

# Project Charter

**Project Name:** Recreation Policy Development

**Date Chartered:** March 19, 2013

**Expected Completion Date:** Feb. 28, 2014

**Team Leader:** Aaron Buchholz

## **Team Goal/Mission:**

What is the purpose of the team?

Create an efficient formal recreational policy development process. The goal is to provide property managers and planners with policy on how specific recreational activities may be implemented on department lands. An additional goal is to create a predictable, defined opportunity for public input into policy development.

The team will implement improvements that accomplish the following:

1. Create a recreational policy development process that strives for consistency for all Department land management programs.
2. The recreational policy development process produces policy within a 6 month timeframe.
3. Identify the staff needed to participate on a Recreational Policy Team to successfully implement the process.

## **Measure(s) to be used to determine success:**

How will we quantify our progress?

1. Reduce DNR staff workload associated with developing recreational policy by 15%.
2. Reduce the time it takes to complete policy by 50%.
3. Improve property manager and public satisfaction with the policy development process.
4. Simplify the process by eliminating unnecessary step and authorizations in the process.

## **Team Members:**

Endangered Resources - Thomas Meyer

Facilities and Lands - Brian Hefty

Forestry - Melissa Baker

Law Enforcement – Kyle Drake

Parks and Recreation - Peter Biermeier

Wildlife - Michelle Carlisle

## **Issues to be addressed:**

What Problems or opportunities will the team solve?

- Lack of dedicated staff time and participation on current policy development.
- It takes too long to develop recreational policy.
- Lack of activity specific recreational policy.
- Lack of specific recreational policy increases master plan development time.
- Lack of specific recreational policy leads to inconsistent application of recreational activities on department lands.

## **Expected Results:**

A consistent policy development process that is documented in a manual code.

## **Support/Resource People:**

Who will we need assistance from besides the team members?



# DNR Lean Project - Final Report

**Project Name:** P3 L6S – Recreation Policy Development

**Project Team Leaders:** Aaron Buchholz / Jeff Prey

**Project Purpose:** Create an efficient formal recreational policy development process. The goal is to provide property managers and planners with policy on how specific recreational activities may be implemented on department lands. An additional goal is to create a predictable, defined opportunity for public input into policy development.

**Project Team Members:**

| Name              | Functional Area      |
|-------------------|----------------------|
| Melissa Baker     | Forestry             |
| Aaron Buchholz    | Lands                |
| Peter Biermeier   | Parks and Recreation |
| Michelle Carlisle | Wildlife             |
| Kyle Drake        | Law Enforcement      |
| Brian Hefty       | Facilities and Lands |
| Thomas Meyer      | Endangered Resources |
| Jeff Prey         | Parks and Recreation |

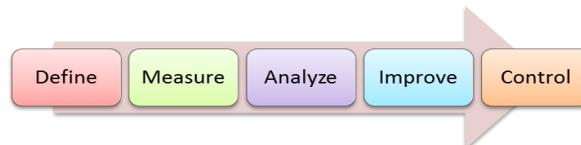
**Summary of Improvements:** See attached Project Implementation Plan

**Project Results:**

| Goal                           | Baseline         | Target             | Expected After Improvements  | Goal Met? |
|--------------------------------|------------------|--------------------|------------------------------|-----------|
| Reduce DNR staff workload.     | 2500 hours       | 15%                | 750 hours<br>(70% reduction) | Y         |
| Reduce lead (delivery time).   | 1800 days        | 180 days           | 180 days<br>(90% reduction)  | Y         |
| Improve customer satisfaction. | 1800 days        | 180 day delivery   | 180 day delivery             | Y         |
| Simplify the process.          | 18 process steps | < 15 process steps | 13 process steps             | Y         |

**Amount of staff time saved per year in hours:** 1750 hours (70% reduction)

**How will that time be reinvested?:** Increased land management activities and master plan development. Additional policy development.



**Project Cost:**

|                          | <b>Hours</b> | <b>Dollars</b> |
|--------------------------|--------------|----------------|
| Project Team Leaders (2) | 340          | \$700.00       |
| Project Team Members (6) | 360          | \$980.00       |
| Meeting Costs            |              | \$3.75         |
| Improvement Costs        |              | \$0            |
| Total                    | 320          | \$1683.75      |

**Recommendations for Future Code/Statute Changes:** See attached Opportunity Chart

**Lessons Learned:**

- The department recreation policy development process has been inconsistent for a number of years. This inconsistency has led to delays with no predictable timeline for completion.
- Secretary and DLT sponsor leadership is important for completing recreation policy development in a timely manner.
- Use of a project charter with clearly identified deliverables and deadlines are a necessity.
- Department staff expertise and facilitation are keys to meeting LS6 project timeline goals.

- Current and retired employees who have served on previous versions of recreational policy teams and recreational policy development efforts.
- Bureau Directors to allocate staff time to commit to the team
- Division Administrators and division leadership teams for guidance and approval of the final product.

**Responsibilities and Boundaries:**

What areas will the team look at and what areas will the team NOT look at?

The team will look at existing manual code, rule and statute pertaining to policy development.

The team will not look at policy or process that is program or property specific.

DRAFT