

Standards Work Plan

Work Plan (Version 1.1)

1 - General Information

Committee name:	Standards Committee
Date Work Plan Prepared:	First Draft 08.31.2016 Revised Draft 12.21.2016
Period covered by this work plan:	07.01.2016 – 06.30.2017
Committee chair name and contact information:	Geoffrey Maas, GISP MetroGIS Coordinator Metropolitan Council geoffrey.maas@metc.state.mn.us 651.602.1638
Committee vice-chair name and contact information:	<<No vice chair has been selected>>
Draft charter:	http://www.mngeo.state.mn.us/committee/standards/Charter_StandardsCommittee.pdf

2 - Planned Activities and Deliverables

2.1 What does the committee plan to accomplish in the coming year?

For 2016-2017, the Standards Committee anticipates the following accomplishments:

- Development, review and adoption of a **Committee Charter and Work Plan**;
A draft has been prepared and reviewed and is pending formal approval of the Committee;

Development, review and adoption of a **Data Standard Development and Approval Process and Flow Chart**; A draft has been prepared, reviewed and revised. Based on the work of the Parcel Data Transfer Standard, further revision and review will be necessary to accurately reflect the process.
- A 90-Day Stakeholder Review Cycle of the **Parcel Data Transfer Standard**, including collection of stakeholder responses (Completed in February 2017);
- Comments from stakeholder review and alignment document (alignment of comments to specific features of the standard) was prepared in February and March 2017;
- A series of follow up, review and listening sessions are planned for the Parcel Data Transfer Standard with stakeholders in the Arrowhead Region (March 14, 2017), Pine-To-Prairie Region

(April 5, 2017) and Southeast Minnesota GIS (June 20, 2017), additional statewide outreach and listening sessions are anticipated in Spring 2017;

- Distribution for review of the Metro Address Point Standard (V. 3.0_[2016]) as a potential candidate for a statewide Address Point Data Standard. This work is anticipated later in 2017;
- Committee to provide review and comment on the forthcoming 9-1-1 GIS Data Standards;

2.2 When does the Committee plan to meet in the coming year?

For 2016-2017, the Standards Committee will convene as follows

- Anticipated meeting in April 2017 to approve work plan and charter as well as review the input on the Parcel Data Transfer Standard from the comment period and listening sessions;
- During calendar 2017 as needed based upon work tasks, review or revision tasks arising from new/existing standards.

3 - Roles and Responsibilities

3.1 Provide estimates of the staffing requirements of active committee participants. Six (6) to twelve (12) engaged individuals representing a diverse cross-section of the geospatial community in Minnesota.

3.2 Provide a list of actively participating members

MEMBER	AGENCY	EMAIL
Andra Bontrager	MCEA (Non-Profit)	abontrager@mncenter.org
Chris Cialek	MnGeo	chris.cialek@state.mn.us
David Fawcett	MPCA	david.fawcett@state.mn.us
Adam Iten	Emergency Communications Network	adam.iten@state.mn.us
Peter Henschel	Carver County	PHenschel@co.carver.mn.us
Mark Kotz	Metropolitan Council	mark.kotz@metc.state.mn.us
Nancy Rader	MnGeo	nancy.rader@state.mn.us
Dan Ross	MnGeo	dan.ross@state.mn.us
Ron Wencil	USGS	rwencil@usgs.gov
Geoff Maas, chair	MetroGIS	geoffrey.maas@metc.state.mn.us

3.3 Who is expected to do which committee activity/what tasks will participants perform?

Members can reasonably be expected to attend meetings (either in person or via conference call), review research materials, and contribute their input and experience on each topic as it is raised and presented. Specific tasks of research, outreach, document development and so on will be assigned in accordance with each standard creation or revision project as it materializes.

3.4 What skill sets, knowledge and/or experiences are desired of participants?

- Broad knowledge of geospatial data use by their stakeholder agency and similar agencies;

- Ability to understand and support an inclusive, transparent and broad-reaching stakeholder process;
- Holding a senior technical level or managerial level position in their respective agency;

3.5 What is the expected time commitment of participants?

- The Committee chair can expect to commit 3-5 hours/month on document preparation, managing communications with the geospatial community and other members of the Committee;
- Other members can expect 1-2 hours per month on responding to communication, reviewing documents, providing feedback and attending meetings;
- These numbers may vary depending on the number of new standards being advanced or number of existing standards being revised.

4 - Resources

4.1 Identify what resources have been committed and where they are coming from:

At present, the in-kind staff commitments of the agencies the members are employed by will be sufficient to meet existing staffing and resource needs.

5 - Project Needs

5.1 Identify any additional needed equipment, software, data, staffing, or other resources that have not yet been committed, and identify any likely or suggested sources.

The Committee will need a functional state agency standards approval process in place, presently this resource does not exist.

The Committee does not require any significant material resources other than being able to post its material on the MnGeo webpage;

6 - Dependencies and Interrelationships

6.1 What, if any, other projects or activities depend on committee/workgroup success?

The proposed Parcel Data Transfer Standard (put out for comment Oct 2016-Jan 2017) depends upon the actions, support, and facilitation of the Committee.

6.2 Is the Committee's activity related to another committee/workgroup or project?

The proposed Parcel Data Transfer Standard (put out for comment Oct 2016-Jan 2017) depends upon the actions, support, and facilitation of the Committee.

7 - Subsequent Work

7.1 What follow-on work is anticipated?

The work of the Standards Committee will be on-going, to monitor and respond to the needs for standards as described by the geospatial community.

7.2 Who is expected to perform the subsequent work?

Members of the Committee will volunteer or assign upcoming tasks among themselves or members of the geospatial community as tasks, timelines and circumstances dictate.

7.3 When will this be needed?

As tasks, timelines and circumstances dictate.

8 - Risks

8.1 - Describe any potential risks

No immediate risks are evident as of this writing.

8.2 - What could cause the committee/workgroup to fail?

- Lack of engagement by the membership;
- Lack of leadership by the chair;
- Lack of trust from the geospatial community in the standards development process;
- Lack of a standards approval process in state government to get standards where they can be listed as part of the state standards <http://mn.gov/mnit/programs/policies/geospatial/>

8.3 What can be done to mitigate the risks?

The Committee would benefit greatly by having a standards approval process developed and adopted in state government to get standards where they can be listed as part of the state standards.

The Committee chair needs to develop materials that are clear, concise, and easy to work with so the group can make good use of its time to advance the work. The Committee needs to maintain and strengthen its relationship to the entire geospatial community to advance and increase knowledge about why standards are important and useful, share information, define and act on topics of shared interest, and to strengthen relationships among geospatial professionals. State leadership needs to ensure that there is a standards approval process in place that engages the professionals and serves the highest and best aims of agency need, data producers and data consumers.

9 – Notes and Comments

This Committee is unique as its ‘product’ is in fact a ‘process’.

Standards Committee Work Plan (Version 1.1)

Prepared on: August 31, 2016

Revised on: December 21, 2016

*Author: Geoff Maas, Committee Chair
geoffrey.maas@metc.state.mn.us
MetroGIS Coordinator, Metropolitan Council*

*Approved by Geospatial Advisory on **March 22, 2017***