

USEITI

Online Data/Contextual Report Project Plan

Prepared by the Independent Administrator

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Deloitte.

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The Independent Administrator (IA), Deloitte & Touche LLP, must prepare an Online Data/Contextual Report Project Plan in line with the following:

The contractor will develop a project plan that documents the objectives for publishing the online data and contextual narrative for the USEITI Report. The report must also include the components as outlined in Phase 4 of the RFQ. The project plan must support EITI requirements and the deliverables set forth in the RFQ 100% of the time.

The following project plan fulfills this requirement by discussing the online data/contextual report objectives, the USEITI products' content and format, the roles and responsibilities of each collaborator, and the project timeline.

I. Online Data/Contextual Report Objectives

Developing and publishing the USEITI Online Data/Contextual Report will be designed to accomplish the following objectives:

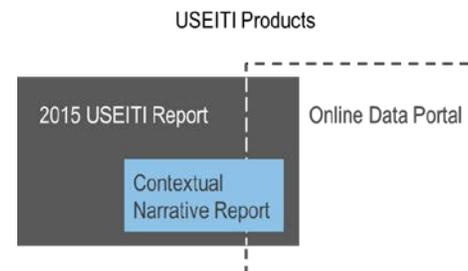
- Achieve the EITI standard and contribute to successful EITI implementation in the U.S. by fulfilling "Phase 4.3" in *The 2014 USEITI Terms of Reference for the Independent Administrator* and "Phase 4" of the RFQ
- Provide the public with the context needed to understand the 2015 USEITI Report, as well as to improve the overall accountability and transparency of natural resource revenue management in the U.S.
- Contribute to achieving the U.S. open government goals outlined in the *2013 U.S. National Action Plan for the Open Government Partnership*, "Open Government to Manage Resources More Effectively"
- Set a new standard for EITI implementation globally by demonstrating the power of an online data portal in addition to a textual narrative to improve access, participation, and collaboration

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II. USEITI Product Content and Format

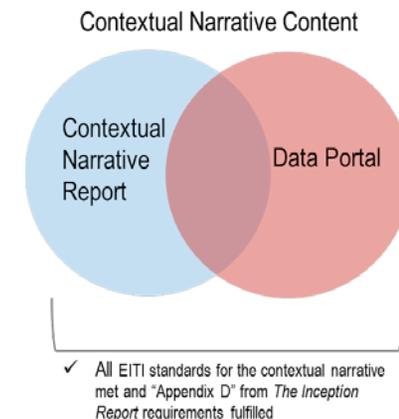
Product: Contextual Narrative Report

- Content:** The contextual narrative report will fulfill most of the requirements outlined “Appendix D, Contextual Narrative Analysis” published in *The Inception Report*, which was accepted by the MSG on February 24th, 2015. All requirements not addressed in the contextual narrative report will be addressed in the data portal.
- Format:** The contextual narrative report’s format (and content) will consider the needs of potential reader personas, such as community members, researchers, and reporters. The report should be sufficiently brief to be accessible, but at the same time care must be taken that there is sufficient information presented in a readable manner that the report achieves credibility with the general public, and with that portion of the public concerned with natural resource issues. The contextual narrative report will contain text, infographics, charts and graphs, and data tables. The report will follow common style guidelines established by 18F, the IA, and the Office of Natural Resources Revenue (ONRR). The contextual narrative report will be one component of the 2015 USEITI Report. The 2015 USEITI Report, contextual narrative report, and data portal will share common style elements. However, the contextual narrative may have more design elements than the overall USEITI 2015 Report.



Product: Online Data Portal

- Content:** The online data portal will fulfill some of the requirements outlined in “Appendix D, Contextual Narrative Analysis” published in *The Inception Report*. 18F, the IA, and ONRR will make judgment calls regarding which aspects of the contextual narrative will achieve the greatest impact as visualizations on the data portal, with guidance about user needs from MSG outreach and engagement with stakeholders and the general public. All other aspects of the “Appendix D, Contextual Narrative Analysis” will be covered in the contextual narrative report, as well as some common elements that will appear both on the data portal and in the contextual narrative report.
- Format:** The data portal format (and content) will reflect the needs of potential user personas, including community members, researchers, and reporters. The data portal will include machine readable datasets to download that are original to the USEITI. Datasets that are not original (e.g., census GDP and employment data) to the USEITI will not be downloadable from the portal. However, the portal will direct users to the appropriate government website where they can download the data. The data portal will also contain some metadata where readily available and agreed upon by the Working Group, 18F, and ONRR. The data portal will follow the style guidelines agreed to by 18F, the IA, and ONRR so that all USEITI products have a similar look and feel that engages the reader/user and builds trust.



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III. Roles and Responsibilities

Deliverable	IA	18F	ONRR	Working Group
Contextual Narrative Report	<ul style="list-style-type: none"> Research, write, and design the contextual narrative report in collaboration with all other stakeholders 	<ul style="list-style-type: none"> Collaborate with the IA so that all USEITI products will have reinforcing, complementary content and format 	<ul style="list-style-type: none"> Collaborate with the IA and provide day-to-day guidance Provide government data and access to knowledgeable people 	<ul style="list-style-type: none"> Collaborate with the IA and provide decisional guidance regarding whether content aligns with "Appendix D, Contextual Narrative Analysis" from <i>The Inception Report</i> Make decisions regarding data sources and standards, and fulfillment of EITI and USEITI goals Collaborate and coordinate with other MSG working groups/subcommittees and sectors
Online Data Portal	<ul style="list-style-type: none"> Serve as 18F's content partner by identifying sources, cleaning/refining the data, drafting language, and ensuring all aspects of "Appendix D" from <i>The Inception Report</i> are covered across both products Serve as 18F's design partner by co-developing prototypes for the data portal and assisting in developing structure and content 	<ul style="list-style-type: none"> Design and develop the online data portal, including developing prototypes, overall architecture, building out the site, testing the site, and going live in collaboration with all other stakeholders 	<ul style="list-style-type: none"> Collaborate with 18F and provide day-to-day guidance Provide government data and access to knowledgeable people 	<ul style="list-style-type: none"> Collaborate with 18F and provide decisional guidance regarding data sources Collaborate and coordinate with other MSG working groups/subcommittees and sectors Make decisions regarding data sources and standards, and fulfillment of EITI and USEITI goals

