre-departure checklist to ensure prevention measures are applied. See the <i>Biosecurity Prevention Trip Checklist TEMPLATE</i> for a suggested format.
6	Record the measures in the <i>Prevention Strategy</i> column of the Invasive Species Table in the <i>Sustainable</i> section of the <i>Feasibility Study Report</i> .
<b>At the end of this step:</b> The <i>Sustainable</i> section of the <i>Feasibility Study Report</i> contains details of the: <ul style="list-style-type: none"> <li>identified invasive species, any other possible threat, and the</li> <li>biosecurity prevention measures to be used by the project team.</li> </ul> A project-specific pre-departure checklist based on the <i>Biosecurity prevention trip checklist TEMPLATE</i> is complete.	

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

<b>Purpose</b>	To gather the information identified in <i>Step 2.5 - Start the Can It Be Done?</i> section.
<b>Useful Tools</b>	Guideline for Stakeholder Engagement Guideline for Feasibility Study Guidelines for Project Managers Guideline for Biosecurity Guideline for Non-Target Species

	<p>Guideline for Managing Environmental Effects</p> <p>Guideline for Consents and Permits</p> <p>Feasibility Study Report TEMPLATE</p>
Action	Description
1	Review <i>Step 2.1 Consult Stakeholders</i> 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 <i>Step 2.5 - Start the Can It Be Done? section</i> ) 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 site.
4	<p>Organise the site visit.</p> <p><b>Note:</b> Includes consulting with the stakeholders identified in Action 1 above. For further information see <i>Guideline for Feasibility Study</i>.</p>
5	Visit the site.
6	Record details of the site visit in the <i>Appendix</i> of the <i>Feasibility Study Report</i> .
7	Record the information you gather on the seven feasibility criteria, in the <i>Can it Be Done?</i> section of the <i>Feasibility Study Report</i> .
8	<p>a. Consider each criteria in the <i>Can it Be Done?</i> section and decide whether the project can meet these.</p> <p>b. Record the decision and explanation in each criteria section of the document.</p>
9	<p>a. For each criteria, identify any issues that will need to be resolved to make the project a success.</p> <p>b. Record all identified issues in each criteria section of the document.</p> <p><b>Note:</b> Solutions to issues are not required at this stage; these will be detailed in the Operational Planning stage.</p>
<p><b>At the end of this step:</b> The <i>Can it Be Done?</i> section of the <i>Feasibility Study Report</i> is complete and contains:</p> <ul style="list-style-type: none"> <li>• Whether or not each criterion can be met, and</li> <li>• any issues that need resolving.</li> </ul> <p>The <i>Appendix</i> of the <i>Feasibility Study Report</i> contains a report on each site visit.</p>	

## STEP 2.8 Assess the Feasibility of the Project

<b>Purpose</b>	To use all the information recorded in the <i>Can It Be Done?</i> section and decide whether the project is feasible.
<b>Timing Note</b>	As the feasibility of the project is assessed, the Goal, Outcomes and Objectives may need to change. Return to <i>Step 2.4</i> and check whether you need to update them as a result of the findings of the Feasibility Study.
<b>Useful Tools</b>	<p>Guideline for Feasibility Study</p> <p>Feasibility Study Report TEMPLATE</p>
Action	Description
1	Review all the information, decisions and issues in the <i>Can it Be Done?</i> section and decide whether, all things considered, the project is feasible.

2	Record your decision (and the reasons for your decision) in the <i>Conclusion</i> section of the <i>Feasibility Study Report</i> .
<b>At the end of this step:</b> The <i>Conclusion</i> 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

<b>Purpose</b>	To complete the writing of the <i>Feasibility Study Report</i> .
<b>Timing Note</b>	Depending on the reviewer's comments you may need to have the <i>Feasibility Study Report</i> reviewed more than once before it is complete.
<b>Useful Tools</b>	Guideline for Feasibility Study Guidelines for Project Managers Feasibility Study Report TEMPLATE Feasibility Study Report WORKED EXAMPLE
<b>Action</b>	<b>Description</b>
1	Complete the <i>Executive Summary</i> and <i>Introduction</i> of the <i>Feasibility Study Report</i> .
2	Record all documents used and referred to while preparing the <i>Feasibility Study Report</i> , in the <i>References</i> section.
3	Record any other useful information in the <i>Appendix</i> of the <i>Feasibility Study Report</i> .
4	Review all sections of the <i>Feasibility Study Report</i> to ensure it is complete.
5	Have the <i>Feasibility Study Report</i> reviewed by independent technical advisors. For more information, refer to the <i>Guidelines for Project Managers</i> .
6	Update the <i>Feasibility Study Report</i> to reflect reviewer's feedback.
<b>At the end of this step:</b> The independently-reviewed <i>Feasibility Study Report</i> is complete.	

## STEP 2.10 Inform the Stakeholders

<b>Purpose</b>	To communicate the outcome of the Feasibility Study.
<b>Useful Tools</b>	Guideline for Stakeholder Engagement
<b>Action</b>	<b>Description</b>
1	Review the <i>Socially Acceptable</i> section in the <i>Feasibility Study Report</i> to confirm how you plan to communicate with each group of stakeholders.
2	Communicate as planned, providing copies of the <i>Feasibility Study Report</i> (as required).
<b>At the end of this step:</b> Stakeholders have been informed of the outcome of the Feasibility Study Stage.	

### 3. Project Design

#### STEP 3.1 Identify Stakeholders

<b>Purpose</b>	To identify who to consult to complete the Project Design Stage.
<b>Timing Note</b>	The <i>Project Plan</i> will be developed in close collaboration with Stakeholders and consultation will continue throughout the Project Design Stage. How stakeholders will be engaged in the later stages of the project will be defined in <i>step 3.5 Plan Stakeholder Engagement</i> .
<b>Useful Tools</b>	Guideline for Stakeholder Engagement Guideline for Project Managers Project Plan TEMPLATE
<b>Action</b>	<b>Description</b>
1	Review the <i>Socially Acceptable</i> section of <i>Feasibility Study Report</i> 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.
<b>At the end of this step:</b> The project plan has been developed in consultation with stakeholders.	

#### STEP 3.2 Update the Site and Target Species

<b>Purpose</b>	To provide readers of the <i>Project Plan</i> with enough information on the site and target species to understand the project.
<b>Useful Tools</b>	Project Plan TEMPLATE Project Plan WORKED EXAMPLE
<b>Action</b>	<b>Description</b>
1	Review <i>The Site</i> section of the <i>Feasibility Study Report</i> .
2	Review <i>The Target Species, Impacts and Benefits of Removal</i> section of the <i>Feasibility Study Report</i> .
3	Record a brief summary of the site and the target species in <i>The Site and Target Species</i> section of the <i>Project Plan</i> .
<b>At the end of this step:</b> The <i>Site and Target Species</i> section of the Project Plan is complete.	

#### STEP 3.3 Update the Goal, Outcomes and Objectives

<b>Purpose</b>	To provide readers of the Project Plan with an understanding of what the invasive species project will achieve.
<b>Timing note</b>	Guideline for Project Managers Project Plan TEMPLATE Project Plan WORKED EXAMPLE
<b>Action</b>	<b>Description</b>
1	Review the <i>Goal, Objectives and Outcomes</i> section of the <i>Feasibility Study Report</i> .

2	Record the Goal, objectives and outcomes in the <i>Goal, Objectives and Outcomes</i> section of the <i>Project Plan</i> .
<b>At the end of this step:</b> The Goal, Objectives and Outcomes section of the Project Plan is complete.	

### STEP 3.4 Describe the Project Approach

<b>Purpose</b>	To develop a brief description of the approach to the selected management technique (i.e. eradication or control)
<b>Timing Note</b>	Only a brief description is needed in the Project Plan. A detailed, technical plan will be recorded in the Operational Plan.
<b>Useful Tools</b>	Project Plan TEMPLATE Project Plan WORKED EXAMPLE
<b>Action</b>	<b>Description</b>
1	Review the <i>Technical Approach</i> section of the <i>Feasibility Study Report</i> .
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 management technique and any issues to be resolved in the <i>Project Approach</i> section of the <i>Project Plan</i> .
<b>At the end of this step:</b> The <i>Project Approach</i> section of the <i>Project Plan</i> is complete.	

### STEP 3.5 Plan Stakeholder Engagement

<b>Purpose</b>	To identify who to consult to complete the project.
<b>Useful Tools</b>	Guideline for Stakeholder Engagement Project Plan TEMPLATE Project Plan WORKED EXAMPLE
<b>Action</b>	<b>Description</b>
1	Review the <i>Socially Acceptable</i> section of the <i>Feasibility Study Report</i> 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 and their roles in the <i>Stakeholder Engagement</i> section of the <i>Project Plan</i> .
4	Record how the project team will engage with stakeholders in the project.
<b>At the end of this step:</b> The <i>Stakeholder Engagement</i> section of the <i>Project Plan</i> is complete.	

### STEP 3.6 Define the Project Governance for the Life of the Project

<b>Purpose</b>	To describe the decision making and reporting processes for the project.
<b>Useful Tools</b>	Guideline for Project Managers Guideline for Monitoring Guideline for Evaluation & Reporting Project Plan TEMPLATE

	Project Plan WORKED EXAMPLE
Action	Description
1	Review the stakeholders identified in the <i>Stakeholder Engagement</i> Section of the <i>Project Plan</i> .
2	Decide what authority the Project Manager will have in later stages to make significant changes and decisions.
3	Decide which organisation(s) and people will help the Project Manager in making key decisions.
4	Record the authority and reporting decided above in the <i>Project Governance</i> section of the <i>Project Plan</i> .
5	Decide what reporting the Project Manager will need to do to keep stakeholders informed of the project status and progress.
6	Record the project reporting in the <i>Project Reporting</i> section of the <i>Project Plan</i> .
7	Record key members of the project team and their responsibilities in the <i>Project Governance</i> section of the <i>Project Plan</i> .
<b>At the end of this step:</b> The <i>Project Governance</i> section of the <i>Project Plan</i> is complete.	

### STEP 3.7 Define Project Monitoring

<b>Purpose</b>	To document which indicators will be measured to determine whether the project has achieved its objectives.
<b>Timing Note</b>	<i>Step 3.3 Define the Goal, Objectives and Outcomes</i> 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 <i>Operational Plan</i> . Project management monitoring is defined in <i>step 3.6 Define the Project Governance</i> .
<b>Useful Tools</b>	Guideline for Monitoring Guideline for Evaluation & Reporting Guideline for Project Managers Project Plan TEMPLATE Project Plan WORKED EXAMPLE
Action	Description
1	Review the <i>Goal, Objectives and Outcome</i> section of the <i>Project Plan</i> .
2	Decide the indicators to be monitored to measure any changes for each outcome.
3	Record how each indicator will be monitored before and after the operation in the <i>Monitoring the Success of the Project</i> section of the <i>Project Plan</i> .
<b>At the end of this step:</b> The <i>Monitoring the Success of the Project</i> section of the <i>Project Plan</i> is complete.	

### STEP 3.8 Plan the Project Timeline for the Life of the Project

<b>Purpose</b>	To describe the key milestones and events of the project and their timing.
<b>Useful Tools</b>	Guideline for Project Managers Project Plan TEMPLATE Project Plan WORKED EXAMPLE
<b>Action</b>	<b>Description</b>
1	Schedule the major activities in the project.
2	Record the dates in the <i>Project Timeline</i> section of the <i>Project Plan</i> .
<b>At the end of this step:</b> The <i>Project Timeline</i> section of the <i>Project Plan</i> is complete.	

### STEP 3.9 Estimate Project Costs for the Life of the Project

<b>Purpose</b>	To calculate the costs of the <i>Operational Planning, Implementation, and Sustaining the Project Stages</i> .
<b>Useful Tools</b>	Guideline for Project Managers Project Plan TEMPLATE Project Plan WORKED EXAMPLE
<b>Action</b>	<b>Description</b>
1	Review each section of the <i>Project Plan</i> and identify the costs of activities for the project budget. Record the estimated costs in the <i>Project Costs</i> section of the <i>Project Plan</i> .
2	Review the <i>Feasibility Study Report</i> for issues that will need addressing in the <i>Operational Plan</i> . Estimate the cost of any required activities and record them in the <i>Project Costs</i> section of the <i>Project Plan</i> .
3	Review the biosecurity requirements in the <i>Feasibility Study Report</i> and record them in the <i>Project Costs</i> section of the <i>Project Plan</i> .
4	Include any other costs in the <i>Project Costs</i> section of the <i>Project Plan</i> .
<b>At the end of this step:</b> The <i>Project Cost</i> section of the <i>Project Plan</i> is complete.	

### STEP 3.10 Plan the Project Risk Management

<b>Purpose</b>	To describe how the project risks will be managed.
<b>Timing Note</b>	New risks may appear in later stages – the Project Manager will need to keep an up-to-date list of risks throughout the project.
<b>Useful Tools</b>	Guideline for Project Managers Project Plan TEMPLATE Project Plan WORKED EXAMPLE
<b>Action</b>	<b>Description</b>
1	Review the <i>Feasibility Study Report</i> and identify any project risks.
2	Review the <i>Project Plan</i> 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 <i>Risk Management</i> section of the <i>Project Plan</i> .
<b>At the end of this step:</b> The <i>Risk Management</i> section of the <i>Project Plan</i> is complete.	

### STEP 3.11 Complete the Project Plan

<b>Purpose</b>	To complete the writing of the <i>Project Plan</i> .
<b>Timing Note</b>	Depending on the reviewers' comments you may need to have the <i>Project Plan</i> reviewed more than once before it is complete.
<b>Useful Tools</b>	Guideline for Project Managers Project Plan TEMPLATE Project Plan WORKED EXAMPLE
<b>Action</b>	<b>Description</b>
1	Write the <i>Introduction</i> and <i>Executive Summary</i> of the <i>Project Plan</i> .
2	Write the <i>Scope</i> section of the <i>Project Plan</i> .
3	Record all documents used and referred to while preparing the <i>Project Plan</i> in the <i>References</i> section.
4	Review all sections of the <i>Project Plan</i> to ensure they are complete.
5	Have the <i>Project Plan</i> reviewed by independent technical advisors. For more information, refer to the <i>Guideline for Project Managers</i> .
6	Update the <i>Project Plan</i> to reflect reviewer's feedback.
<b>At the end of this step:</b> The independently-reviewed <i>Project Plan</i> is complete.	

### STEP 3.12 Inform the Stakeholders

<b>Purpose</b>	To inform stakeholders of the <i>Project Plan</i> .
<b>Useful Tools</b>	Guideline for Stakeholder Engagement
<b>Action</b>	<b>Description</b>
1	Review the <i>Stakeholder Engagement</i> section in the <i>Project Plan</i> to confirm how you plan to communicate with each group of stakeholders.
2	Communicate as planned; providing copies of the <i>Project Plan</i> (as required).
<b>At the end of this step:</b> Stakeholders have been informed of the <i>Project Plan</i> .	



## 4. Operational Planning

### STEP 4.1 Identify Stakeholders

<b>Purpose</b>	To ensure stakeholders are fully engaged throughout the Operational Planning Stage.
<b>Timing Note</b>	Stakeholder consultation will continue throughout the Operational Planning Stage to ensure that the <i>Operational Plan</i> , the <i>Biosecurity Plan</i> and <i>Monitoring Plan</i> are developed in close collaboration with Stakeholders.
<b>Useful Tools</b>	Guideline for Stakeholder Engagement Operational Plan TEMPLATE Biosecurity Plan TEMPLATE Monitoring Plan TEMPLATE (included in Operational Plan TEMPLATE) Operational Plan WORKED EXAMPLE Monitoring Plan WORKED EXAMPLE (included in Operational Plan WORKED EXAMPLE) Biosecurity Plan WORKED EXAMPLE
<b>Action</b>	<b>Description</b>
1	Review the <i>Socially Acceptable</i> section of the <i>Feasibility Study Report</i> and identify any issues relating to Stakeholder Consultation.
2	Review the <i>Stakeholder Engagement</i> section of the <i>Project Plan</i> .
3	Identify where stakeholders should be consulted in this Stage.
4	Consult throughout the stage as planned.
<b>At the end of this step:</b> The <i>Operational Plan</i> , the <i>Biosecurity Plan</i> and the <i>Monitoring Plan</i> have been developed in collaboration with stakeholders.	

### STEP 4.2 Secure Permissions, Consents and Permits

<b>Purpose</b>	To secure all legal permits and non-legal consents required to undertake the project.
<b>Timing Note</b>	This step can take significant time – start as soon as possible.
<b>Useful Tools</b>	Guideline for Consents and Permits Guideline for Stakeholder Engagement Operational Plan TEMPLATE Consents and permits TEMPLATE (included in Operational Plan TEMPLATE) Operational Plan WORKED EXAMPLE Consent and permits WORKED EXAMPLE (included in Operational Plan WORKED EXAMPLE)
<b>Action</b>	<b>Description</b>
1	Review the <i>Politically &amp; Legally Acceptable</i> section of the <i>Feasibility Study Report</i> to identify all the consents required.
2	Review the <i>Socially Acceptable</i> section of <i>Feasibility Study Report</i> to identify landowner's consent required.
3	Arrange all consents and permits.
<b>At the end of this step:</b> All required consents have been acquired.	

### STEP 4.3 Resolve any Identified Issues

<b>Purpose</b>	To conduct trials, tasks or gather information required that was identified in the <i>Feasibility Study Report</i> and is needed to be resolved before Operational Planning can proceed.
<b>Useful Tools</b>	Biosecurity Plan TEMPLATE Operational Plan TEMPLATE Monitoring Plan TEMPLATE (included in Operational Plan TEMPLATE) Biosecurity Plan WORKED EXAMPLE Operational Plan WORKED EXAMPLE Monitoring Plan WORKED EXAMPLE (included in Operational Plan WORKED EXAMPLE)
<b>Action</b>	<b>Description</b>
1	Review the <i>Conclusion</i> section of the <i>Feasibility Study Report</i> 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.
<b>At the end of this step:</b> You are able to proceed with writing the remainder of the <i>Operational Plan</i> .	

### STEP 4.4 Summarize the Site and Target Species

<b>Purpose</b>	To give the operational team an overview of the problem.
<b>Useful Tools</b>	Biosecurity Plan TEMPLATE Operational Plan TEMPLATE Monitoring Plan TEMPLATE (included in Operational Plan TEMPLATE) Biosecurity Plan WORKED EXAMPLE Operational Plan WORKED EXAMPLE Monitoring Plan WORKED EXAMPLE (included in Operational Plan WORKED EXAMPLE)
<b>Action</b>	<b>Description</b>
1	Review the Target Species and Project Site sections of the <i>Feasibility Study Report</i> and the <i>Project Plan</i> .
2	Determine the details of the problem that the Operational Team will need to know
3	Record the information in the Project Site and Target Species section of the <i>Operational Plan</i> .
<b>At the end of this step:</b> The <i>Project Site and Target Species</i> section of the <i>Operational Plan</i> is complete.	

### STEP 4.5 Plan the Details of the Operation

<b>Purpose</b>	To explain the details of how the treatment(s) will be carried out.
<b>Timing Note</b>	Details of the operation may continue to change throughout the project. Always keep the <i>Operational Plan</i> up-to-date.
<b>Useful Tools</b>	Biosecurity Plan TEMPLATE Operational Plan TEMPLATE Monitoring Plan TEMPLATE (included in Operational Plan TEMPLATE) Biosecurity Plan WORKED EXAMPLE Operational Plan WORKED EXAMPLE Monitoring Plan WORKED EXAMPLE (included in Operational Plan WORKED EXAMPLE)
<b>Action</b>	<b>Description</b>
1	Review the <i>Project Approach</i> section in the <i>Project Plan</i> .
2	Review the <i>Technical Approach</i> section of the <i>Feasibility Study Report</i> .
3	Review the results of any activities in <i>step 4.3 Resolve any Identified Issues</i> (above).
4	Plan the details of the operation.
5	Record the information in the <i>Operation Details</i> and <i>Task Schedule</i> sections of the <i>Operational Plan</i> .
<b>At the end of this step:</b> The <i>Operation Details</i> section of the <i>Operational Plan</i> is complete. Any related tasks are included in the <i>Task Schedule</i> section of the <i>Operational Plan</i> .	

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

<b>Purpose</b>	To describe how the risks to non-target species will be managed.
<b>Useful Tools</b>	Guideline for Non-Target Species Biosecurity Plan TEMPLATE Operational Plan TEMPLATE Monitoring Plan TEMPLATE (included in Operational Plan TEMPLATE) Biosecurity Plan WORKED EXAMPLE Operational Plan WORKED EXAMPLE Monitoring Plan WORKED EXAMPLE (included in Operational Plan WORKED EXAMPLE)
<b>Action</b>	<b>Description</b>
1	Identify any risks to non-target species by reviewing the: <ul style="list-style-type: none"> <li>• <i>Operation Details</i> section of the <i>Operational Plan</i></li> <li>• <i>Environmentally Acceptable</i> section of the <i>Feasibility Study Report</i></li> <li>• <i>Project Plan</i>.</li> </ul>
2	Plan how each risk will be managed.
3	Record the details of the plans in the <i>Non-Target Species</i> section of the <i>Operational Plan</i> .
4	Record any related tasks in the <i>Task Schedule</i> section of the <i>Operational Plan</i> .
<b>At the end of this step:</b> The <i>Non-Target Species</i> section of the <i>Operational Plan</i> is complete. Any related tasks are included in the <i>Task Schedule</i> section of the <i>Operational Plan</i> .	

### STEP 4.7 Plan How to Manage the Environmental Effects

<b>Purpose</b>	To explain how the wider environment will be protected to minimise the adverse effects of the operation.
<b>Useful Tools</b>	Guideline for Managing Environmental Effects Biosecurity Plan TEMPLATE Operational Plan TEMPLATE Monitoring Plan TEMPLATE (included in Operational Plan TEMPLATE) Biosecurity Plan WORKED EXAMPLE Operational Plan WORKED EXAMPLE Monitoring Plan WORKED EXAMPLE (included in Operational Plan WORKED EXAMPLE)
<b>Action</b>	<b>Description</b>
1	Identify any risks to the wider environment by reviewing the: <ul style="list-style-type: none"> <li>• <i>Operation Details</i> section of <i>Operation Plan</i></li> <li>• <i>Environmentally Acceptable</i> section of the <i>Feasibility Study Report</i></li> <li>• <i>Project Plan</i>.</li> </ul>
2	Plan how each risk will be minimised.
3	Record the details of the plans in <i>Environmental Effects</i> section of the <i>Operational Plan</i> .
4	Record any tasks in the <i>Task Schedule</i> of the <i>Operational Plan</i> .
<b>At the end of this step:</b> The <i>Environmental Effects</i> section of the <i>Operational Plan</i> is complete. Any related tasks are included in the <i>Task Schedule</i> section of the <i>Operational Plan</i> .	

### STEP 4.8 Plan the Monitoring

<b>Purpose</b>	To describe how and when each outcome indicator will be measured. (Note: Project Monitoring is covered in Stage 3, Step 3.7 and Operational Monitoring will be covered in Stage 5, Steps 5.9 and 5.10)
<b>Timing note</b>	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.
<b>Useful Tools</b>	Guideline for Monitoring Guideline for Evaluation and Reporting Guideline for Stakeholder Engagement Biosecurity Plan TEMPLATE Operational Plan TEMPLATE Monitoring Plan TEMPLATE (included in Operational Plan TEMPLATE) Biosecurity Plan WORKED EXAMPLE Operational Plan WORKED EXAMPLE Monitoring Plan WORKED EXAMPLE (included in Operational Plan WORKED EXAMPLE)
<b>Action</b>	<b>Description</b>
1	Review the <i>Monitoring the Success of the Project</i> section of the <i>Project Plan</i> .
2	Plan how each project outcome indicator will be measured.
3	Record the plan in the <i>Monitoring Plan</i> .
4	Have the <i>Monitoring Plan</i> reviewed by independent technical advisors.

5	Update the <i>Monitoring Plan</i> to reflect the reviewer's feedback.
<b>At the end of this step:</b> The independently-reviewed <i>Monitoring Plan</i> is complete.	

### STEP 4.9 Plan the Biosecurity for the Site

<b>Purpose</b>	To describe how to prevent and respond to reinvasions by the target species or an invasion of new species.
<b>Timing Notes</b>	While the <i>Biosecurity Plan</i> is initially written in the Operational Planning Stage, the earlier the prevention measures start the better. The <i>Biosecurity Plan</i> 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.
<b>Useful Tools</b>	Guideline for Biosecurity Guideline for Stakeholder Engagement Biosecurity Plan TEMPLATE Biosecurity prevention trip checklist TEMPLATE Operational Plan TEMPLATE Monitoring Plan TEMPLATE (included in Operational Plan TEMPLATE) Biosecurity Plan WORKED EXAMPLE Operational Plan WORKED EXAMPLE Monitoring Plan WORKED EXAMPLE (included in Operational Plan WORKED EXAMPLE)
<b>Action</b>	<b>Description</b>
1	A reminder of what is known about the biosecurity threats to the site is required by reviewing the <i>Sustainable</i> section of <i>Feasibility Study Report</i> .
2	a. Identify the invasive species threats and potential impacts to the site. b. Record the information in the <i>Risk Species</i> section of the <i>Biosecurity Plan</i> .
3	a. Identify the pathways that could be used by invasive species to get to the site. b. Record the information in the <i>Pathways</i> section of the <i>Biosecurity Plan</i> .
4	a. Identify the prevention measures and plan the associated activities to ensure the measures are implemented. b. Record the activities in the <i>Prevention</i> section of the <i>Biosecurity Plan</i> .
5	a. Plan the surveillance and incursion response activities. b. Record the activities in the <i>Surveillance</i> and <i>Incursion Response</i> sections of the <i>Biosecurity Plan</i> .
6	Complete the <i>Biosecurity Plan</i> by writing the remaining sections of the plan, i.e. <i>Introduction</i> , <i>The Site</i> and <i>References</i> sections.
7	Have the <i>Biosecurity Plan</i> reviewed by independent technical advisors.
8	Update the <i>Biosecurity Plan</i> to reflect reviewers' feedback.
<b>At the end of this step:</b> The independently-reviewed <i>Biosecurity Plan</i> is complete.	

### STEP 4.10 Plan the Safety of People

<b>Purpose</b>	To explain how the health and safety of the Operational Team, visitors and residents of the site will be protected during the operation.
<b>Useful Tools</b>	Guideline for Project Managers Guideline for Planning & Managing the Operation Operational Plan TEMPLATE Operational Plan WORKED EXAMPLE
<b>Action</b>	<b>Description</b>
1	Review the <i>Operational Plan</i> to identify the risks to the health and safety of: <ul style="list-style-type: none"> <li>the Operational Team</li> <li>other site visitors</li> <li>residents of the site.</li> </ul>
2	Plan how each risk will be managed. <b>Notes:</b> <ul style="list-style-type: none"> <li>Assess the need for warning signs at the site to alert the public to the use of herbicides/toxicants. If required, include tasks involved in the erecting and removal of warning signs in the <i>Task Schedule</i> section of the <i>Operational Plan</i>.</li> <li>For more information, refer to the <i>Managing Health and Safety</i> section of the <i>Guidelines for Planning &amp; Managing the Operation</i>.</li> </ul>
3	Record details of the health and safety risks and how they will be managed in <i>Ensuring the Safety of People</i> section of the <i>Operational Plan</i> .
4	Record any tasks in the <i>Task Schedule</i> of the <i>Operational Plan</i> .
<b>At the end of this step:</b> <i>Ensuring the Safety of People</i> section of the <i>Operational Plan</i> is complete. Any related tasks are included in the <i>Task Schedule</i> section of the <i>Operational Plan</i> .	

### STEP 4.11 Plan the Logistics

<b>Purpose</b>	To explain the logistics of the eradication operation.
<b>Useful Tools</b>	Biosecurity Plan TEMPLATE Operational Plan TEMPLATE Monitoring Plan TEMPLATE (included in Operational Plan TEMPLATE) Biosecurity Plan WORKED EXAMPLE Operational Plan WORKED EXAMPLE Monitoring Plan WORKED EXAMPLE (included in Operational Plan WORKED EXAMPLE)
<b>Action</b>	<b>Description</b>
1	Review the <i>Operational Plan</i> .
2	Review the <i>Project Plan</i> .
3	Plan the logistics of the operation.
4	Record the plan in the <i>Logistics</i> section of the <i>Operational Plan</i> .
5	If you identify any further tasks related to the logistics, include them in the <i>Task Schedule</i> of the <i>Operational Plan</i> .
<b>At the end of this step:</b> The <i>Logistics</i> section of the <i>Operational Plan</i> is complete. Any related tasks are included in the <i>Task Schedule</i> of the <i>Operational Plan</i> .	

## STEP 4.12 Prepare an Equipment List

<b>Purpose</b>	To prepare a checklist of equipment required for the operation, the <i>Biosecurity Plan</i> and the monitoring activities.
<b>Useful Tools</b>	Biosecurity Plan TEMPLATE Operational Plan TEMPLATE Monitoring Plan TEMPLATE (included in Operational Plan TEMPLATE) Biosecurity Plan WORKED EXAMPLE Operational Plan WORKED EXAMPLE Monitoring Plan WORKED EXAMPLE (included in Operational Plan WORKED EXAMPLE)
<b>Action</b>	<b>Description</b>
1	Review the <i>Operational Plan</i> .
2	Compile a list of all equipment required for the project.
3	Record the equipment in the <i>Equipment List</i> section of the <i>Operational Plan</i> .
4	Review the <i>Biosecurity Plan</i> and identify the equipment required. Record the equipment in the <i>Equipment List</i> section of the <i>Operational Plan</i> .
5	Review the <i>Monitoring Plan</i> and identify the equipment required. Record the equipment in the <i>Equipment List</i> section of the <i>Operational Plan</i> .
6	Identify the source of each piece of equipment.
<b>At the end of this step:</b> The <i>Equipment List</i> section of the <i>Operational Plan</i> is complete.	

## STEP 4.13 Plan the Operation Task Schedule

<b>Purpose</b>	To record all the major tasks, timing and responsibilities of the project, the monitoring and biosecurity activities.
<b>Useful Tools</b>	Guideline for Project Managers Biosecurity Plan TEMPLATE Operational Plan TEMPLATE Monitoring Plan TEMPLATE (included in Operational Plan TEMPLATE) Biosecurity Plan WORKED EXAMPLE Operational Plan WORKED EXAMPLE Monitoring Plan WORKED EXAMPLE (included in Operational Plan WORKED EXAMPLE)
<b>Action</b>	<b>Description</b>
1	Identify the major tasks, timing and responsibilities of the operation by reviewing the: <ul style="list-style-type: none"> <li>• <i>Operational Plan</i></li> <li>• <i>Feasibility Study Report</i></li> <li>• <i>Project Plan</i>.</li> </ul>
2	Review the <i>Task Schedule</i> in the <i>Operational Plan</i> and ensure it includes all the major tasks required to complete the operation. <b>Note:</b> Ensure the timing, and who is responsible, for each task is recorded.
3	Review the <i>Biosecurity Plan</i> and identify the key activities. Record the activities in the <i>Task Schedule</i> section of the <i>Operational Plan</i> .
4	Review the <i>Monitoring Plan</i> and identify the key activities. Record the activities in the <i>Task Schedule</i> section of the <i>Operational Plan</i> .

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

#### STEP 4.14 Decide the Operation Team

<b>Purpose</b>	To decide the key responsibilities of the operation team
<b>Useful Tools</b>	Biosecurity Plan TEMPLATE Operational Plan TEMPLATE Monitoring Plan TEMPLATE (included in Operational Plan TEMPLATE) Biosecurity Plan WORKED EXAMPLE Operational Plan WORKED EXAMPLE Monitoring Plan WORKED EXAMPLE (included in Operational Plan WORKED EXAMPLE)
<b>Action</b>	<b>Description</b>
1	Identify who will be in the operation team.
2	Record the members of the operation team and their roles and responsibilities in the <i>Operational Team</i> section of the <i>Operational Plan</i> .
3	Identify any training the team will require. Record associated training tasks in the <i>Task Schedule</i> .
<b>At the end of this step:</b> The <i>Operational Team</i> section of the <i>Operational Plan</i> is complete. The <i>Task Schedule</i> section of the <i>Operational Plan</i> includes any training.	

#### STEP 4.15 Complete the Operational Plan

<b>Purpose</b>	To complete writing the <i>Operational Plan</i> .
<b>Timing Note</b>	Depending on the reviewer's comments you may need to have the <i>Operational Plan</i> reviewed more than once before it is complete.
<b>Useful Tools</b>	Operational Plan TEMPLATE Operational Plan WORKED EXAMPLE
<b>Action</b>	<b>Description</b>
1	Write the <i>Introduction</i> and <i>Executive Summary</i> sections of the <i>Operational Plan</i> .
2	Write the <i>Goal, Objectives and Outcomes</i> section of the <i>Operational Plan</i> .
3	Record all documents used and referred to while preparing the <i>Operational Plan</i> , in the <i>References</i> section.
4	Review all sections of the <i>Operational Plan</i> to ensure it is complete.
5	Have the <i>Operational Plan</i> reviewed by independent technical advisors.
6	Update the <i>Operational Plan</i> to reflect reviewer's feedback.
<b>At the end of this step:</b> The independently-reviewed <i>Operational Plan</i> is complete.	



### STEP 4.16 Inform the Stakeholders

<b>Purpose</b>	To inform stakeholders of what has been decided for the <i>Operational Plan</i> , <i>Biosecurity Plan</i> and the <i>Monitoring Plan</i> .
<b>Useful Tools</b>	Guideline for Stakeholder Engagement
<b>Action</b>	<b>Description</b>
1	Review the <i>Stakeholder Engagement</i> section in the <i>Operational Plan</i> to confirm how you plan to communicate with each group of stakeholders.
2	Communicate as planned, providing copies of the <i>Operational Plan</i> (as required).
<b>At the end of this step:</b> Stakeholders have been informed of the outcomes of the Operational Planning Stage.	

## 5. Implementation

### STEP 5.1 Identify Stakeholders

<b>Purpose</b>	To ensure stakeholders are fully engaged throughout the Implementation Stage.
<b>Timing Note</b>	Engaging with stakeholders will occur, as needed, throughout the stage.
<b>Useful Tool</b>	Guideline for Stakeholder Engagement
<b>Action</b>	<b>Description</b>
1	Review the <i>Stakeholder Engagement</i> section of the <i>Project Plan</i> .
2	Identify where stakeholders should be consulted in this Stage.
3	Consult throughout the stage as planned.
<b>At the end of this step:</b> Stakeholders have been adequately consulted throughout this Stage.	

### STEP 5.2 Implement Biosecurity Plan

<b>Purpose</b>	To implement the prevention measures of the <i>Biosecurity Plan</i> .
<b>Timing Note</b>	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.
<b>Action</b>	<b>Description</b>
1	Follow the activities recorded in the <i>Prevention</i> section of the <i>Biosecurity Plan</i> .
<b>At the end of this step:</b> The biosecurity prevention measures have been implemented.	

### STEP 5.3 Train the Team

<b>Purpose</b>	To undertake all training and develop the skills necessary for the pre-implementation, implementation and post-implementation work.
<b>Timing Notes</b>	As some types of training can take a long time to prepare and deliver it is recommended that training activities start as early as possible in the project. Steps 5.3 to 5.6 may be done in parallel.
<b>Action</b>	<b>Description</b>
1	Review the following documents to determine the training and skills required: <ul style="list-style-type: none"> <li>• <i>Capacity</i> section of the <i>Feasibility Study Report</i>.</li> <li>• <i>Project Plan</i></li> <li>• <i>Task Schedule</i> of the <i>Operational Plan</i></li> <li>• <i>Biosecurity Plan</i></li> <li>• <i>Monitoring Plan</i></li> </ul>
2	Organise the appropriate training required for the team to complete the treatment(s).
<b>At the end of this step:</b> All team members are adequately trained and skilled to undertake the project.	

## STEP 5.4 Contract the necessary Services

<b>Purpose</b>	To finalise all contracts to cover the supply of services from contractors.
<b>Timing Notes</b>	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.
<b>Useful Tool</b>	Guidelines for Project Managers
<b>Action</b>	<b>Description</b>
1	Review the following documents to determine the services required from contractors: <ul style="list-style-type: none"> <li>• <i>Project Plan</i></li> <li>• <i>Operational Plan</i></li> <li>• <i>Biosecurity Plan</i></li> <li>• <i>Monitoring Plan</i></li> </ul>
2	Identify all services and contractors that require contracts.
3	Review your organisation's procedures relevant to the supply of external services.
4	Agree and finalise contracts for all services.
<b>At the end of this step:</b> Contracts are in place to cover all services.	

## STEP 5.5 Source the Equipment, Tools and Materials

<b>Purpose</b>	To take possession of all necessary equipment, tools and materials for the project.
<b>Timing Note</b>	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.
<b>Action</b>	<b>Description</b>
1	Review the <i>Equipment List</i> section of the <i>Operational Plan</i> to identify the necessary equipment.
2	Review the <i>Biosecurity Plan</i> to identify the necessary equipment for the biosecurity activities.
3	Review the <i>Monitoring Plan</i> to identify the necessary equipment for the monitoring activities.
4	Gather together all the required equipment. This may require buying missing equipment
<b>At the end of this step:</b> The Operational Team is in possession of all the equipment to undertake the treatment(s). The team have all the monitoring and biosecurity equipment.	

## STEP 5.6 Complete the Remaining Pre-treatment Tasks

<b>Purpose</b>	To complete the preparation for the operation, the monitoring and the biosecurity activities.
<b>Timing Note</b>	Steps 5.3 to 5.6 may be done in parallel.
<b>Action</b>	<b>Description</b>
1	Review the <i>Task Schedule</i> section of the <i>Operational Plan</i> .

2	Complete any remaining pre-operational actions required to prepare for the operation, the pre-treatment monitoring and biosecurity.
<b>At the end of this step:</b> Preparation for the operation is complete.	

### STEP 5.7 Conduct a Readiness Check

<b>Purpose</b>	To have an independent technical reviewer verify the readiness for the operation.
<b>Timing Note</b>	Steps 5.3 to 5.6 must be completed before this step. If the Project Readiness Report concludes that the team is <b>not</b> ready to proceed with the treatment(s), the report will contain a list of required actions. These actions must be completed and another readiness check may be required.
<b>Action</b>	<b>Description</b>
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 advisor(s) to discuss all aspects of the project.
3	The independent technical advisors complete a <i>Project Readiness Report</i> .
4	Review and action the recommendations of the <i>Project Readiness Report</i> .
5	Consider whether a further Readiness Check is required if the earlier check identified required actions.
<b>At the end of this step:</b> The <i>Project Readiness Report</i> is complete.	

### STEP 5.8 Implementation - apply the treatment(s)

<b>Purpose</b>	To use the methods described in the Operational Plan to apply treatments to the invasive plant targets.
<b>Timing Note</b>	Some treatments can only be applied in periods of good weather. Careful forecasting is required.
<b>Useful Tool</b>	Guideline for Project Managers Operational Plan TEMPLATE Operational Plan WORKED EXAMPLE
<b>Action</b>	<b>Description</b>
1	Review the <i>Operational Plan</i> to ensure all health and safety procedures are followed
2	Review the <i>Operational Plan</i> to ensure treatments are applied in the right order.
3	Conduct pre-treatment briefing with team
4	Apply treatments
5	Conduct post-treatment debriefing with team
<b>At the end of this step:</b> The first round of treatment(s) for the Implementation of the project has been completed (at least).	

### STEP 5.9 Conduct the Post-treatment Monitoring

<b>Purpose</b>	To measure the success of the project
<b>Useful Tool</b>	Monitoring Plan TEMPLATE (included in Operational Plan TEMPLATE) Monitoring Plan WORKED EXAMPLE (included in Operational Plan WORKED EXAMPLE)
<b>Action</b>	<b>Description</b>
1	Review the <i>Monitoring Plan</i> for timing and collection of agreed data
2	Collect, collate and analyse the required data
<b>At the end of this step:</b> Monitoring is underway.	

### STEP 5.10 Complete Operational Review(s) and Annual Progress Report(s)

<b>Purpose</b>	To communicate to the team, to managers and to donors how the operation has progressed
<b>Timing Note</b>	An Operational Review should be completed as soon as possible after each treatment so the team can plan for any recommended changes (there may be more than one treatment a year). The Annual Progress Report may be used as part of agency or donor reporting.
<b>Useful Tool</b>	Guideline for Evaluation and Reporting Operational Review TEMPLATE Operational Review WORKED EXAMPLE Your agency's template for Annual Progress Report (or donor as appropriate)
<b>Action</b>	<b>Description</b>
1	Review the major parts of the operation with the team and record how well things went, what lessons were learned and what recommendations can be made
2	Analyse data collected from proxy or actual monitoring (identified in Operational Plan Template section 4. and Task Schedule)
3	Prepare the Annual Progress Report in the format required with information from the Operational Review
<b>At the end of this step:</b> The Operational Review has been used to inform the Annual Progress Report which has been completed as required	

### STEP 5.11 Update Operational Plan and repeat Stages 4 and 5 as required for the following year's work

<b>Purpose</b>	To review and update the <i>Operational Plan</i> for the next round of Implementation
<b>Timing Note</b>	Best done as soon as the <i>Operational Review</i> has been completed.
<b>Action</b>	<b>Description</b>
1	Revise the <i>Operational Plan</i> as required
2	If major changes were recommended in the <i>Operational Review</i> , arrange for technical review.
<b>At the end of this step:</b> The Operational Plan is updated and ready for the next round of	

Implementation

**STEP 5.12 Complete a Project Review Report before the end of the funding cycle – update plans from Stages 3, 4 and repeat Stage 5**

<b>Purpose</b>	To review the whole project and prepare a report
<b>Timing Note</b>	This should be completed before funding finishes so that any work required to complete the project over the next years can be outlined.
<b>Useful Tool</b>	Guideline for Evaluation and Reporting
<b>Action</b>	<b>Description</b>
1	Review the entire project to date
2	Analyse all data for the project to date
3	Prepare a comprehensive project report with recommendations for future work.
<b>At the end of this step:</b> The complete project to date has been analysed, reviewed and summarised	

**STEP 5.13 Inform the Stakeholders**

<b>Purpose</b>	To communicate to the stakeholders that the operation has been completed, tell them how it went and outline any required future operations.
<b>Timing Note</b>	Stakeholder consultation will also have occurred though the Implementation Stage as set out in the <i>Project Plan</i> .
<b>Useful Tool</b>	Guidelines on Stakeholder Engagement
<b>Action</b>	<b>Description</b>
1	Review the <i>Stakeholder Engagement</i> section in the <i>Project Plan</i> to confirm how you plan to communicate with each group of stakeholders.
2	Review the <i>Project Reporting</i> section of the <i>Project Plan</i> to understand the planned project status reporting.
3	Communicate as planned, providing copies of the <i>Operational Review</i> as required.
<b>At the end of this step:</b> Stakeholders have been informed of the project status.	

## 6. Sustaining the Project

### STEP 6.1 Continue Stakeholder Engagement

<b>Purpose</b>	To continue to consult with stakeholders on the progress of the project.
<b>Timing Note</b>	Consultation will continue throughout the Sustaining the Project Stage.
<b>Useful Tool</b>	Guideline for Stakeholder Engagement
<b>Action</b>	<b>Description</b>
1	Follow the <i>Stakeholder Engagement</i> plan detailed in the <i>Project Plan</i> .
2	Report to stakeholders as recorded in the <i>Project Reporting</i> section of the <i>Project Plan</i> .
<b>At the end of this step:</b> Stakeholders are appropriately informed of the project status and consulted as planned.	

### STEP 6.2 Continue Biosecurity Prevention

<b>Purpose</b>	To ensure invasive species do not invade the site.
<b>Timing Note</b>	Widespread Biosecurity prevention will have commenced in the Implementation Stage; these measures need to continue throughout the Sustaining the Project Stage.
<b>Action</b>	<b>Description</b>
1	Continue Biosecurity prevention measures as recorded in the <i>Biosecurity Plan</i> .
<b>At the end of this step:</b> All prevention measures have been adopted.	

### STEP 6.3 Maintain biosecurity incursion response capability

<b>Purpose</b>	To ensure that necessary tools/equipment/materials are immediately available for response actions.
<b>Timing Note</b>	Surveillance activities may begin as part of the post-operation tasks and response measures must be ready if needed.
<b>Action</b>	<b>Description</b>
1	Check that any necessary tools/equipment/materials are immediately available for response actions.
<b>At the end of this step:</b> You will have ensured that necessary tools/equipment/materials are immediately available for response actions.	

### STEP 6.4 Continue Biosecurity Surveillance

<b>Purpose</b>	To detect any incursions on the island.
<b>Timing Note</b>	If appropriate, surveillance activities may begin as part of the post-operation tasks. <i>Step 6.3 Maintain Biosecurity Incursion Response Capability</i> must be completed before starting this step.
<b>Useful Tool</b>	Guideline for Biosecurity

Action	Description
1	Conduct surveillance activities as recorded in the <i>Biosecurity Plan</i> .
<b>At the end of this step:</b> Surveillance is in place.	

## STEP 6.5 Respond to Possible Incursions

<b>Purpose</b>	To respond to possible incursions.
<b>Timing Note</b>	This step is only implemented if the surveillance indicates a possible incursion.
<b>Useful Tool</b>	Guideline for Biosecurity
Action	Description
1	Follow the incursion response plan recorded in <i>Incursion Response</i> section of the <i>Biosecurity Plan</i> to confirm an incursion has occurred.
2	If an incursion is confirmed, follow the management decision-making plan in the <i>Incursion Response</i> section of the <i>Biosecurity Plan</i> to decide the response required to the incursion.
3	Review the <i>Project Reporting</i> section of the <i>Project Plan</i> to decide what reporting to stakeholders is required.
4	If an incursion is confirmed, report to stakeholders as decided in Action 3 above. If the incursion was a false alarm, report to stakeholders.
5	If an incursion was confirmed, review the <i>Biosecurity Plan</i> to see if it needs updating, given an incursion has occurred – update the <i>Biosecurity Plan</i> if required.
<b>At the end of this step:</b> If an incursion is confirmed: <ul style="list-style-type: none"> <li>• action is taken to resolve to the incursion.</li> <li>• the resulting actions and outcomes are reported to stakeholders.</li> <li>• a revised version of the <i>Biosecurity Plan</i> is produced, if needed.</li> </ul>	

## STEP 6.6 Conduct on-going Monitoring

<b>Purpose</b>	To assess the success of the project.
<b>Timing Note</b>	The time between the 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.
<b>Useful Tool</b>	Guideline for Monitoring Guideline for Evaluation & Reporting
Action	Description
1	Perform post-operation monitoring as specified in the <i>Monitoring and Evaluation Plan</i> .
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 <i>Project Reporting</i> section of the <i>Project Plan</i> .
<b>At the end of this step:</b> Monitoring data has been recorded. Project manager to define how data is recorded. Outcome monitoring has been reported.	



## STEP 6.7 Complete on-going Reporting

<b>Purpose</b>	To evaluate and document whether the project was a success.
<b>Timing Note</b>	Before writing the <i>Project Report</i> , complete <i>step 6.6 Conduct Post-Operation Monitoring</i> to assess whether the project objectives were met. Depending on the reviewer's comments you may need to have the <i>Final Project Report</i> reviewed more than once before it is acceptable to the reviewer.
<b>Action</b>	<b>Description</b>
1	Review the <i>Goal, Objectives and Outcomes</i> section of the <i>Project Plan</i> .
2	Review the <i>Project Reporting</i> section of the <i>Project Plan</i> to identify what reporting is required.
3	Review the results of the outcome monitoring.
4	Review the <i>Operational Review</i> .
5	Write the <i>Project Report</i> .
6	Have the <i>Project Report</i> reviewed by independent technical advisors.
7	Update the <i>Project Report</i> to reflect reviewer's feedback.
<b>At the end of this step:</b> The independently-reviewed <i>Project Report</i> is complete.	

## STEP 6.8 Inform the Stakeholders

<b>Purpose</b>	To communicate to the stakeholders on the success of the project at its completion.
<b>Action</b>	<b>Description</b>
1	Review the <i>Stakeholder Engagement</i> section in the <i>Project Plan</i> to confirm how you plan to communicate the <i>Project Report</i> to each group of stakeholders.
2	Communicate as planned, providing copies of the <i>Project Report</i> (as required).
<b>At the end of this step:</b> Stakeholders have been informed of the outcome of the project.	