TIP 3

Sample Project Health Monitoring Checklist

EIS Team **Frequency: Monthly** **Health:** | ON TARGET | CAUTION | TRIAGE |

Factors	Date: Month 1 (NOI Issued)	Date: Month 2	Date: Month 3	Date: Month 4
Full-time, Project Owner	Name			
Streamlining Champion	Name			
Shared Vision and Project Understanding	**Issue**: Team misunderstood alternatives **Action**: XYZ			
Balanced and Well-Defined EIS Project Team	Roles and responsibilities established			
Engaged Solicitor and OEPC (as applicable)	Major concepts and review process discussed			
Informed, Responsive DOI Review Team	Briefed			
Updated Project Schedule and Timeliness	**Issue**: Processing scoping comments took longer than budgeted **Action**: XYZ			
Sticky Page Budget	Pages on target			
Focused Document Scope	**Issue**: More substantive comments on alternatives than anticipated **Action**: XYZ			
Relevant Reference Documents/Appendices	**Issue**: No reference documents started **Action**: XYZ			
Responsive Comment Strategy	N/A			
Seamless Integration with Other Environmental Requirements	N/A			

Developed by the Office of Environmental Programs in the Bureau of Ocean Energy Management (BOEM)

ACTIONS

Month 1 Actions:

- Review alternatives with Writing Team. Have maps available to guide discussion and solicit improvements.
- Identify additional staff (or modify support contract for additional hours) to review and screen unexpected scoping comments.
- Identify critical reference documents to create. Assign authors, and set interim and final due dates. Integrate with overall schedule.

Month 2 Actions:

- **Verify completion of Month 1 actions or make adjustments.**
- TBD