

Project Briefing Sheet

[Project Title]

[Introductory, Mid-Project, or Final] Briefing Sheet

Background and Need

[Two to four sentences that explain key species, landscapes, or policies and define the problem – typically a management need or information gap – that this project is intended to address. It can be helpful to cite (and/or provide a link to) a specific law, policy, decision process, or guidance document that the project is addressing. One example is [“Advancing Science in the BLM,”](#) which affirmed the Bureau of Land Management’s (BLM’s) commitment to use science-informed decision making at every level and in every program.]

Project Goal and Objectives

[One to two sentences that state the project goal and main objectives.]

Methods

[Very brief, plain language summary of methods for conducting this work, corresponding to the project objectives. It may be helpful to use bulleted or numbered lists and mention how the project partners will share responsibilities and decision making.]

Planned Activities or Progress to Date

[Outline planned project activities in the initial briefing sheet; describe annual progress and planned next steps in subsequent briefing sheets. If there is any concern about sharing any of this information, be sure to include the appropriate disclaimer (see example disclaimers in red text at the end of this template).]

Anticipated Uses and Benefits

[Describe the anticipated applications and uses of project products, focusing on how they can benefit public land managers and inform actions and decisions that affect public lands and waters.]

Science-Management Partnership

[This section can simply state that the project is being coproduced, or can be tailored to describe that coproduction in more detail. Example text:

The Bureau of Land Management (BLM) [office] requested this project to meet their need for [...]. Staff from BLM [offices] and [science provider] are working together as partners to coproduce this project, with a goal of producing practical, actionable science that informs planning, policy, and management decisions on public lands managed by the BLM (see [“Tool 1: Coproduction in the Public Lands Context”](#) for more information on coproduction).]

For More Information

Please see our project website [link] or contact [name, project position, email, phone number] or [name, project position, email, phone number] with any questions or suggestions.

[If there is any concern about information that is being shared in the project briefing sheet, we suggest that you include the appropriate disclaimer for your agency or organization. Example disclaimers:

This information is preliminary or provisional and is subject to revision. It is being provided to meet the need for timely best science and does not represent any official finding or policy of either agency.

This information has not received final approval by the [federal public land management agency] or [science provider] and is provided on the condition that neither the [federal public land management agency] nor the [science provider] nor the U.S. Government shall be held liable for any damages resulting from the authorized or unauthorized use of the information.]

Date

[We suggest including the date the briefing sheet was last revised at the bottom of the document.]



Figure: Example image of planned activities. Sarah Beckwith, BLM

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Introductory

Mid-Project

Final

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