### Tool 2a: Defining Inputs – What are you Evaluating?

**Purpose:** Capture the operational details of your CBWM program, focusing on your program objectives, activities, and inputs.

**Refer to:** Tool 1a

**Used in:** Tool 3a, Tool 4a

Describing CBWM Activities

This tool is designed to capture the **operational details** of your CBWM program, focusing on what your program does, the activities it undertakes, and its immediate objectives. The information produced will set the foundation for identifying program benefits and changes in Step 3.

1. **Program Trigger:** What challenge(s) or issues is your program addressing? (e.g. water quality degradation, impact of road salts)

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1. **Objectives:** What are the primary objectives of your CBWM program? These should be measurable and focused on **what** your program aims to achieve. For example:
* *Monitor water health by collecting water quality data from 50 sites over the next 12 months, with quarterly reports published to the community.*
* *Assess road salt impact by testing chloride levels at 10 monitoring stations along major roads.*
* *Provide data for regulatory compliance by submitting monthly water quality reports to local authorities.*

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1. **Activities:** Describe the specific activities undertaken by your program, including any major purchases, staffing, training, data collection, and community outreach. *(e.g. regular water testing, training volunteers, purchasing equipment, sharing results with the public)*. You will go into detail about the costs of your activities in Tool 2b.

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1. **Monitoring Procedures:** Describe your monitoring activities and how they align with your stated objectives. Include established protocols for program planning, sample site selection, monitoring procedures, and data handling.

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1. **Training:** Describe the training provided to staff and volunteers, ensuring it’sappropriate for the type of monitoring being conducted. Consider different training formats such as in-person sessions, how-to videos, and printed or digital materials.

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1. **Quality Control:** Detail the quality control and assurance measures throughout the monitoring process, from sample collection to data interpretation, to ensure the reliability of your data.

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1. **Data Management:** Explain how your data is managed —whether through hard copies, digital copies, or cloud-based databases—and if it's shared publicly, ensure it aligns with FAIR principles and, when applicable, follows OCAP principles when working with Indigenous communities.

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1. **Site Selection:** Describe how monitoring sites that meet your objectives and represent the study area are selected, ensuring safe access and avoiding duplication with existing programs.

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**!! A caution on data collection and management**

Poor data management is a central reason that CBWM efforts and in turn, their evaluations, go awry. Although data may be collected, collection techniques may not be well described or stored in an accessible format. It is important to have a thorough and consistent data collection and storage procedures in order to ensure the validity of your monitoring efforts. Learn more about data management and quality assessment (QA) in Appendix X.