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## CALIFORNIA INTEGRATED WATER QUALITY SYSTEM

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### CIWQS REPORT RANKING

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### 1.0 PURPOSE

This standard operating procedure (SOP) describes the process used by the California Integrated Water Quality System (CIWQS) Reports Team to rank reports based on a variety of report attributes. CIWQS users file requests for reports that would help them access the data within the database and accomplish their job duties. The number of report requests is greater than the resources available to develop reports. This SOP is used to standardize the process of identifying which reports will be worked on first.

### 2.0 RESPONSIBILITIES

The CIWQS Reports Team is responsible for soliciting report requests and maintaining a list of all requests. The Reports Team reviews each request with respect to this SOP and documents an ongoing prioritized list of reports. The Reports Team is responsible for directing report development in accordance with the prioritized list and documenting divergences from this SOP through a corrective action, except if the CIWQS Executive Committee directed the divergence.

The CIWQS Executive Committee is responsible for reviewing the prioritized list of reports. The CIWQS Executive Committee is responsible for documenting divergences from the SOP that its members have directed by completing a correcting action, according to the CIWQS SOP: *Corrective Action*.

The Reports Team is responsible for proposing changes to this SOP. The CIWQS Business Rules Team is responsible for approving this SOP and for ensuring that appropriate resources are available to implement the SOP in a consistent and timely manner.

The CIWQS Quality Assurance (QA) Design Team is responsible for assessing the implementation of the SOP on an annual basis. The QA Design Team provides a report with its findings and recommendations for changes to the Business Rules and Reports Teams, in regards to this SOP.

### 3.0 PROCEDURE

This SOP specifies the following five steps for prioritizing reports.

#### 3.1 LIST OF REPORTS

The Reports Team shall compile and maintain a list of all requested reports. The list links requests to a program, agency, or entity.

#### 3.2 RANKING

The Reports Team shall individually rank each report based on the following attributes. Most attributes are scored on a scale of 1, 2, or 3 with a score of 1 being low and a score of 3 being high.

One attribute also includes a 4. The total score is summed for and assigned to the corresponding report. The report with the highest score is the next report to be developed.

- **Is the report currently being produced with another system? RANK: 1 2 3**

Give the report a score of 1 if it is currently produced with another system. Give the report a score of 3 if it is not currently produced with another system. If the report is produced by another system, but that system's output is difficult to use, you may give the report a score a 2. Do not give the report a score of 3 if another system is producing this report.

- **Is the data to populate the Report currently in CIWQS? RANK: 1 2 3**

Give the report a score of 1 if the data is not supported in CIWQS. If <75% of the data is in CIWQS, give the report a score of 1. If >75% of the data is in CIWQS, give the report a score of 2. If all of the data is in CIWQS, give the report a score of 3.

- **What is the order of precedence (see Principle Operating Directives)? RANK: 1 2 3 4**

If the report is for a business unit or program, it should be given a rank of 4. If the report is for the regulated community, the report gets a rank of 3. If it is for Executive management or for centralized statewide analysis, the report gets a rank of 2. Finally, if the report is for the public, it receives a rank of 1.

- **Will the report help with data cleanup? RANK: 1 2**

Give the report a score of 1 if there is no impact on data cleanup. Give the report a score of 2 if the report will help with data cleanup.

- **Is this Report request by more than one program/agency/entity? RANK: 1 2 3**

Give the report a score of 1 if it is requested by one entity. Give the report a score of 2 if it is requested by two to four entities. Give the report a score of 3 if it is requested by five or more entities.

- **Is this Report important for completing Water Board work? RANK: 1 2 3**

To make this criteria as objective as possible, the ranking shall be given in accordance with the amount of time the report is likely to save. Give the report a score of 1 if it saves less than an estimated 100 staff hours per year (eg one hour per person x 12 months x 9 RBs). Give the report a score of 2 if it saves 100-500 staff hours per year. Give the report a score of 3 if it saves more than 500 staff hours per year (eg one hour per person x 52 weeks x 9 RBs OR 5 hours per person x 12 months x 9 RBs).

- **Is development of this Report time or politically sensitive? RANK: 1 2 3**

This ranking should include consideration of requirements of the legislature or EPA. Give the report a score of 1 if there are no time or politically sensitive issues. Give the report a score of 2 if there is a mild time or politically sensitive issue. Give the report a score of 3 if there are high time or politically sensitive issues. This ranking may be made on best-professional judgment.

### **3.3 SCORING**

The Reports Team shall add the total scores for each report to the report list and sort by score from highest to lowest.

### 3.4 OUTLIERS

The Reports Team shall review the prioritized list for any outliers. Potential outliers should be discussed. Any decisions to change the level of priority of reports in manner that is inconsistent with a report's total score shall be documented.

### 3.5 IDENTICAL SCORES

The Reports Team shall re-prioritize all reports in the same total scoring class. For example, all reports with a score of 15 will be prioritized in a judgmental fashion by the Reports Team. If the Reports Team is unable to make a decision, the list will go to the Executive Team.

### 4.0 DOCUMENTATION

All documentation, including this *CIWQS Reports Ranking* SOP must comply with the *Document Management* SOP.

The following documentation should be created and maintained in accordance with this *CIWQS Reports Ranking* SOP:

- The Reports Team shall create and maintain a list of requested reports.
- The Reports Team shall create a priority list of reports based on total scores.
- The QA Design Team shall audit this system annual are provide a report.

### 5.0 CORRECTIVE ACTION

If routine reviews or procedural changes require the modification or replacement of the *CIWQS Report Ranking* SOP, re-approval must be obtained according to this SOP.

Issues in violation of this *CIWQS Report Ranking* SOP will be reported according to *CIWQS SOP: Corrective Action*.

### 6.0 REFERENCES

*Corrective Action*. California Integrated Water Quality Management System Standard Operating Procedure. October 30, 2007.

*Document Management*. California Integrated Water Quality Management System Standard Operating Procedure. October 30, 2007.

### 7.0 APPENDIX

EXCEL spreadsheet for tallying results.