WV Rivers Project Tracker 5.2.2020

The WV Rivers' Project Tracker, built on Air Table, is designed to assist staff with grant and administrative reporting requirements. Staff and contractors are required to enter all top-level activities into the Project Tracker.

Activities should be entered by the staff lead, unless otherwise requested. If you are unsure of the lead, coordinate with colleagues to avoid duplicate entries or omissions.

Try to take time daily or weekly to enter your activities.

If you are unsure of how to enter your activity, contact Kathleen, ktyner@wvrivers.org.

Project Tracker Activity Input Form: http://wvrivers.org/tracker
Password: Coalition44

Master spreadsheet view for managers:
https://airtable.com/tblhgcqPNqt6H0Y9R/viwyu8LjdXUGNvelo

Project Tracker Activity Input Form
Once you've logged into the tracker on WV Rivers website, you will see a simple form for entering your activities.

Fields and Options

Date: Enter the date of the activity.

Person: Last name of activity staff lead.

Programs: Top level, your entry can fall under more than one program, but try to limit your program selection to the main program the activity falls under.

- Choose Clean Water
- Climate Action Campaign
- Fracking & Pipelines, Industrial Development - includes enforcement, litigation, violation reports
- Mini Grant
- Professional/Organizational Development – webinars you take, conferences you attend, learning opportunities
- Public Lands
- Safe Water
- Water Policy
- Waterkeeper

- Watershed Capacity

Safe Water Program: Only visible when the program selected is Safe Water.

Activity: What you did. You can have more than one activity, ie. Meeting/Call with Decision Maker and Policy Comments. These fields are designed to apply across our programming.

- Event - Attended or tabled
- Event - Rivers hosted, includes webinars
- Media – efforts to garner media coverage of our work, or links to media hits
- Meeting/call - Campaign (workgroup, partner) – do not need to record every workgroup or standing call.
- Meeting/call - Decision Maker (grasstops) - this includes any contact with elected officials, agencies, funders, etc.
- Permit Review and Comments (includes sign-on letters) - under actions taken you include the number of sign-ons, includes consent orders
- Pipeline Report/Citizen pollution report
- Policy Comments (includes sign-on letters)
- Report/Product
- Public Hearing/Testimony
- Technical Assistance Provided

Description: A brief description of what you did. Does not need to be full sentences. Keep it short. Examples:

- WVRC Signed on to Earth Justice letter to USDA Sec. Sonny Perdue against State of Alaska petition to exempt Tongass NF from Roadless Rule.
- Meeting with DEP re: pipeline monitoring, public access to info

Is this a QuickBase report?

Check this box if your activity relates to the Climate Action Campaign, even though you may log it under another program i.e. – public lands, but you collected climate change postcards. If you click yes, you will see 3 conditional fields.

Name and Contact of Grasstop(s): we need to report on the name, org./business, and contact info for grasstop actions in QuickBase.

Name and Contact of Grassroots Activist(s): include the name, org. (if applicable), and contact of activist.

Climate related media: Date Published; Headline; News Outlet; Type of Media Hit; News Outlet Type; Link

Attachments and Photos: Did you take any photos? Attach 1 or 2 of the best images. You can also include links to reports and letters.