

CHARGE FOR THE DATA MANAGEMENT TEAM

Central Valley Landscape Conservation Project
California Landscape Conservation Cooperative
November 17, 2015

1. Purpose

1. In support of the project team and partners, facilitate access to data, information, tools, documentation, and other resources that are needed to develop work products. The primary work product is a Central Valley Landscape Conservation Framework that advances climate adaptation.
2. In support of conservation managers in the Central Valley, facilitate the ongoing use of the CVLCP final products.

2. Scope of Work

1. Work with the Project Development Team (PDT) to define and develop project deliverables as outlined in the Project Process Document;
2. Respond to the PDT's short-term needs for data and information by developing maps and summarizing existing knowledge;
3. Curate shared data resources by cataloging, summarizing, standardizing, documenting, presenting, and hosting them in shared data management platform(s) appropriate to the needs being served;
4. Make recommendations on techniques for data analysis for the CVLCP, work with any external analysts contracted for the project, and assist as needed in getting input data needed for analysis;
5. Create a Data Management Plan for the project's analysis;
6. Seek opportunities for collaboration on data development, analysis, and stewardship across partner organizations in order to further the goals of the CVLCP.

3. Deliverables

1. Data catalogs, summaries, maps, and data analysis recommendations as needed
2. Data Management Plan
3. Online access to the final product, a Central Valley Landscape Conservation Framework

4. Roles and Responsibilities

CA LCC Data Management Staff:

- Coordinate communications and meetings with members of the Data Management Team appropriate to the tasks being addressed throughout the stages of the project;
- Produce draft products for review by the PDT and DMT;
- Work closely with the PDT to drive project deliverables to completion.

Data Management Team Members:

- Provide review, input, and feedback on draft products developed by CA LCC Data Management Staff;
- Provide recommendations regarding the analytic steps of the project;

- Provide recommendations and review of interim products and draft stages of the main project deliverable, a Central Valley Landscape Conservation Framework;
- Make data and information resources from their organizations available when needed by the project;
- Identify opportunities where workload or resources can be shared;
- Commit their staff and organization's resources to support the project, as needed.

5. Representation

Data managers and informatics professionals from the CVLCP partner organizations. Membership may change over the course of the project to best meet project needs and address specific tasks.

6. Meeting Frequency

One or more meetings per quarter as needed to address project phases, convened in-person with option for telephone conferencing.