Project Initiation Check List

> After your Project has been approved by the Program Manager, use this checklist to ensure each step required for Project initiation is complete.

- [ ] **Project Baseline *Standards* Documents** – Reviewed by Project manager

- [ ] **Project Manager Name** – Confirmed and Submitted to Program Manager

- [ ] **Project Manager Email Address** – Confirmed and Submitted to Program Manager

- [ ] **Project Name** – Confirmed by both the Program Manager and Project Manager

- [ ] **List of Support Divers** – Confirmed and Submitted to Program Manager

- [ ] **List of Community Supporters** – Confirmed and Submitted to Program Manager (if applicable)

- [ ] **General Geographic Extent of Project** – Identified and Submitted to Program Manager

- [ ] **Project Site(s)** – Identified and Submitted to Program Manager

- [ ] **Station(s) within Site(s)** – Identified and Submitted to Program Manager

- [ ] **Need (proven or perceived) for Underwater Documentation at selected Station(s)** – Identified and Submitted to Program Manager

- [ ] **Project-based Dive Plan** – Created and Submitted to Program Manager

- [ ] **Local and Regional Aquatic Environmental Regulating Entities** – Identified and Submitted to Program Manager

- [ ] **Short-term Community Outreach Plan** – Created and Submitted to Program Manager

- [ ] **Official Project Baseline Project Logo** – Received

- [ ] **Official Project Baseline Webpage** on www.projectbaseline.org – Established

- [ ] **Project Added** to Project Baseline Database by Program Manager

- [ ] **Project Manager Applied** to Appropriate Project

- [ ] **Project Manager Member Grade** – Identified and Submitted to Program Manager

- [ ] **Project Manager User Profile** – Approved by Program Manager

- [ ] **Uploads to the Project Baseline Database** using the Web-app Interface – First Dive Successfully Uploaded