Contents

1. Project Selection Stage 2
2. Feasibility Study Stage 3
3. Project Design Stage 5
4. Operational Planning Stage 7
5. Implementation Stage 9
6. Sustaining the Project Stage 10

1. Project Selection Stage

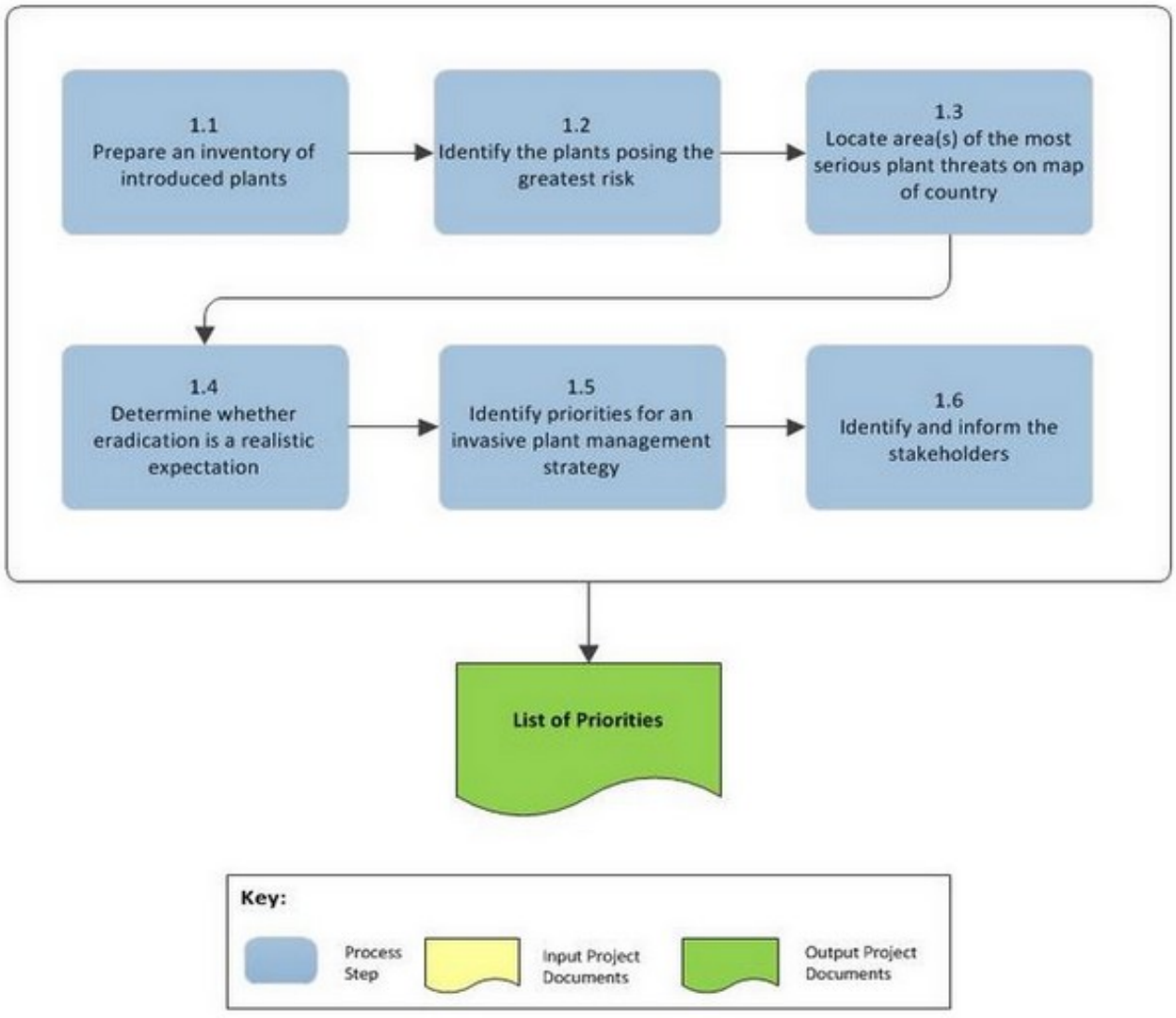
Description

The Project Selection Stage is the first process to assess each project idea and select the highest priority project(s) for further investigation. At this Stage, possible projects may only be ideas or suggestions (e.g. individual observation, most serious invasive plant in an inventory, most important site, species with greatest conservation needs), so you may need to write a brief description of each project before continuing with the selection process.

Before you begin

You will need to have:

- read the following components of this Resource Kit
  - Project Selection Overview
  - Guideline for Project Selection
- collected together country plant surveys/reports etc
- collected together the project ideas



2. Feasibility Study Stage

Description

The Feasibility Study considers the key aspects of a project and assesses what you would need to do to make it successful.

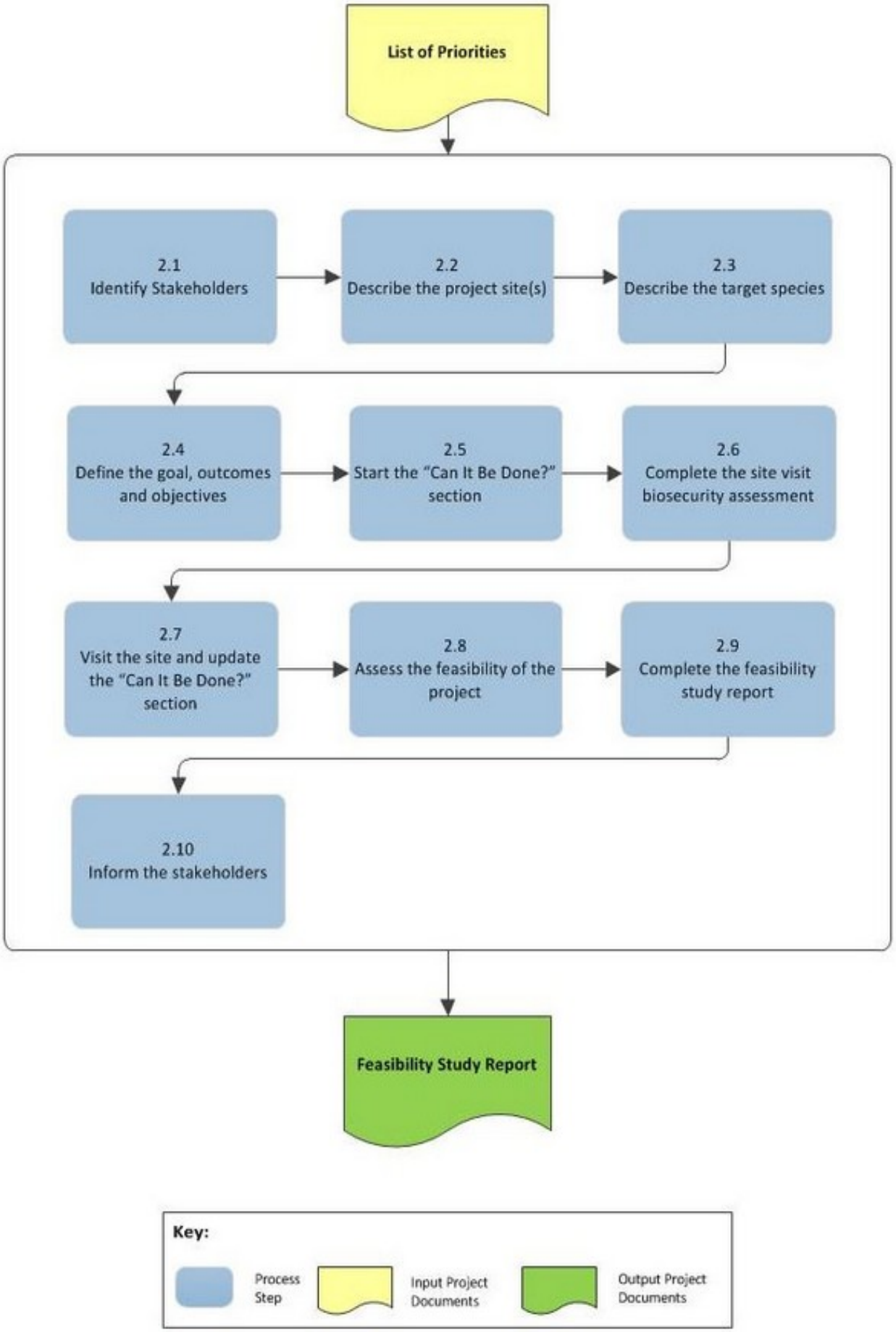
Before you begin

You will need to have:

- Completed Project Selection (Stage 1: A priority list of invasive plants and sites that have been included into a Plant Management Strategy, National Biodiversity Strategy Action Plan and/or National Invasive Species Action Plan)
- Read the Feasibility Study Stage Overview
- Prepared a brief description of the proposed project
- Consulted with the local community and other stakeholders on the project

The following documents will be helpful

- Guideline for Stakeholder Engagement
- Guideline for Feasibility Study
- Guideline for Field Work
- Guideline for Biosecurity
- Guideline for Non-Target Species
- Guideline for Managing Environmental Effects
- Guidelines for Project Managers
- Guideline for Consents and Permits
- Feasibility Study Report Template
- Feasibility Study Report Worked Example


List of Priorities
2.1
Identify Stakeholders
2.2
Describe the project site(s)
2.3
Describe the target species
2.4
Define the goal, outcomes and objectives
2.5
Start the "Can It Be Done?" section
2.6
Complete the site visit biosecurity assessment
2.7
Visit the site and update the "Can It Be Done?" section
2.8
Assess the feasibility of the project
2.9
Complete the feasibility study report
2.10
Inform the stakeholders
Feasibility Study Report
Key:
Process Step
Input Project Documents
Output Project Documents

3. Project Design Stage

Description

The Project Design Stage is when the project manager plans how to manage the project. This is recorded in the Project Plan.

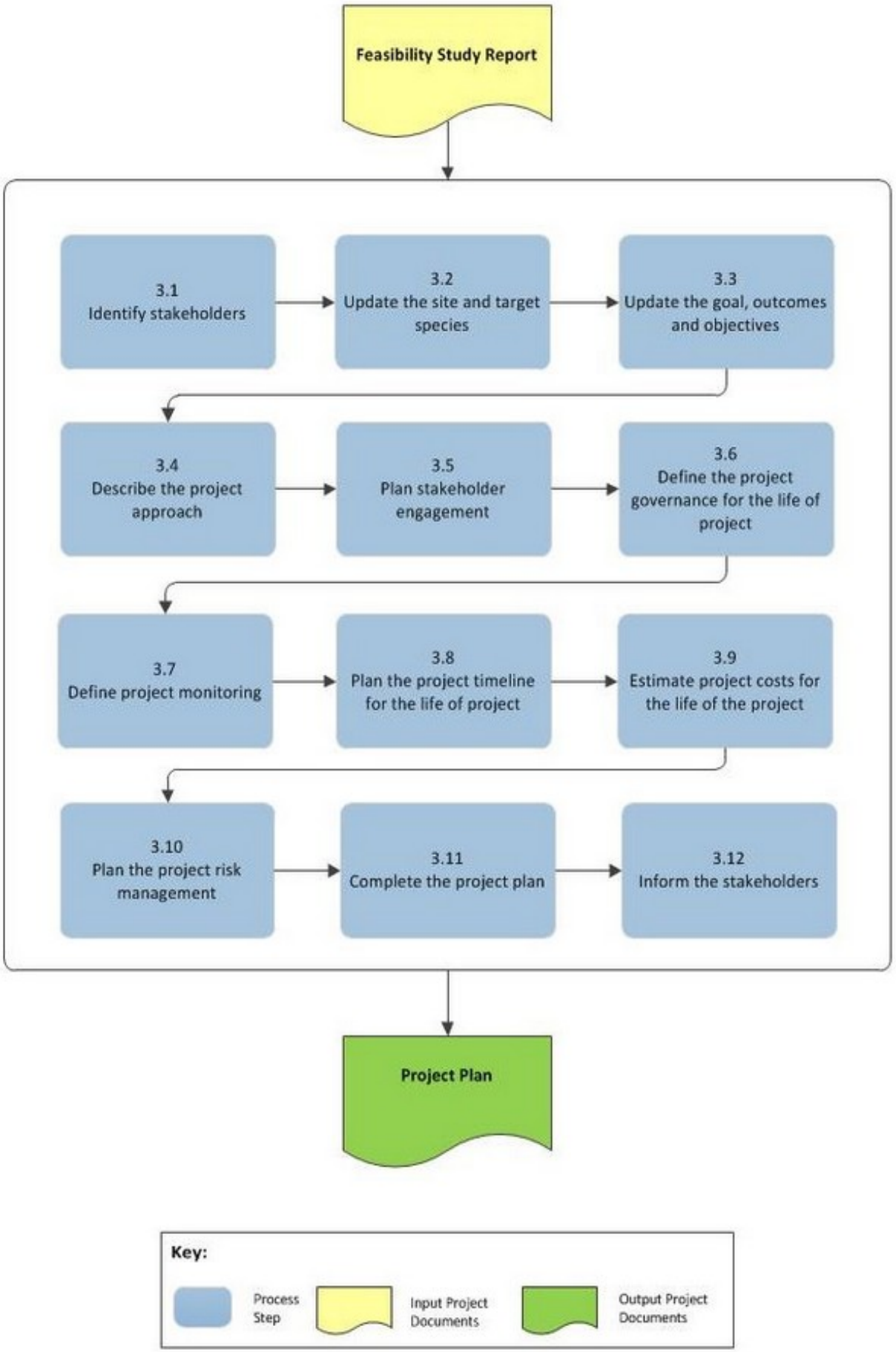
Before you begin

You will need to have:

- Completed the Feasibility Study Report (Stage 2)
- Read the Project Design Stage Overview
- Consulted with the local community and other stakeholders on the project

The following documents will be helpful

- Guideline for Project Managers
- Guideline for Stakeholder Engagement
- Guideline for Monitoring
- Guideline for Evaluation & Reporting
- Project Plan Template
- Project Plan Worked Example


Feasibility Study Report
3.1
Identify stakeholders
3.2
Update the site and target species
3.3
Update the goal, outcomes and objectives
3.4
Describe the project approach
3.5
Plan stakeholder engagement
3.6
Define the project governance for the life of project
3.7
Define project monitoring
3.8
Plan the project timeline for the life of project
3.9
Estimate project costs for the life of the project
3.10
Plan the project risk management
3.11
Complete the project plan
3.12
Inform the stakeholders
Project Plan
Key:
Process Step
Input Project Documents
Output Project Documents

4. Operational Planning Stage

Description

Detailed planning for the operation(s).

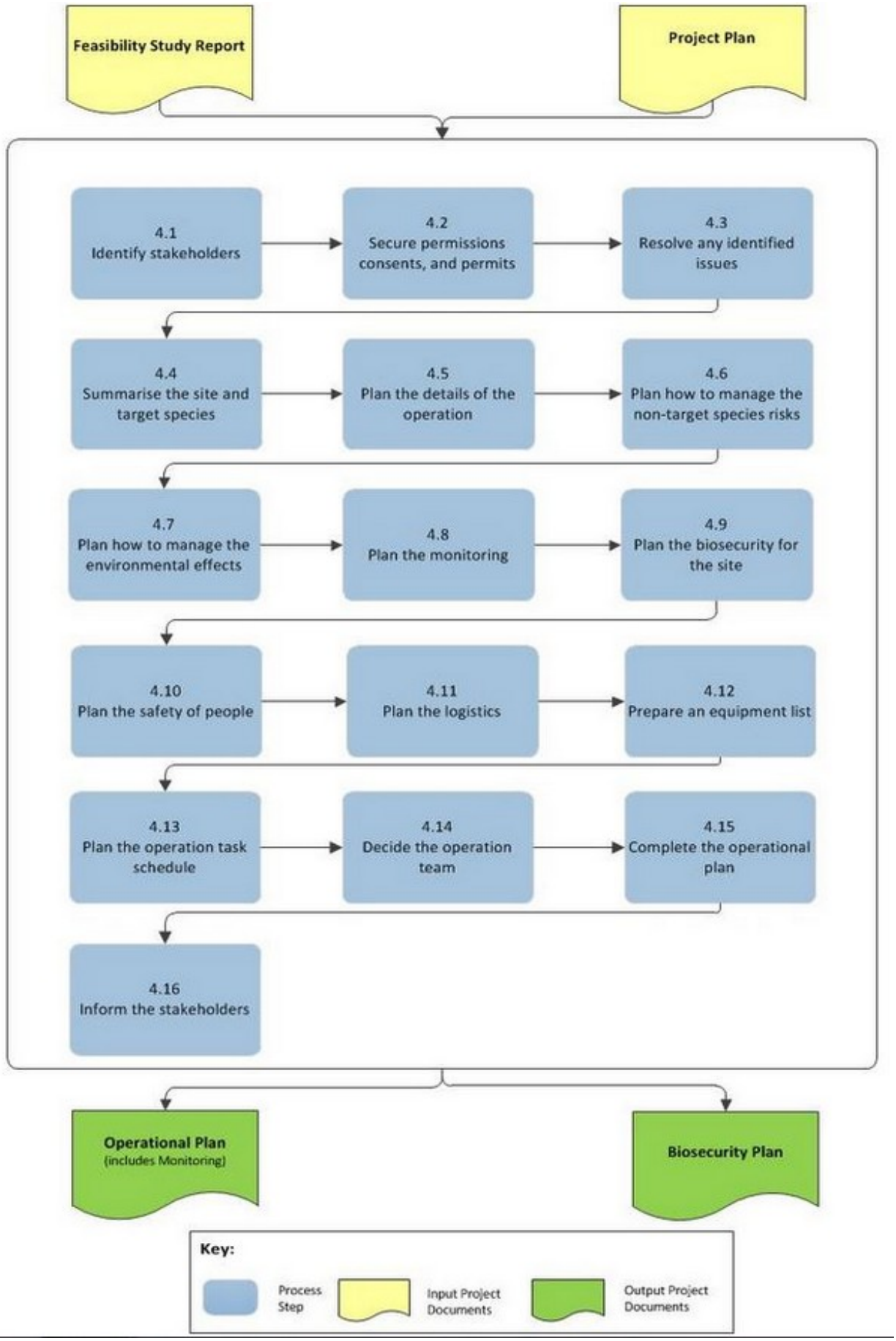
Before you begin

You will need to have:

- Completed the Feasibility Study Report (Stage 2) and the Project Plan (Stage 3)
- Read the Operational Planning Stage Overview
- Consulted with the local community and other stakeholders on the project

The following documents will be helpful

- Guideline for Stakeholder Engagement
- Guideline for Non-Target Species
- Guideline for Managing Environmental Effects
- Guideline for Project Managers
- Guideline for Consents and Permits
- Guideline for Biosecurity
- Guideline for Monitoring
- Guideline for Evaluation and Reporting
- Guideline for Planning and Managing the Operation
- Operational Plan Template
- Biosecurity Plan Template
- Biosecurity prevention trip checklist Template
- Consents and permits Template


Feasibility Study Report
Project Plan
4.1 Identify stakeholders
4.2 Secure permissions consents, and permits
4.3 Resolve any identified issues
4.4 Summarise the site and target species
4.5 Plan the details of the operation
4.6 Plan how to manage the non-target species risks
4.7 Plan how to manage the environmental effects
4.8 Plan the monitoring
4.9 Plan the biosecurity for the site
4.10 Plan the safety of people
4.11 Plan the logistics
4.12 Prepare an equipment list
4.13 Plan the operation task schedule
4.14 Decide the operation team
4.15 Complete the operational plan
4.16 Inform the stakeholders
Operational Plan (includes Monitoring)
Biosecurity Plan
Key:
Process Step
Input Project Documents
Output Project Documents

5. Implementation Stage

Description

This is where the operation is done. The Implementation Stage is based on the Operational Plan and is divided into three phases: Pre-Implementation, Implementation and Post-Implementation Phase

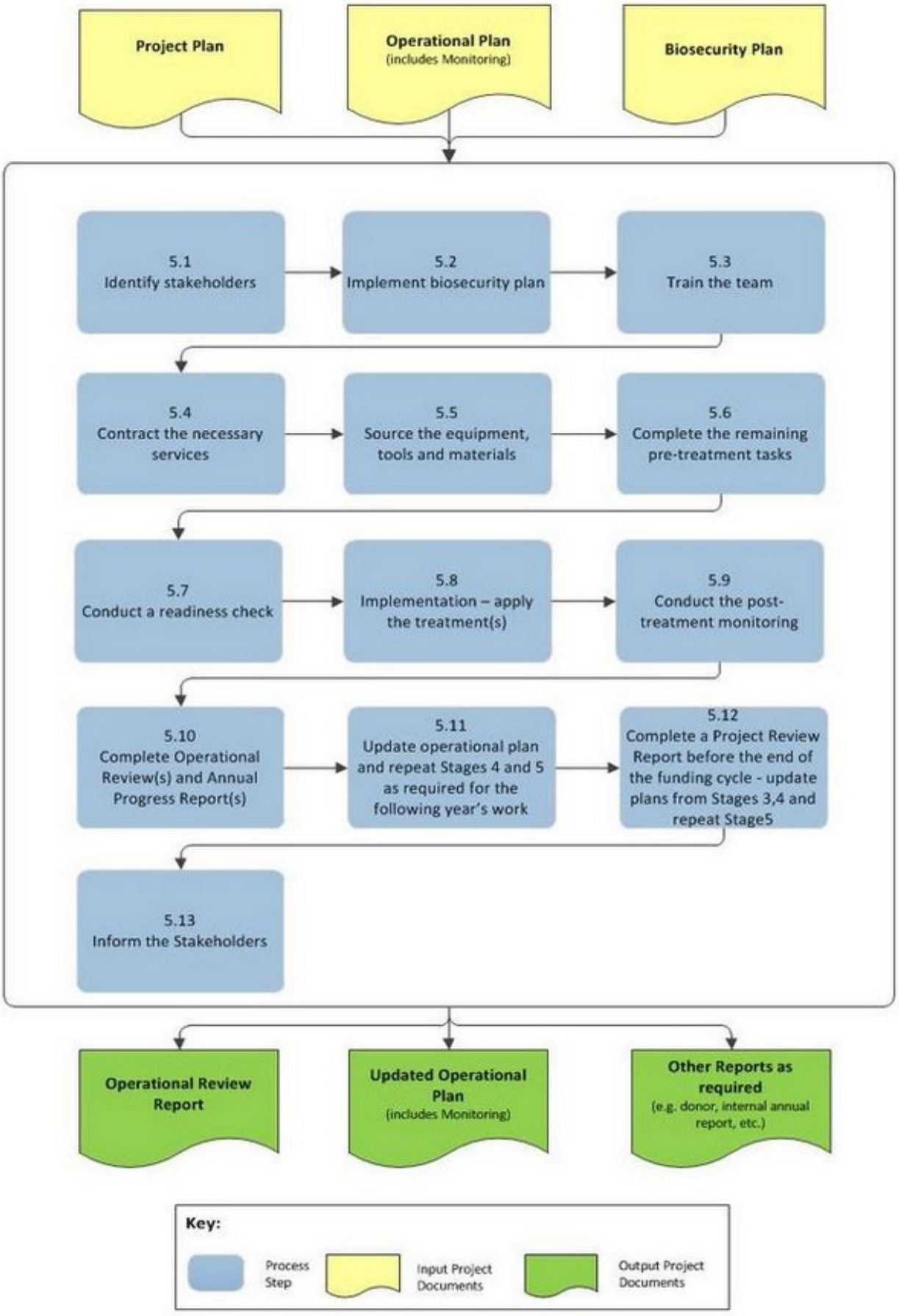
Before you begin

You will need to have:

- Completed the Feasibility Study Report (Stage 2), the Project Plan (Stage 3), the Operational Plan (including the Monitoring section) and the Biosecurity Plan (Stage 4)
- Read the following Implementation Stage Overview
- Consulted with the local community and other stakeholders on the project

The following documents will be helpful

- Guideline for Stakeholder Engagement
- Guideline for Project Managers
- Guideline for Evaluation and Reporting
- Operational Review Template


Project Plan
Operational Plan
(includes Monitoring)
Biosecurity Plan
5.1
Identify stakeholders
5.2
Implement biosecurity plan
5.3
Train the team
5.4
Contract the necessary services
5.5
Source the equipment, tools and materials
5.6
Complete the remaining pre-treatment tasks
5.7
Conduct a readiness check
5.8
Implementation – apply the treatment(s)
5.9
Conduct the post-treatment monitoring
5.10
Complete Operational Review(s) and Annual Progress Report(s)
5.11
Update operational plan and repeat Stages 4 and 5 as required for the following year's work
5.12
Complete a Project Review Report before the end of the funding cycle - update plans from Stages 3,4 and repeat Stage5
5.13
Inform the Stakeholders
Operational Review Report
Updated Operational Plan
(includes Monitoring)
Other Reports as required
(e.g. donor, internal annual report, etc.)
Key:
Process Step
Input Project Documents
Output Project Documents

6. Sustaining the Project Stage

Description

Following the Biosecurity plan is necessary to protect the site from re-invasion by the target species and invasion by new species. This will sustain the benefits of the invasive plant management operation(s).

Monitoring data is also collected so that you can demonstrate the positive outcomes from managing the target species.

NOTE: mam

NOTE: many invasive plant management projects are ongoing control projects and may never reach this stage.

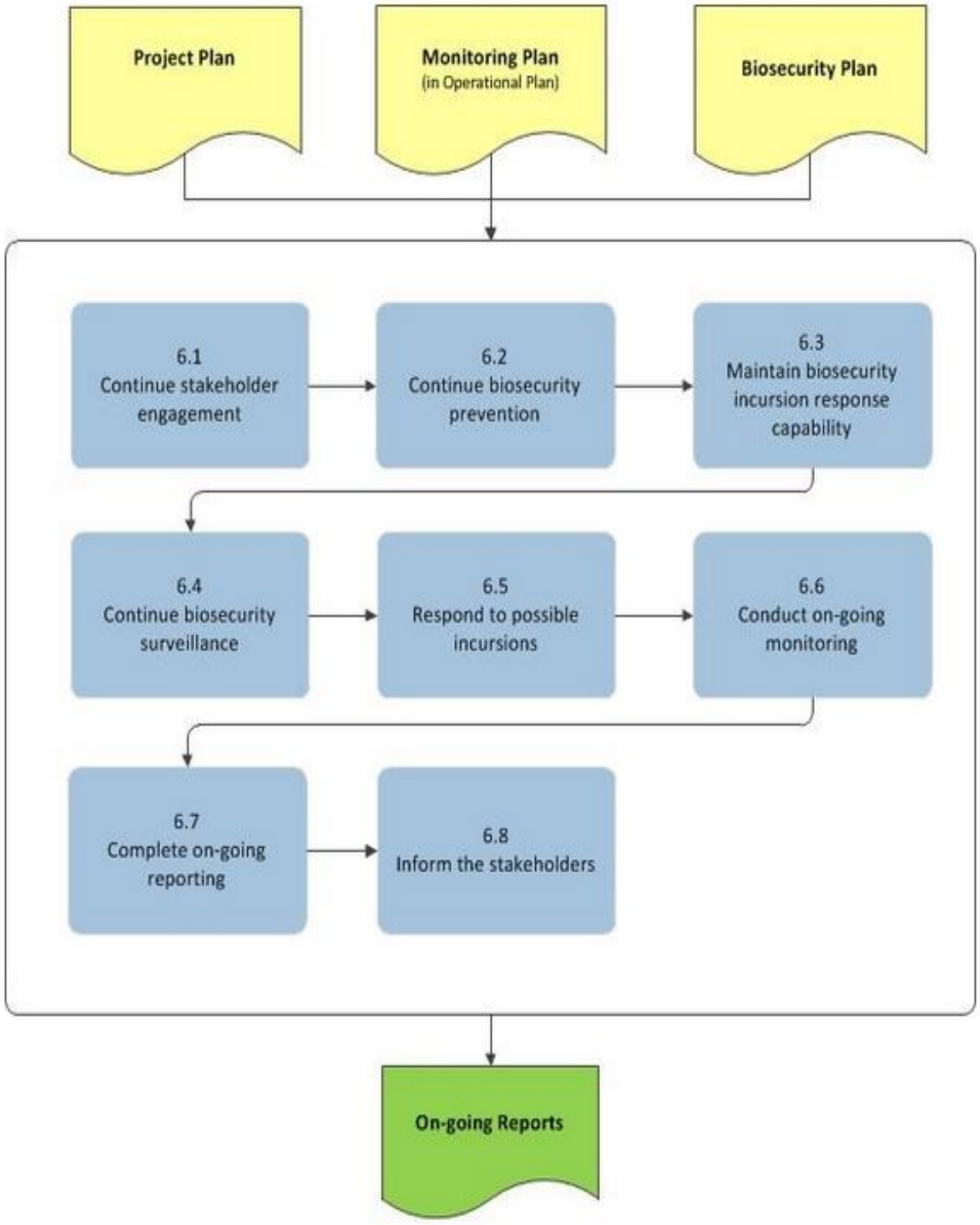
Before you begin

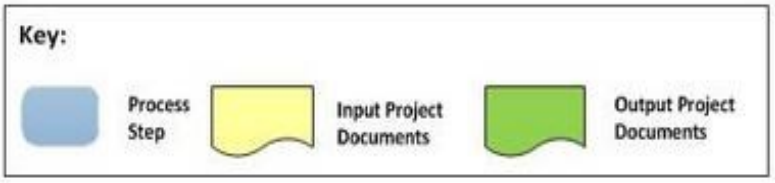
You will need to have:

- Completed all operations necessary for the project: Project Plan (Stage 3), Operational Plan, Biosecurity Plan, Monitoring Plan and Evaluation and Reporting Plan (Stage 4) Operational Review, Project Review (Stage 5)
- Read the following Sustaining the Project Stage Overview
- Consulted with the local community and other stakeholders on the project

The following documents will be helpful

- Guideline for Monitoring
- Guideline for Evaluation & Reporting
- Guideline for Biosecurity
- Guideline for Stakeholder Engagement


Project Plan
Monitoring Plan
(in Operational Plan)
Biosecurity Plan
6.1
Continue stakeholder engagement
6.2
Continue biosecurity prevention
6.3
Maintain biosecurity incursion response capability
6.4
Continue biosecurity surveillance
6.5
Respond to possible incursions
6.6
Conduct on-going monitoring
6.7
Complete on-going reporting
6.8
Inform the stakeholders
On-going Reports


Key:
Process Step
Input Project Documents
Output Project Documents