



Topic

Work Element Details – Metric Tab

Background

To comply with NOAA fisheries requirements under the 2008 BiOp the Fish and Wildlife Program has expanded the metrics for many work elements used in Pisces for contracts starting October 1, 2010 or later. For pre-FY11 contracts go to the end of this document.

Discussion

To conform to the NOAA Fisheries metrics as proposed under the 2008 BiOp and at the same time minimize the impact to the end user, a new method of identifying metrics has been developed (called derived metrics). Because of the expansion of the types and number of metrics per work element, entering a zero or in rare cases unchecking a metric as was done in previous versions of Pisces, simply would no longer work. While there will still be the requirement to occasionally enter a zero or uncheck a metric, it is preferable to create a list of metrics that best describes the work being done from the beginning.

Details

The following is a description of the steps necessary to select and complete metric data.

Access the Metrics tab for any work element requiring metrics (there should be a half-moon icon under the M column of the contract details screen) by right-clicking the work element and selecting Manage Metrics, or clicking the Details button and then clicking the Metrics Tab.

Figure 1: Accessing Work Element metrics

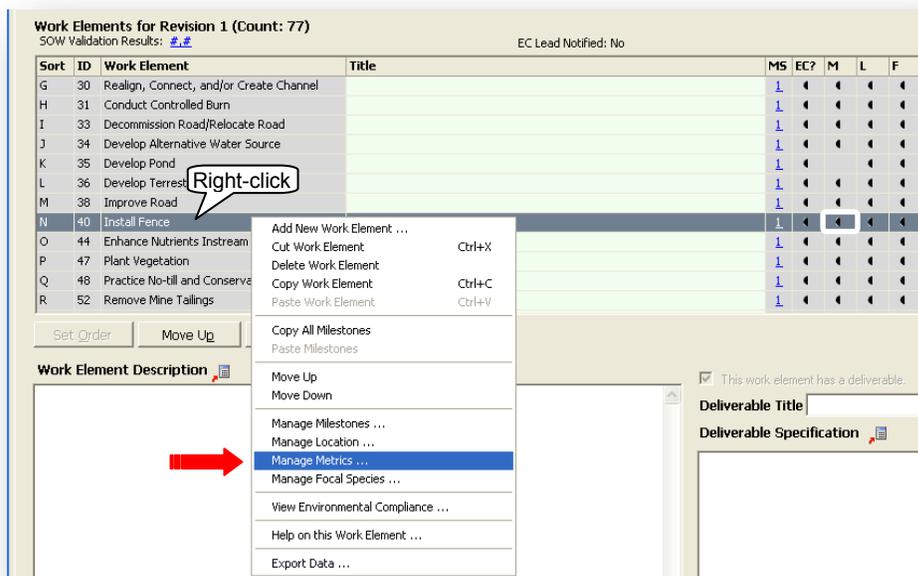
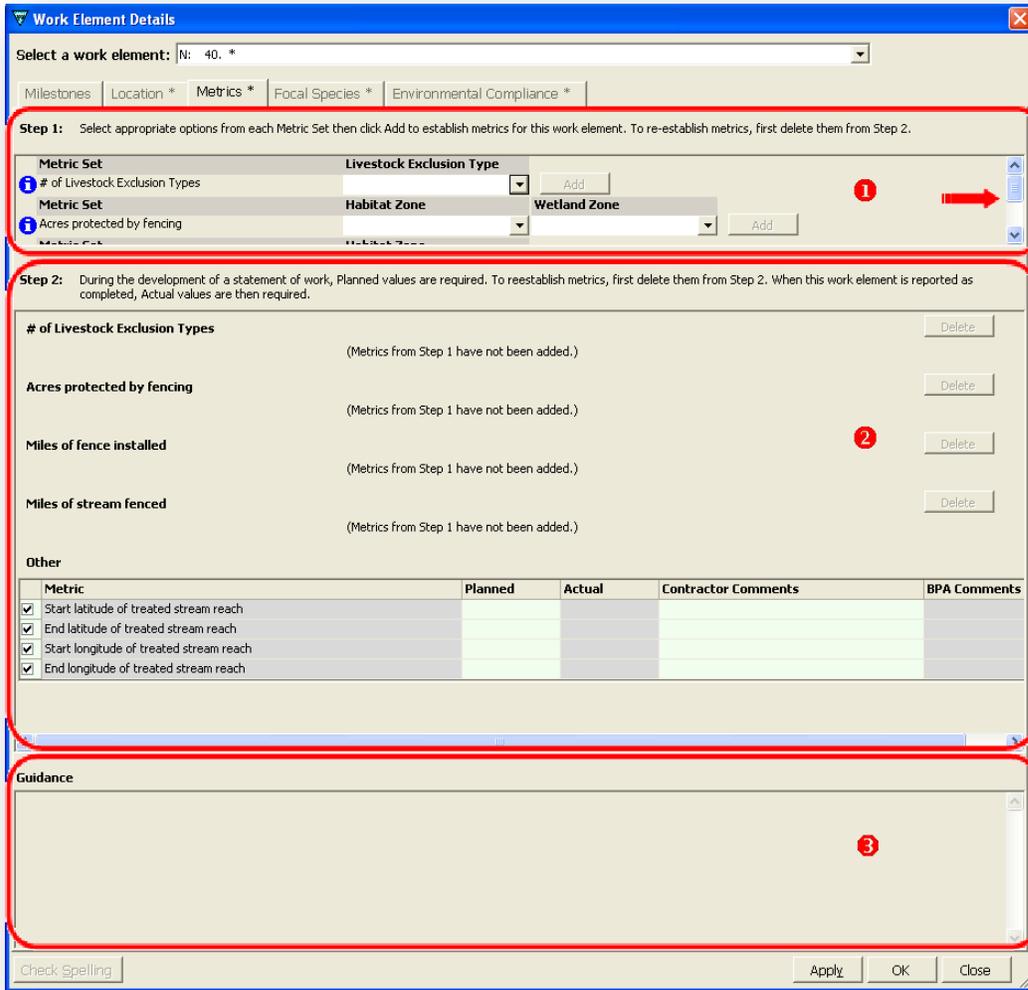


Figure 2 (below) is an example of the Metrics tab on the Work Element Details screen (this example is for WE 40: Install Fence). The Metrics Tab is divided into three areas:

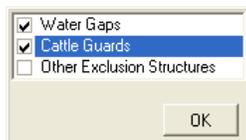
1. Step 1: Metric Set(s). A metric set is a grouping of related metrics particularly useful when aggregating data for a variety of reports. ⚠ Be careful in this area as one or more metric sets could be out of view, be sure to scroll down to see all of the metric sets. In a few cases, there are no metric sets at all, in which case you'll see the following message "There are no derived metrics for this work element (given the fiscal year of this contract). Please proceed immediately to Step 2.
2. Step 2: Metrics. This area will contain the specific metrics associated with this work element, including those based on your selections in Step 1 and in some cases metrics under the heading **Other**.
3. Guidance. When you click on a Metric Set's dropdown list (step 1) or on a metric (step 2) instructions will display here helping you determine what value(s) you should enter.

Figure 2: Metrics Tab



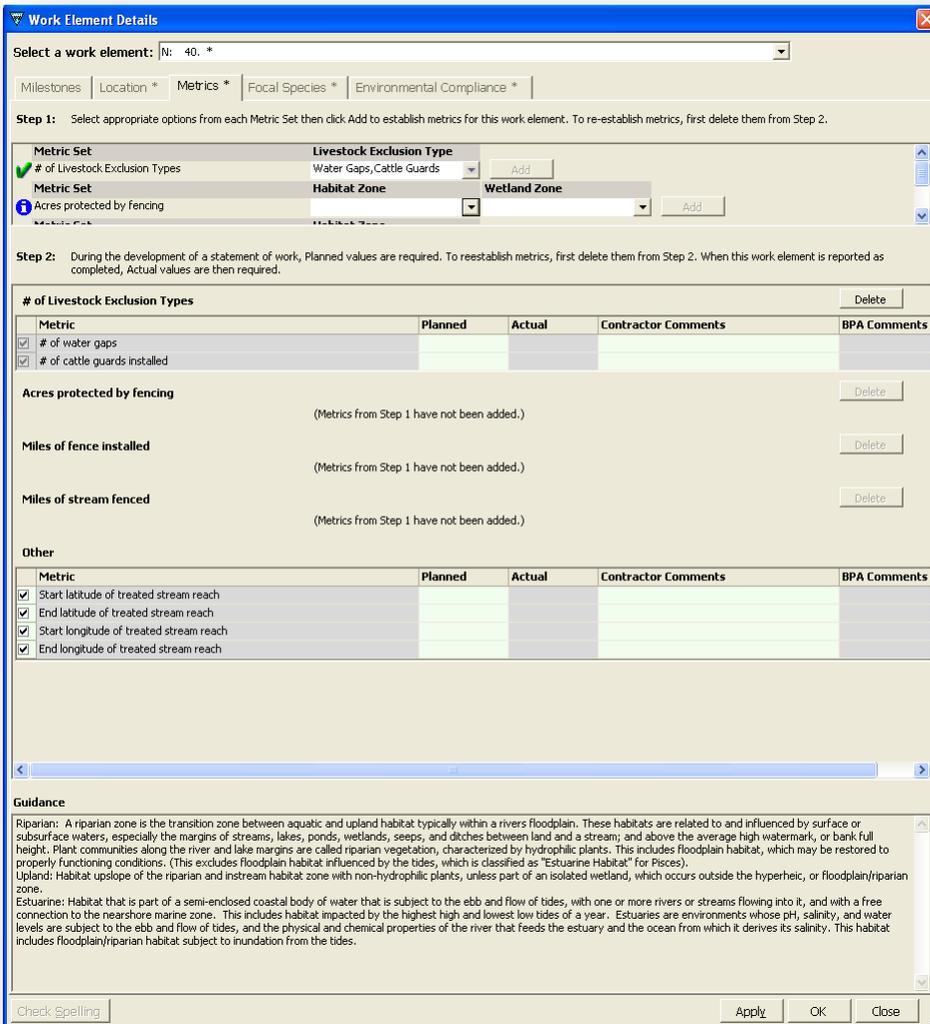
For contracts starting on October 1, 2010 or later (i.e., FY2011), follow these few simple steps to prepare and complete your PLANNED metrics. For existing contracts, see the end of this document under [Ongoing contracts](#).

1. Provided at least one Metric set is shown under step 1, using the pick list(s) select the elements related to your work (clicking the box next to an item will place a checkmark). Clicking the box again will remove the checkmark.
 - a. Here is an example of a pick list from work element 40: Install Fence, Livestock Exclusion Type. Depending on the work element you may be able to select (i.e., check) more than one item—as in this example. However, due to splitting rules for a given work element, there will be times you will only be able to select a single item. If your work involves multiple items but you're unable to select more than one, you will need to add one or more work elements to describe all of the work, selecting a different item for each. When finished click OK.



- b. Make your selections for each pick list associated with a Metric Set. When you've done that click the **Add** button to generate the specific metrics based on your selections. It is important to get the metric selection correct at this point. ⚠ Changes later will require starting over, possibly resulting in lost data. Figure 3 below, shows how the metrics tab looks at this point.

Figure 3: Metrics in progress



Continue completing each Metric set, clicking the button after filling out each pick list.

2. In the area designated STEP 2

- a. Enter a value in the PLANNED column for each metric taking note of any guidance displayed at the bottom of the metrics tab.
- b. Enter comments if desired.
- c. If you need to make changes after you've added metrics (e.g., cattle guards are not a part of the work element), you must delete the metrics by clicking then add the correct ones in Step 1 (you will note the green checkmark has been cleared and replaced with the info balloon).

Each set of metrics has its own delete button. Be sure you are deleting the correct one.

3. In the area designated OTHER

- a. Enter a value in the PLANNED column for each metric taking note of any guidance displayed at the bottom of the metrics tab.
- b. Enter comments if desired.

General

If a metric has an optional icon () to its left, determine if it applies to your work. In the example above, the metrics refer to fencing along a stream. If you are not installing fence near a stream you can remove the requirement to report on this metric by clicking on the optional icon () which will remove the checkmark. You may want to add a comment before unchecking the box as this disables the entire metric.



Ongoing contracts

The primary focus of this document has been to instruct users of the changes associated with metrics for new contracts starting October 1, 2010 or later. While existing contracts will not see any changes in the metrics we are asking for, they will be presented in the new format. Figure 4 below shows an example of the Metrics Tab for a contract that is currently in progress.

Note: the PLANNED values are all filled in and grayed out and the ACTUAL values are enabled.

For all pre-FY2011 contracts, no action is required in the Step 1 area. The Step 2 area will contain all metrics requiring actual values and will be designated as OTHER. As you mark deliverables complete, updated or actual metric values will be entered in this area.

The Guidance area will display current guidance for a selected metric. In the example below, the metric “Start latitude of protected stream reach” is highlighted. In the Guidance area are specific instructions relevant to this metric.

Figure 4: Metrics Tab pre-FY11 contracts

Work Element Details

Select a work element: G: 92. Lease Riparian Area on Twomile Creek *

Milestones | Location * | **Metrics *** | Focal Species * | Environmental Compliance *

Step 1: Select appropriate options from each Metric Set then click Add to establish metrics for this work element. To re-establish metrics, first delete them from Step 2.

There are no metrics that require a selection. Please proceed to Step 2.

Step 2: During the development of a statement of work, Planned values are required. To reestablish metrics, first delete them from Step 2. When this work element is reported as completed, Actual values are then required.

Other	Metric	Planned	Actual	Contractor Comments	BPA Comments
<input checked="" type="checkbox"/>	Start date of lease (mm/dd/yyyy)	11/8/2009			
<input checked="" type="checkbox"/>	End date of lease (mm/dd/yyyy)	11/8/2019			
<input checked="" type="checkbox"/>	Start latitude of protected stream reach	45.304148			
<input checked="" type="checkbox"/>	End latitude of protected stream reach	45.312002			
<input checked="" type="checkbox"/>	Start longitude of protected stream reach	-118.263279			
<input checked="" type="checkbox"/>	End longitude of protected stream reach	-118.262331			
<input checked="" type="checkbox"/>	Type of lease	Renewed Lease			
<input checked="" type="checkbox"/>	Amount of water secured in acre-feet/year	0.0			
<input checked="" type="checkbox"/>	Flow of water returned to the stream as prescribed in the water acquisiti...	0.00			
<input checked="" type="checkbox"/>	# of acres of upland non-wetland habitat protected	0.00			
<input checked="" type="checkbox"/>	# of acres of upland wetland habitat protected	0.00			
<input checked="" type="checkbox"/>	# of acres of riparian non-wetland habitat protected	0.00			
<input checked="" type="checkbox"/>	# of acres of riparian wetland habitat protected	18.30			
<input checked="" type="checkbox"/>	# of acres of freshwater non-wetland habitat protected	0.00			
<input checked="" type="checkbox"/>	# of acres of freshwater wetland habitat protected	0.00			
<input checked="" type="checkbox"/>	# of acres of estuarine wetland habitat protected	0.00			
<input checked="" type="checkbox"/>	# of acres of estuarine non-wetland habitat protected	0.00			
<input checked="" type="checkbox"/>	# of miles protected in a riparian wetland area				
<input checked="" type="checkbox"/>	# of miles protected in a riparian non-wetland area				

Guidance

This metric only applies to acquisitions in riparian areas. Must be entered in decimal degrees. For help converting from degrees, minutes, seconds go to <http://www.fcc.gov/mb/audio/bickel/DDMMSS-decimal.html>.

Check Spelling | Apply | OK | Close