

Appendix C – Costing Tool for Wilderness Information Needs Assessments

Wilderness Name:	
Information Need:	

Task Description	# of Days	Cost per day*	Misc.	Sub-Total
Select/modify data collection protocol				
Select/modify database or spreadsheet				
Determine analysis protocol				
Design & schedule field data collection survey				
Conduct field data collection				
Enter data into database/spreadsheet				
Analyze data				
Produce information products (reports, maps, etc.)				
Miscellaneous purchases				
Miscellaneous agreements / contracts				
Total				

* Note:

- If different people are involved at different salaries, use an average
- For accuracy, salary costs should include total cost to government, not just the base salary rate

Costing Tool Instructions

1. Select / modify data collection protocol
 - Assess adequacy of available data collection protocols. Estimate time needed to modify an existing protocol, if necessary.
2. Select / modify database or spreadsheet
 - Assess storage and analysis needs. Evaluate adequacy of available tools (database, spreadsheet). Estimate time needed to modify, if necessary. Also plan for time for adequate documentation.
3. Determine analysis protocol
 - Assess available data analysis protocols. Estimate time needed to modify, if necessary. In many cases, the analysis protocol may be included as part of the data collection protocol.
4. Design & schedule field data collection survey
 - Estimate time needed to plan for and schedule a field data collection survey. This estimate should include the time needed to secure necessary funding, apply for grants, hire seasonal employees, etc. If new equipment is required, be sure to include that time and cost estimate as well.
5. Conduct field data collection
 - In most cases, this will be the most expensive part of this endeavor, so take time to develop this estimate as accurately as you can. In addition to salary, also include vehicle charges and estimates of field per diem, as appropriate.
6. Enter data into database/spreadsheet
 - Estimate the time required to enter the field data into the database or spreadsheet. Include time required for conducting cleaning and QA/QC of the data.
7. Analyze data
 - Estimate the time needed to conduct analysis of the data.
8. Produce information products (reports, maps, etc.)
 - Estimate the time needed to produce the information products that are required to address this specific information need. If these products require spatial analysis and the time of a GIS Specialist, account for those costs as well.