

Scope of Work Element	Deliverable Action Items	Actions Planned	Supporting Resources or Collaboration Needs	Lead	Estimated Complete Date	Status
<b>1. Coordinate PRISM partner invasive species management activities</b>	a. Collaborate with various stakeholder groups, community leaders, the New York State Invasive Species Advisory Committee, and other PRISMs and partners.	i. Attend Cornell in-service conference. Attend PRISM leaders meetings. Participate in monthly invasive calls. Participate in various partner projects, Water Quality Coordinating Committee, etc.	Working groups (WG), Steering Committee (SC), partners, PRISM Coordinator			
		ii. Foster relationships and strengthen networks with partners in the Finger Lakes region	SC, Partners, FL-PRISM Coordinator			
	b. Share information and resources within FL-PRISM	i. Coordinate Steering Committee and Working Group meetings and distribute minutes	SC, Listserve, Website			
		ii. Coordinate Full Partnership Meetings (semi-annually) and distribute minutes to all partners	SC, DEC, all partners, Listserve, website			
	c. FL-PRISM-specific website	i. Create and Update a FL-specific website and update NYIS.INFO website as appropriate				
	d. Develop social-media and outreach venues (Twitter, Facebook, etc) and garner support from partners	i. Create a Facebook page and promote FL-PRISM events. Create a Twitter page and promote FL-PRISM activities on news feed	Internet access, Facebook, Twitter and other social media outlets			

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	e. Identify needs for FL-PRISM	i. Hold Steering Committee and working group meetings regularly to identify needs and priorities. Present successes to partners.	WG, SC, partners			
		ii. Utilize listserve, partners, and website to help identify management, education, and outreach needs for the Finger Lakes PRISM	SC, CCE, WG, partners			
	f. Conduct regional invasive species management planning and create documentation as necessary	i. Produce an early detection and approaching regional lists via working groups	WG, SC, partners			
	g. Highlight FL-PRISM success stories and challenges in IS management	i. Put success stories and challenges up on the FL-PRISM website and include in the annual report. Fill out the project management list with how the projects went.	Web site. Listserve. Annual report.			
	h. Provide MOU/Letters of Support from FL-PRISM partners to DEC OISC	i. Develop MOUs to be signed by partners or Letter of Support to be submitted to DEC OISC	PRISM Coordinator			
<b>2. Recruit and train volunteers</b>	a. Organize training sessions on invasive species identification, monitoring, management and/or	i. Provide iMapInvasives trainings for FL-PRISM regional volunteers	iMapInvasives, partners			

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		ii. Support partner events and activities through presence and advertisement on listserv	Website, listserv, calendar, partner communication			
	b. Recruit volunteers	i. Identify and recruit volunteer groups, organizations and other partners interested in IS prevention, management, and	Partners, Education and Outreach Working Group, CCE			
		ii. Develop volunteer waiver form and standard operating procedure for volunteering	PRISM Coordinator			
		iii. Organize and attend volunteer opportunities in the Finger Lakes region	Working groups, Steering Committee, partners, staff			
	c. Compile list of volunteer names, activities, and hours contributed to FL-PRISM projects	i. Maintain records of volunteers for projects/ create database/spreadsheet to track volunteer information				
		ii. Compile information for annual report	Working groups, Steering Committee, partners, staff			
<b>3. Identify and meet PRISM Education and Outreach needs</b>	a. Track list of education programs offered, events attended, and/or materials produced. Quantify number of participants in attendance	i. create community calendar to create awareness of educational opportunities for the public	PRISM Coordinator, website			

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		ii. Create and maintain database of partner activities and keep track of events and hours of programs offered	Working groups, Steering Committee, partners			
		iii. Compile results from partner reports and direct FL-PRISM activities, quantify # participants, etc. and send out report of	PRISM Coordinator			
		iv. Compile information for annual report	PRISM Coordinator			
	b. Determine Outreach needs and develop E & O materials and programs.	i. Set E & O priorities within E&OWG	E&OWG, USDA, DEC, TNC, CCE, Universities			
		ii. Produce FL-PRISM-specific promotional material	E&OWG, DEC, Steering Committee			
		iii. Develop outreach display material for use at events, fairs, conferences, etc. (banners, trifold	Working groups, Steering Committee, partners			
	c. Provide educational opportunities for FL-PRISM	i. Offer IS workshops, forums, and presentations to the Finger Lakes region	Working groups, Steering Committee, partners			
		ii. Collaborate and take part in community events to provide E&O to the FL-PRISM	E&OWG			
		iii. Attend and offer continuing education workshops and	CCE, DEC			

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<b>4. Establish monitoring network for early detection of invasive species</b>	a. Establish volunteer monitoring network for ED/RR of IS	i. Train volunteers in iMap use and IS occurrence collection.	iMap, gps, CCE IST				
		ii. Act as iMap liason for the region, reviewing reports.	iMap, PRISM Coordinator				
		iii. Train volunteers, citizen scientists and resource managers in EDRR methods to report to	WG, SC, partners				
		iv. Work with partners to engage volunteers in monitoring efforts	E&OWG, NYS OPRHP, volunteer agencies, CCE, others				
		v. Compile information for annual report	PRISM Coordinator				
	b. Submit all invasive species occurrence data collected by FL-PRISM and IS control efforts to	i. Train volunteers in iMap use and IS occurrence collection.	PRISM Coordinator, Partners, WGs				
<b>5. Support academic research as needed through citizen science</b>	a. Identify research needs for prevention, ED/RR and control of IS	i. Work with partners and Universities and Colleges to determine research needs	PRISM Coordinator, Partners, WGs, SC				
		b. Support research projects in as such needs are identified.	i. Identify research topics that will directly impact management in the region	PRISM Coordinator, Partners, WGs, SC			
			ii. Develop relationships with research institutions to build knowledge of IS issues in the	PRISM Coordinator, Partners, WGs, SC			
			iii. Attend and support reasearch conferences	PRISM Coordinator, Partners, WGs, SC			

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		iv. Use the FL-PRISM list-serve as a tool for research questions and sharing of new findings	PRISM Coordinator, Partners, WGs, SC			
	c. Submit PRISM research priorities to the NYS Invasive Species Office of Invasive Species Coordination and include in annual report.	i. Submit PRISM research priorities to the NYS Invasive Species Office of Invasive Species Coordination and include in annual report.	PRISM Coordinator			
<b>6. Develop a PRISM Strategic Plan</b>	a. Collect input from all partners and opportunity for all partners to contribute to plan	i. Provide opportunity for all partners to provide input and contribute	PRISM Coordinator, Partners, WGs, SC			
		ii. Discuss revisions in committee and develop a second draft to distribute to all partners for	PRISM Coordinator, Partners, WGs, SC			
		iii. Incorporate partner revisions and distribute for final review session to be held at winter	PRISM Coordinator			
		iv. Release final version	PRISM Coordinator			
	b. Use a format that will be cooperatively developed by the OISC and coordinated with other PRISMs	Use the OISC template for strategic plan				
	c. Engage citizens through regular outreach to potential members, partners and volunteers	i. Invite potential new members to attend FL-PRISM meetings	PRISM Coordinator, Partners, WGs, SC			
		ii. Have FL-PRISM presence at events throughout the region to engage new members and	CCE, DEC, OPRHP, Interns, HRM, Working Groups			
	d. Develop prioritized goals based on PRISM core functions and mission	i. Work with partners to identify main goals and prioritize them	PRISM Coordinator, Partners, WGs, SC			

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		ii. Articulate prioritized goals to the public through education and outreach	PRISM Coordinator, Partners, WGs, SC			
	e. Submit Strategic Plan to OISC Coordinator	i. Once it has been finalized, submit to OISC				
<b>7. Develop FL-PRISM-specific IS Management Plan</b>	a. Using Strategic Plan (SP) goals, identify management needs	i. Work with partners to determine management needs based on goals	PRISM Coordinator, Partners, WGs, SC			
	b. Develop measurable, achievable and prioritized objectives to attain goals	i. Work with partners to identify smart objectives, through logic model format	PRISM Coordinator, Partners, WGs, SC			
	c. Identify specific actions to achieve objectives and measures to evaluate progress	i. Work with partners to identify actions and measures to go with each objective identified	PRISM Coordinator, Partners, WGs, SC			
	d. Use format established by OISC	i. Use the OISC template for management plans				
<b>8. Implement eradication projects to remove invasives species</b>	a. Coordinate PRISM partners to conduct eradication projects for IS using BMPs and adaptable approaches as soon as possible after detection	i. Update FL-PRISM species list, including known established invasive species, early detection species, and approaching region	PRISM Coordinator, Partners, WGs, SC			
		ii. Ensure use of Best Management Practices for eradication efforts and be sure that they are consistent with SP	PRISM Coordinator, Partners, WGs, SC			

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		iii. Compile resources on website to help with identifying BMPs for management for species listed.	PRISM Coordinator			
	b. Summarize species eradication projects and incorporate into annual	i. Develop a form for partners to detail all control efforts.	PRISM Coordinator			
		ii. Compile information for annual report	PRISM Coordinator			
<b>9. Develop annual work plan</b>	a. Plan should be based on priority objectives once IS Management plan is developed	i. Rework work plan once IS Management plan is developed	PRISM Coordinator			
		ii. Develop and complete 2016-2017 work plan	PRISM Coordinator, SC			
	b. develop 2016 Annual Work Plan	i. Utilizing the Steering Committee, develop, create draft and complete 2016 Annual Work	Steering Committee			
<b>10. Develop annual report to include:</b>	a. Progress toward accomplishing priority objectives from the IS Management Plan	i. Use objectives from IS Management plan to measure progress and include in 2016 Annual Report				
	b. Results of eradication and control efforts	i. Solicit feedback from partners regarding all 2015-16 eradication efforts to include in 2016 annual report				
		ii. Maintain records of all eradication and control efforts since 2013 to include in report				
	c. Descriptions of obstacles to achieving objectives and any revisions or resources needed to further the objectives	i. Assess progress and determine what obstacles have been met in trying to achieve objectives	PRISM Coordinator, SC, WG			



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	d. Potential solutions to obstacles and/or resources needed to accomplish priority objectives	i. Determine potential solutions to obstacles	PRISM Coordinator, SC, WG			
	e. Scope of Work Elements, 2, 3, 4, 5, 8,12,13	i. Report as mentioned in each of the scope of work elements				
	f. Summary of project expenses	i. Track all expenses and compile into summary document	PRISM Coordinator			
	g. Submit to OISC		PRISM Coordinator			
<b>11. Coordinate access to private and public lands</b>	a. Answer requests for access to public and private lands for IS management activities	i. Make partners aware that they should go through FL-PRISM to get access for IS management	SWCD			
		ii. Develop contacts for public lands where IS management activities are ongoing	PRISM Coordinator, SC, WG			
		iii. Assist partners with property owner permission for access	PRISM Coordinator			
		iv. Develop standard operating procedure for coordinating access to lands for invasive species management activities.	PRISM Coordinator			

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<b>12. Coordinate with other PRISMs and OISC</b>	a. Provide PRISM updates or identify a proxy to provide updates for monthly NYS Invasive Species calls, quarterly PRISM coordinator calls and as needed	i. Call in to provide monthly/quarterly updates	PRISM Coordinator			
		ii. Communicate with other PRISMs and OISC as needed to discuss PRISM issues and concerns	PRISM Coordinator			
		iii. Communicate with PRISM leaders and attend conferences, symposiums, workshops in other PRISMs as appropriate	PRISM Coordinator			
	b. Summarize in annual report	i. Keep records of monthly updates and summarize for annual report	PRISM Coordinator			
<b>13. Support NY ISC regular invasive species conference</b>	a. Support conference through planning, presentations, contributed papers, posters, and workshops.	i. Assist with either ISC conference or other IS conferences.	PRISM Coordinator			
		ii. Encourage partners to submit presentations, papers, posters, etc.	PRISM Coordinator			
	b. Summarize in annual report	i. Track all conference activities and include in annual report	PRISM Coordinator			