

Conserve Florida Clearinghouse  
December 2008 Monthly Report

Title	Assigned To	Status	Due Date	% Complete	Comments
0.1 Project Management Oversight	Riley,Kristen J	In Progress	6/9/2009	52.00%	Sub-teams have been created to address software tasks and simplifying the Guide for all users. These teams are meeting weekly. In addition, monthly meetings are taking place with all Clearinghouse team members to ensure tasks are kept on schedule.
0.2 Long Term Plan Update	Riley,Kristen J	In Progress	2/9/2009	35.00%	Work has begun on updating the Long Term Plan. Initial discussions concerning areas of focus for next year took place at the Conserve Florida Water meeting on December 2. A follow-on meeting is scheduled between the Conserve Florida Water members and the FS/AWWA for December 18th to further discuss this area. We are waiting on feedback from this meeting so that the Long Term Plan will reflect the agreed upon direction.
0.3 Meeting and Conference Attendance	Riley,Kristen J	In Progress	6/9/2009	52.00%	The team attended the December 2 Conserve Florida Water meeting in Orlando. The second Quarterly Presentation on the status of Clearinghouse activities was given, in addition to an update on the Long Term Plan. Information was also provided on the status and updates of the EZ Guide.
0.4 Maintain Website	Switt,Randal S	In Progress	6/9/2009	52.00%	A new look for the website has been created, offering user friendly features to navigate the site. Team members are updating and/or developing content to be placed in this new format. It is anticipated that the new site will be operational by the end of the calendar year.

Conserve Florida Clearinghouse  
December 2008 Monthly Report

1.1 Implement and Test Priority Software Modifications	Switt,Randal S	In Progress	6/9/2009	52.00%	We have added several requested "features" into the Guide, as well as continued bug fixes. The next version, 1.5 will include a feature to return a user logging in to the last page they saved during their last session. This will help users keep track of where they were in the application. We are also adding a feature to keep track of and visually indicate those pages in a Utility profile that a user has previously saved. This will help indicate the sections of the Guide that a User has previously completed.
1.2 Develop Guide BMP Quick Reference	Heaney,James	In Progress	5/10/2009	10.00%	The team is in the process of putting together a preliminary list of 5 BMPs/Measures for DEP and Conserve Florida Water approval. Informational documents will then be developed for each.
1.3 Implement Performance Benchmarks	Heaney,James	In Progress	5/10/2009	52.00%	The Conserve Florida Water team has developed a review and approval process for all Technical Reports/documents that were delivered as part of the 2007-2008 contract. Teams have been established to review and approve recommendations for those reports related to performance benchmarks. Initial comments were presented at the last Conserve Florida Water meeting on November 6th, but we are waiting for a final report for guidance and/or implementation. This topic was discussed at the December 2 Conserve Florida Water meeting, and the review team indicated that written direction would be forth coming.
1.4 Improve Supporting Information for Measures and BMPs in the Guide	Heaney,James	In Progress	4/10/2009	10.00%	The team is in the process of putting together a preliminary list of 3 Measures for DEP and Conserve Florida Water approval. Informational documents will then be developed for each.

Conserve Florida Clearinghouse  
December 2008 Monthly Report

1.7 Modify the Guide to Distinguish Level of Detail Needed for Small, Medium, and Large Users	Heaney,James	In Progress	5/10/2009	52.00%	The team has developed an "EZ Guide" spreadsheet model that simplifies the process for developing a goal-based plan for all levels of users. A follow-up training session was held at the UF TREEO Center on December 16th to evaluate the model first hand. Overall the comments have been positive and the team is pursuing additional modifications. A first release is expected in January 09.
1.8 Develop Links to Related Topics in the Digital Library	Switt,Randal S	In Progress	6/9/2009	8.00%	The Library has now instituted a workable full-text search. This will be integrated into the glossary of the Guide, which already has links to the library. Further links will be added.
1.9 Maintain Guide Software and Host Site	Switt,Randal S	In Progress	6/9/2009	52.00%	The hosting account continues to operate acceptably. We have setup the account to keep a history of Guide versions, so that if we detect an issue with a subsequent released version of the Guide, we can rollback to a previously known good installation.
2.1 Assess all Water Management District Libraries for Inclusion in the Clearinghouse Library	Beck,Howard W	In Progress	6/9/2009	40.00%	Prepared information necessary to better organize the Library keyword system (identify disconnected elements). Added "missing" keywords to all publications in the library.
2.2 Add High Priority Reports to the Library	Beck,Howard W	In Progress	6/9/2009	70.00%	Continued to add submitted publications to the library.
2.3 UF Digital Library to Facilitate Metadata Creation and Convert Key Documents into Searchable Format	Beck,Howard W	Not Started	6/9/2009	80.00%	Scanned documents from UF Library were added to the collection.
2.4 Establish Links to Other Water Conservation Libraries	Beck,Howard W	In Progress	6/9/2009	60.00%	Developed a web form for entering and modification of Research Priorities for Extension Programs' and Research Projects' structure. Creation of custom queries for new Research web page in development.

Conserve Florida Clearinghouse  
December 2008 Monthly Report

					<p>The following activities took place during the past month:</p> <ul style="list-style-type: none"> <li>- Created a Mantis database for the EZ Guide</li> <li>- Prepared and conducted a feedback session (Dec 16) on the EZ Guide</li> <li>- Made suggested changes on the EZ Guide according to the Mantis report: <ul style="list-style-type: none"> <li>Add person filling the guide</li> <li>Modify units</li> <li>Create report spreadsheet (for printing)</li> </ul> </li> <li>- Started work on linking the EZ Guide to the Library</li> <li>- Worked on the prototype online EZ Guide</li> </ul>
3.1 Guide Users Database	Beck,Howard W	In Progress	6/9/2009	80.00%	
3.2 Spatial Databases	Beck,Howard W	In Progress	6/9/2009	5.00%	Implementing GIS database to support the Guides.
3.5 Consumptive Use Permits Databases	Beck,Howard W	Not Started	6/9/2009		
4.1 Help Desk	Switt,Randal S	In Progress	6/9/2009	52.00%	Maribel Balbin has brought up an issue concerning managing multiple custom BMPs within the planning section of the Guide. We will continue to work with her to make sure this section provides the flexibility needed for general use.
4.2 Individual Assistance for Utilities	Switt,Randal S	In Progress	6/9/2009	52.00%	We met with GRU to discuss their Conservation efforts and direction. We also had a follow-up workshop on 12-16-2008 with SJRWMD and several Rural Water Association members (also OUC), to gather feedback and suggestions for the EZ Guide spreadsheet.
5.1 Maintain/update Applied Research Agenda	Staal,Lisette M	In Progress	6/9/2009	30.00%	Drafted a new website for Research to be included on the Clearinghouse website. Met with the Digital Library team to coordinate research and extension project integration. Worked on project updates.

Conserve Florida Clearinghouse  
December 2008 Monthly Report

5.2 Conduct Synthesis and Assessment for Priority Research Area	Staal,Lisette M	In Progress	6/9/2009	40.00%	The literature review continues as well as contacts with Conserve Florida members and Utilities. The projected timeline for the work was shared with the Task Group. The Synthesis team released a related study on Conservation Pricing for Residential Water Supply and submitted it to the digital library.
6.2 Develop Promotional Materials	Hinton,Carol	In Progress	6/9/2009	5.00%	Distributed Press Release regarding the Library via email.
6.3 Publicize Clearinghouse at Professional Meetings	Hinton,Carol	In Progress	6/9/2009	20.00%	Attended FSAWWA Conference December 3 and 4, displayed the banner and flyers.
6.4 Recruit New Guide Users	Hinton,Carol	In Progress	6/9/2009	10.00%	Started the development of the Recruiting Strategy
6.5 Develop Educational Materials for Utilities	Hinton,Carol	Not Started	6/9/2009		
6.6 Provide In-Depth Workshops/Training	Hinton,Carol	In Progress	6/9/2009	10.00%	Assisted in the promotion of the second EZ Guide training/feedback session held at the TREEO Center.