## **Project Plan**

Project Name: Minnesota Geospatial Metadata Standard (MGMS)

Prepared by: Nancy Rader

Last updated: 5/13/2011

# Don't Duck Metadata!

# **A** Introduction

This project plan documents how the Metadata Workgroup intends to meet the goals outlined in its Charter:

- Develop a short-term solution that allows users of ArcGIS 10 to create and edit Minnesota Geographic Metadata Guidelines version 1.2 (MGMG1.2) metadata.
- Recommend updates to MGMG1.2.
- Recommend metadata fields that document geospatial services.
- Recommend new state geospatial metadata standard(s) that describe data and services.
- Develop a solution for creating and editing metadata using the new standard(s).
- Coordinate with other efforts that rely on geospatial metadata.

See the Metadata Workgroup Charter for more information on the project.

## B Scope

#### **In-Scope**

## Evaluate options for creating and maintaining metadata in ArcGIS 10

- Become familiar with how metadata is handled in ArcGIS 10, including new terminology and tools.
- Identify existing tools that could be customized for use in ArcGIS 10; currently, these are the EPA Metadata Editor (EME) and the built-in ArcGIS metadata editor, however, critical source code and/or instructions are not yet fully available for these tools.
- Develop criteria and a test plan for evaluating tools.
- For each tool:
  - Evaluate how it imports existing MGMG metadata and how it creates new metadata
  - Evaluate what can be customized
  - o Document the pros and cons of the tool
  - o Recommend next steps to customize tool or adopt existing one
- If recommended, customize tool, test, revise and distribute.

## Evaluate options for creating and maintaining MGMG metadata with a standalone tool

- Identify existing standalone tools that could be customized for MGMG to replace DataLogr; currently, the only known possibility is the EPA Metadata Editor (EME).
- Concurrent with the evaluation of EME within ArcGIS 10, evaluate EME as a standalone tool.
- If recommended, customize EME, test, revise and distribute.

#### **Documenting Geospatial Services**

- Research existing ways to document services.
- Recommend fields to document services.

## Recommend Metadata Standard(s) for Approval as a State Standard

- Identify the pros and cons of MGMG1.2 versus NAP.
- Develop a crosswalk between MGMG1.2 and NAP.
- Develop a recommendation for a dataset and a services content standard, including whether or not they
  are separate standards.
- Propose the metadata standard(s) to the MnGeo Standards Committee.
- During this process, coordinate with the <u>Geospatial Commons Workgroup</u> and the <u>Minnesota</u> OpenData effort as needed.

## **Out-of-Scope**

Developing new or revised training materials and educational resources, although very important for the adoption of standards, is beyond the scope of the workgroup's present efforts. The workgroup will recommend next steps for developing or revising training and educational materials for Minnesota's geospatial metadata standard(s).

## **Scope Management Plan**

Proposed scope changes will be assessed in terms of impact to project schedule, cost and resource usage. Any changes to this scope must be documented in a revised version of the project plan. Approval of Project Manager is required. Any scope changes involving staffing or funding changes also require the approval of the project owners.

# **C** Budget

There is no budget for this project. All staff time, hardware, software and other resources will be contributed inkind from participating organizations.

# **D** Project Team

The following people and organizations are stakeholders in this project and are included in the project planning. Additional project team members will be added as needed.

Executive Sponsor: Commit resources and advocate for project

• David Arbeit, Minnesota CGIO, MnGeo

**Project Owners:** Ensure adequate resources are available and track project status

- Chris Cialek, MnGeo
- Mark Kotz, Metropolitan Council

**Project Manager:** Lead the planning and execution of the project, chair workgroup

• Nancy Rader, MnGeo

## Project Workgroup: Plan and execute the project

- Chris Cialek, MnGeo
- David Fawcett, Minnesota Pollution Control Agency
- Jim Gonsoski, Minnesota Department of Agriculture
- Jon Hoekenga, Metropolitan Council
- Mark Kotz, Metropolitan Council
- Susanne Maeder, MnGeo
- Jesse Pearson, Minnesota Department of Transportation
- Eileen Quam, Office of Enterprise Technology
- Hal Watson, Minnesota Department of Natural Resources

**Tool Evaluation Team:** Evaluate metadata tools for ArcGIS 10 and standalone

- Jim Gonsoski, MN Dept. of Ag (Team Lead)
- Jon Hoekenga, Metropolitan Council
- Susanne Maeder, MnGeo
- Jesse Pearson, Mn/DOT
- Hal Watson, MnDNR

**Services Team:** Recommend method to document geospatial services

- Hal Watson, MnDNR (Team Lead)
- David Fawcett, PCA
- Mark Kotz, Met. Council
- Jesse Pearson, Mn/DOT

Standards Team: Evaluate MGMG1.2 and NAP and recommend revised MGMG

- Mark Kotz, Met. Council (Team Lead)
- Chris Cialek, MnGeo
- Susanne Maeder, MnGeo
- Nancy Rader, MnGeo

## **Project Team Management**

The project manager coordinates the project tasks assigned to team members. Changes to the project team require approval of the Project Manager and Project Owner for the affected agency if relevant. Changes will be tracked in revisions to the project plan.

# **E** Project Schedule

#### **Schedule Management**

The project schedule will be updated as tasks are completed and posted online. Any changes must be documented in a revised project schedule. Approval of Project Manager is required.

Create teams and draft tasks  Draft project plan and send to workgroup for review  Finalize project plan; post online (will update the plan as the project progresses)  S73/11    Document why the workgroup chose to customize the EPA Metadata Editor (EME) for MGMG1.2 instead of other considered alternatives  Tool Evaluation Team  Assess which EME features need to be customized for MGMG1.2  Get source code for latest version of EME (the project tasks for this team can be done without the source code, however, fewer features can be customized)  Customize Help; Remove EPA references from Help file, add any MGMG1.2 specific ones  Customize metabase of default values; Remove EPA references; add MGMG1.2 specific ones  Source code dependent  Customize interface; remove unneeded fields; add MGMG1.2 specific ones  Source code dependent  Test both ArcGIS10 and stand-alone .NET versions  6/5/11?  Decide to include or remove stylesheet validation  5/27/11  Develop preliminary list of recommended fields  Fortiles and the standards Feam, recommend whether or not services metadata should be a separate standard or included within the dataset metadata standard  Standards Team  Compile initial list of pros and cons of revising MGMG1.2 to NAP  Standards Team  Compile initial list of pros and cons of revising MGMG1.2 to NAP  Forth Test on the survival of th	Task	Estimated Completion Date	Done
Draft project plan and send to workgroup for review 5/6/11 ▼ Finalize project plan; post online (will update the plan as the project progresses) 5/13/11  Document why the workgroup chose to customize the EPA Metadata Editor (EME) for 5/27/11  MGMG1.2 instead of other considered alternatives 5/27/11  MGMG1.2 instead of other considered alternatives 5/27/11  Tool Evaluation Team Assess which EME features need to be customized for MGMG1.2  Get source code; however, fewer features can be customized) released 6/6/11  Customize Help, Remove EPA references from Help IIIe, add any MGMG1.2 specific ones 5/20/11  Customize metabase of default values; Remove EPA references; add MGMG1.2 specific ones 5/20/11  Approve help and metabase changes with working group 5/27/11  Customize interface; remove unneeded fields 3/27/11  Customize interface; remove unneeded fields 3/27/11  Customize interface; remove unneeded fields 3/27/11  Distribute 6/12/11?  Distribute 6/12/11?  Services Team 8.  Research fields used to document services (NAP, GeoServices Finder, other) 6/12/11?  Develop preliminary list of recommended fields 6/12/11  Distribute 10 coordination with the Standards Feam, recommend whether or not services metadata 7/15/11  Services Team 8.  Research fields used to document services (NAP, GeoServices Finder, other) 5/25/11  Develop preliminary list of recommended fields 7/1/11  In coordination with the Standards Feam, recommend whether or not services metadata 7/15/11  Should be a separate standard or included within the dataset metadata standard 7/15/11  Formic many 1 for the services Metadata team, develop a recommendation for a dataset 7/15/11  Review NAP 6/1/11  Draft crosswalk from MGMG1.2 to NAP 6/1/11  In coordination with the Services Metadata team, develop a recommendation to or should be a separate standard or included within the dataset metadata standard 7/15/11  Review NAP 6/1/11  Present proposal to Standards Ommittee for public review 9/13/11  Review nAP 6/1/11  Review nAP 6/1/11  Review nAP 6/1/11  R	Approve project charter; post it online	5/4/11	✓
Sind project plani; post online (will update the plan as the project progresses)   S/13/11	Create teams and draft tasks		✓
Document why the workgroup chose to customize the EPA Metadata Editor (EME) for MGMG1.2 instead of other considered alternatives  **Tool Evaluation Team** Assess which EME features need to be customized for MGMG1.2  Get source code for latest version of EME (the project tasks for this team can be done without the source code; however, fewer features can be customized)  Customize Helps Remove EPA references from Help file, add any MGMG1.2 specific ones  \$5/20/11  Customize metabase of default values; Remove EPA references; add MGMG1.2 specific ones  \$5/20/11  Approve help and metabase changes with working group  \$5/27/11  Customize interface; remove unneeded fields; add MGMG1.2 specific ones  \$5/20/11  Approve help and metabase changes with working group  \$5/27/11  Customize interface; remove unneeded fields; add MGMG1.2 specific ones  \$50urce code dependent  \$6/36/112  \$5/25/11  Decide to include or remove stylesheet validation  \$6/12/117  Distribute  \$6/15/117  **Services Team**  Research fields used to document services (NAP, GeoServices Finder, other)  \$6/15/117  **Develop preliminary list of recommended fields  \$6/14/11  Distribute for comment  \$6/14/11  Distribute for comment  \$6/15/11  Recommend final list of recommended fields  \$7/1/11  In coordination with the Standards Team, recommend whether or not services metadata should be a separate standard or included within the dataset metadata standard  **Standards Team**  Compile initial list of user-suggested changes to MGMG1.2  Compile initial list of user-suggested changes to MGMG1.2  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  \$6/1/11  In coordination with the Standards Team, ecommend whether or not services metadata  \$7/15/11  **Compile initial list of user-suggested changes to MGMG1.2  Compile initial list of user-suggested changes to MGMG1.2  **Compile initial list of pros and cons of revising MGMG1.2  **Compile initial list of user-suggested changes to MGMG1.2  **Compile initial list of pros and cons of revising	Draft project plan and send to workgroup for review	5/6/11	✓
Document why the workgroup chose to customize the EPA Metadata Editor (EME) for MGMG1.2 instead of other considered alternatives  **Tool Evaluation Team** Assess which EME features need to be customized for MGMG1.2 5/5/11 ✓  Get source code for latest version of EME (the project tasks for this team can be done without the source code; however, fewer features can be customized) Customize Helps Remove EPA references from Help file, add any MGMG1.2 specific ones 5/20/11 Customize metabase of default values; Remove EPA references; add MGMG1.2 specific ones 5/20/11 Customize interface; remove unneeded fields, add MGMG1.2 specific ones 5/20/11 Customize interface; remove unneeded fields, add MGMG1.2 specific ones 5/20/11 Customize interface; remove unneeded fields, add MGMG1.2 specific ones 6/5/11?  Customize interface; remove unneeded fields, add MGMG1.2 specific ones 6/5/11?  Customize interface; remove unneeded fields, add MGMG1.2 specific ones 5/20/11 Customize interface; remove unneeded fields, add MGMG1.2 specific ones 6/5/11?  Decide to include or remove stylesheet validation 5/12/11?  Distribute 6/15/11?  Distribute 6/15/11?  Services Team 6/15/11?  Services Team 7/15/11  Distribute 6/15/11?  Distribute 6/15/11?  Distribute 6/15/11  Recommend final list of recommended fields 6/14/11  Distribute for comment 6/15/11  Recommend final list of recommended fields 7/1/11  In coordination with the Standards Team, recommend whether or not services metadata should be a separate standard or included within the dataset metadata standard 7/15/11  Standards Team 7/15/11  Toot final list of ores and cons of revising MGMG1.2 vs. migrating to NAP 4/25/11 ✓  Obtain current versions of NAP and of crosswalk between FGDC and NAP 6/1/11  Draft crosswalk from MGMG1.2 to NAP 6/1/11  Draft crosswalk from MGMG1.2 to NAP 6/1/11  To cordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, dopt full NAP, define a subset of NAP) with specific elements to be included	Finalize project plan; post online (will update the plan as the project progresses)	5/13/11	
Assess which EME features need to be customized for MGMG1.2  Get source code for latest version of EME (the project tasks for this team can be done without the source code; however, fewer features can be customized)  Customize Help Remove EPA references from Help file, add any MGMG1.2 specific ones  5/20/11  Approve help and metabase of default values; Remove EPA references; add MGMG1.2 specific ones  5/20/11  Approve help and metabase changes with working group  Customize Helrafear, ermove unneeded fields; add MGMG1.2 specific ones  Source code dependent  Repackage customized code as MGMG1.2 Editor  Source code dependent  Test both ArcGIS10 and stand-alone. NET versions  6/5/117  Decide to include or remove stylesheet validation  6/12/117  Distribute  6/15/117  Services Team  Research fields used to document services (NAP, GeoServices Finder, other)  5/25/11  Develop preliminary list of recommended fields  6/14/11  Distribute for comment  6/15/11  Recommend final list of recommended fields  7/1/11  In coordination with the Standards Team, recommend whether or not services metadata should be a separate standard or included within the dataset metadata standard  Standards Team  Compile initial list of user-suggested changes to MGMG1.2 vs. migrating to NAP  4/25/11 ✓ Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  5/20/11  Review NAP  6/1/11  Porati crosswalk from MGMG1.2 to NAP  6/1/11  Review proposed standard or included within the dataset metadata standard  Create an XML template for the proposed standard(s)  8/17/11  Review proposed standard and prepare to submit to Standards Committee  9/12/11  Review proposed standard and prepare to submit to Standards Committee  9/12/11  Present proposal to Standards Committee for their review  8/17/11  Reviep proposal to Standards Committee	Document why the workgroup chose to customize the EPA Metadata Editor (EME) for		
Assess which EME features need to be customized for MGMG1.2  Get source code for latest version of EME (the project tasks for this team can be done without the source code, however, fewer features can be customized)  Customize Help; Remove EPA references from Help file, add any MGMG1.2 specific ones  5/20/11  Customize metabase of default values; Remove EPA references; add MGMG1.2 specific ones  5/20/11  Customize metabase of default values; Remove EPA references; add MGMG1.2 specific ones  5/20/11  Customize interface; remove unneeded fields; add MGMG1.2 specific ones  Source code dependent  Repackage customized code as MGMG1.2 clidtor  Source code dependent  Test both ArcG1501 and stand-alone. NET versions  6/5/11?  Decide to include or remove stylesheet validation  6/12/11?  Distribute  6/15/11?  Services Team  Research fields used to document services (NAP, GeoServices Finder, other)  5/25/11  Develop preliminary list of recommended fields  6/14/11  Distribute for comment  6/15/11  Recommend final list of recommended fields  7/1/11  In coordination with the Standards Team, recommend whether or not services metadata  should be a separate standard or included within the dataset metadata standard  Standards Team  Compile initial list of user-suggested changes to MGMG1.2 vs. migrating to NAP  A/25/11  Review NAP  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  A/25/11  Review NAP  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  A/25/11  Review NAP  Compile initial list of pros and cons of revising MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included in coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included in coordination with the Services Metadata team, recommend whether or not services  7/15/11  Revise proposed standards and prepare to submit to Standards Commit	MGMG1.2 instead of other considered alternatives		
the source code for latest version of EME (the project tasks for this team can be done without the source code; however, fewer features can be customized)  Customize Help, Remove EPA references from Help file, add any MGMG1.2 specific ones  5/20/11  Approve help and metabase of default values; Remove EPA references; add MGMG1.2 specific ones  5/20/11  Approve help and metabase changes with working group  Customize interface; remove unneeded fields, add MGMG1.2 specific ones  Source code dependent  Repackage customized code as MGMG1.2 Editor  Source code dependent  Test both ArcGiS10 and stand-alone. NET versions  6/5/117  Decide to include or remove stylesheet validation  6/12/117  Distribute  Services Team  Research fields used to document services (NAP, GeoServices Finder, other)  5/25/11  Develop preliminary list of recommended fields  6/14/11  Distribute for comment  6/15/111  In coordination with the Standards Team, recommend whether or not services metadata should be a separate standard or included within the dataset metadata standard  Standards Team  Compile initial list of puser-suggested changes to MGMG1.2 vs. migrating to NAP  6/1/11  In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG1.2 to NAP  6/1/11  In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  In coordination with the Services Metadata team, recommend whether or not services  7/15/11  Review NAP  6/1/11  In coordination with the Services Metadata team, recommend whether or not services  7/15/11  Review NAP  6/1/11  Review N	Tool Evaluation Team		
the source code; however, fewer features can be customized)  Customize Help; Remove EPA references from Help file, add any MGMG1.2 specific ones  \$ 5/20/11  Approve help and metabase of default values; Remove EPA references; add MGMG1.2 specific ones  \$ 5/20/11  Approve help and metabase changes with working group  \$ 5/27/11  Customize interface; remove unneeded fields; add MGMG1.2 specific ones  \$ 5/20/11  Approve help and metabase of default values; Remove EPA references; add MGMG1.2 specific ones  \$ 5/20/11  Approve help and metabase changes with working group  \$ 5/27/11  Customize interface; remove unneeded fields; add MGMG1.2 specific ones  \$ 5/20/11  Decide to include or remove stylesheet validation  \$ 6/5/11?  Decide to include or remove stylesheet validation  \$ 6/12/11?  Distribute  \$ 6/15/11?  Distribute  \$ 6/15/11?  Develop preliminary list of recommended fields  \$ 6/14/11  Distribute for comment  \$ 6/15/11  Develop preliminary list of recommended fields  \$ 6/14/11  Distribute for comment  \$ 6/15/11  In coordination with the Standards Team, recommend whether or not services metadata should be a separate standard or included within the dataset metadata standard  \$ 7/15/11  Standards Team  Compile initial list of user-suggested changes to MGMG1.2  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  \$ 6/1/11  Porat crosswalk from MGMG1.2 to NAP  \$ 6/1/11  In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  In coordination with the Services Metadata team, recommend whether or not services  ### 1/11/11  ### 1/15/1	Assess which EME features need to be customized for MGMG1.2	5/5/11	✓
the source code; however, fewer features can be customized)  Customize Help; Remove EPA references from Help file, add any MGMG1.2 specific ones  \$ 5/20/11  Approve help and metabase of default values; Remove EPA references; add MGMG1.2 specific ones  \$ 5/20/11  Approve help and metabase changes with working group  \$ 5/27/11  Customize interface; remove unneeded fields; add MGMG1.2 specific ones  \$ 5/20/11  Approve help and metabase of default values; Remove EPA references; add MGMG1.2 specific ones  \$ 5/20/11  Approve help and metabase changes with working group  \$ 5/27/11  Customize interface; remove unneeded fields; add MGMG1.2 specific ones  \$ 5/20/11  Decide to include or remove stylesheet validation  \$ 6/5/11?  Decide to include or remove stylesheet validation  \$ 6/12/11?  Distribute  \$ 6/15/11?  Distribute  \$ 6/15/11?  Develop preliminary list of recommended fields  \$ 6/14/11  Distribute for comment  \$ 6/15/11  Develop preliminary list of recommended fields  \$ 6/14/11  Distribute for comment  \$ 6/15/11  In coordination with the Standards Team, recommend whether or not services metadata should be a separate standard or included within the dataset metadata standard  \$ 7/15/11  Standards Team  Compile initial list of user-suggested changes to MGMG1.2  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  \$ 6/1/11  Porat crosswalk from MGMG1.2 to NAP  \$ 6/1/11  In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  In coordination with the Services Metadata team, recommend whether or not services  ### 1/11/11  ### 1/15/1	Get source code for latest version of EME (the project tasks for this team can be done without	when source code is	
Customize metabase of default values; Remove EPA references; add MGMG1.2 specific ones  5/20/11 Approve help and metabase changes with working group  Customize interface; remove unneeded fields; add MGMG1.2 specific ones  Source code dependent  Repackage customized code as MGMG1.2 Editor  Source code dependent  Test both ArcGIS10 and stand-alone. NET versions  6/5/11?  Decide to include or remove stylesheet validation  Fishibute  6/15/11?  Services Team  Research fields used to document services (NAP, GeoServices Finder, other)  5/25/11  Develop preliminary list of recommended fields  6/14/11  Distribute for comment  Recommend final list of recommended fields  10 coordination with the Standards Team, recommend whether or not services metadata  3/1/11  should be a separate standard or included within the dataset metadata standard  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  4/25/11  Review NAP  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  6/1/11  Review NAP  6/1/11  Praft crosswalk from MGMG1.2 to NAP  10 coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  11 in coordination with the Services Metadata team, recommend whether or not services  7/15/11  Review NAP  6/1/11  Praft crosswalk from MGMG1.2 to NAP  8/1/11  Review NAP  6/1/11  Praft crosswalk from MGMG1.2 to NAP  8/1/11  Review NAP  6/1/11  Praft crosswalk from MGMG1.2 to NAP  6/1/11			
Approve help and metabase changes with working group Customize interface; remove unneeded fields; add MGMG1.2 specific ones Source code dependent Repackage customized code as MGMG1.2 Editor Source code dependent Test both ArcGIS10 and stand-alone .NET versions 6/5/11? Decide to include or remove stylesheet validation 6/12/11? Distribute 6/15/11?  Services Team Research fields used to document services (NAP, GeoServices Finder, other) 5/25/11 Develop preliminary list of recommended fields 6/14/11 Distribute for comment 6/15/11 Recommend final list of recommended fields 7/1/11 In coordination with the Standards Team, recommend whether or not services metadata should be a separate standard or included within the dataset metadata standard  Standards Team Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP 4/25/11 Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP 5/20/11 Review NAP 6/1/11 Draft crosswalk from MGMG1.2 to NAP 6/1/11 In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included In coordination with the Services Metadata team, recommend whether or not services 7/15/11 Review NAP 6/1/11 Recommendation or workgroup and other key people for their review 8/17/11 Revise proposed standard or included within the dataset metadata standard Create an XML template for the proposed standard(s) 8/17/11 Revise proposed standard and prepare to submit to Standards Committee 9/12/11 Present proposal to Standards Committee for public review 9/30/11 Present proposal to Standards Committee for public review 9/30/11	Customize Help; Remove EPA references from Help file, add any MGMG1.2 specific ones	5/20/11	
Customize interface; remove unneeded fields; add MGMG1.2 specific ones  Repackage customized code as MGMG1.2 Editor  Source code dependent  Test both Arcifs10 and stand-alone .NET versions  6/5/117  Decide to include or remove stylesheet validation  6/12/117  Distribute  6/15/117  Services Team  Research fields used to document services (NAP, GeoServices Finder, other)  5/25/11  Develop preliminary list of recommended fields  6/14/11  Distribute for comment  6/15/111  Recommend final list of recommended fields  7/1/11  In coordination with the Standards Team, recommend whether or not services metadata  8-1/15/11  Standards Team  Compile initial list of user-suggested changes to MGMG1.2  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  4/25/11  Review NAP  6/1/11  Poraft crosswalk from MGMG1.2 to NAP  10 coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  In coordination with the Services Metadata team, recommend whether or not services metadata standard  Create an XML template for the proposed standard(s)  8/17/11  Send recommendation to workgroup and other key people for their review  8/17/11  Present proposal to Standards Committee for public review  9/30/11  Present proposal to Standards Committee for public review  9/30/11  Present proposal to Standards Committee for public review  development of training and materials is beyond the scope of this project)  Puring public review development of training and materials is beyond the scope of this project)  Puring public review development of training and materials is beyond the scope of this project)	Customize metabase of default values; Remove EPA references; add MGMG1.2 specific ones	5/20/11	
Customize interface; remove unneeded fields; add MGMG1.2 specific ones  Repackage customized code as MGMG1.2 Editor  Source code dependent  Test both Arcifs10 and stand-alone .NET versions  6/5/117  Decide to include or remove stylesheet validation  6/12/117  Distribute  6/15/117  Services Team  Research fields used to document services (NAP, GeoServices Finder, other)  5/25/11  Develop preliminary list of recommended fields  6/14/11  Distribute for comment  6/15/111  Recommend final list of recommended fields  7/1/11  In coordination with the Standards Team, recommend whether or not services metadata  8-1/15/11  Standards Team  Compile initial list of user-suggested changes to MGMG1.2  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  4/25/11  Review NAP  6/1/11  Poraft crosswalk from MGMG1.2 to NAP  10 coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  In coordination with the Services Metadata team, recommend whether or not services metadata standard  Create an XML template for the proposed standard(s)  8/17/11  Send recommendation to workgroup and other key people for their review  8/17/11  Present proposal to Standards Committee for public review  9/30/11  Present proposal to Standards Committee for public review  9/30/11  Present proposal to Standards Committee for public review  development of training and materials is beyond the scope of this project)  Puring public review development of training and materials is beyond the scope of this project)  Puring public review development of training and materials is beyond the scope of this project)	·		
Repackage customized code as MGMG1.2 Editor  Test both ArcGIS10 and stand-alone .NET versions  6/5/117  Decide to include or remove stylesheet validation  6/12/117  Distribute  6/15/117  Services Team  Research fields used to document services (NAP, GeoServices Finder, other)  Develop preliminary list of recommended fields  6/14/11  Distribute for comment  6/15/11  Recommend final list of recommended fields  7/1/11  In coordination with the Standards Team, recommend whether or not services metadata standard  Standards Team  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  4/25/11  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  6/1/11  Draft crosswalk from MGMG1.2 to NAP  1 coordination with the Services Metadata team, develop a recommendation for a dataset  7/15/11  To coordination with the Services Metadata team, develop a recommendation for a dataset  7/15/11  The condination with the Services Metadata team, recommend whether or not services  7/15/11  The coordination with the Services Metadata team, recommend whether or not services  7/15/11  The coordination with the Services Metadata team, develop a recommendation for a dataset  7/15/11  The coordination with the Services Metadata team, recommend whether or not services  7/15/11  The coordination with the Services Metadata team, recommend whether or not services  7/15/11  The coordination with the Services Metadata team, recommend whether or not services  7/15/11  The coordination with the Services Metadata team, recommend whether or not services  7/15/11  The coordination with the Services Metadata team, recommend whether or not services  7/15/11  The coordination with the Services Metadata team, recommend whether or not services  7/15/11  The coordination with the Services Metadata team, recommend whether or not services  7/15/11  The coordination with the Services Metadata team, recommend whether or not services  7/15/11  The coordination with the Services Metadata team, recommend wheth			
Test both ArcGIS10 and stand-alone .NET versions    6/5/117	· · · · · · · · · · · · · · · · · · ·	·	
Decide to include or remove stylesheet validation    6/12/117     6/15/117     6/1		·	
Services Team  Research fields used to document services (NAP, GeoServices Finder, other)  Develop preliminary list of recommended fields  Develop preliminary list of recommended fields  6/14/11  Distribute for comment  6/15/11  Recommend final list of recommended fields  7/1/11  In coordination with the Standards Team, recommend whether or not services metadata should be a separate standard or included within the dataset metadata standard  Standards Team  Compile initial list of user-suggested changes to MGMG1.2  Compile initial list of user-suggested changes to MGMG1.2 vs. migrating to NAP  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  Dotain current versions of NAP and of crosswalk between FGDC and NAP  5/20/11  Review NAP  6/1/11  Draft crosswalk from MGMG1.2 to NAP  6/1/11  In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  In coordination with the Services Metadata team, recommend whether or not services  7/15/11  metadata should be a separate standard or included within the dataset metadata standard  Create an XML template for the proposed standard(s)  8/17/11  Revise proposed standard and prepare to submit to Standards Committee  9/12/11  Present proposal to Standards Committee for public review  9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  During public review development of training and materials is the MM GIS/LIS Consortium	Decide to include or remove stylesheet validation		
Research fields used to document services (NAP, GeoServices Finder, other)  5/25/11  Develop preliminary list of recommended fields  6/14/11  Distribute for comment  6/15/11  Recommend final list of recommended fields  7/1/11  In coordination with the Standards Team, recommend whether or not services metadata standard  Standards Team  Compile initial list of user-suggested changes to MGMG1.2  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  Obtain current versions of NAP and of crosswalk between FGDC and NAP  5/20/11  Review NAP  6/1/11  Draft crosswalk from MGMG1.2 to NAP  6/1/11  In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  In coordination with the Services Metadata team, recommend whether or not services  7/15/11  metadata should be a separate standard or included within the dataset metadata standard  Create an XML template for the proposed standard(s)  Send recommendation to workgroup and other key people for their review  8/17/11  Revise proposed standard and prepare to submit to Standards Committee  9/12/11  Present proposal to Standards Committee for public review  9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium	·		
Research fields used to document services (NAP, GeoServices Finder, other)  5/25/11  Develop preliminary list of recommended fields  6/14/11  Distribute for comment  6/15/11  Recommend final list of recommended fields  7/1/11  In coordination with the Standards Team, recommend whether or not services metadata standard  Standards Team  Compile initial list of user-suggested changes to MGMG1.2  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  Obtain current versions of NAP and of crosswalk between FGDC and NAP  5/20/11  Review NAP  6/1/11  Draft crosswalk from MGMG1.2 to NAP  6/1/11  In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  In coordination with the Services Metadata team, recommend whether or not services  7/15/11  metadata should be a separate standard or included within the dataset metadata standard  Create an XML template for the proposed standard(s)  Send recommendation to workgroup and other key people for their review  8/17/11  Revise proposed standard and prepare to submit to Standards Committee  9/12/11  Present proposal to Standards Committee for public review  9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium			
Develop preliminary list of recommended fields    Distribute for comment	Services Team		
Distribute for comment  Recommend final list of recommended fields  7/1/11  In coordination with the Standards Team, recommend whether or not services metadata should be a separate standard or included within the dataset metadata standard  Standards Team  Compile initial list of user-suggested changes to MGMG1.2  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  Obtain current versions of NAP and of crosswalk between FGDC and NAP  Standards From MGMG1.2 to NAP  Offili  Draft crosswalk from MGMG1.2 to NAP  In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  In coordination with the Services Metadata team, recommend whether or not services  7/15/11  metadata should be a separate standard or included within the dataset metadata standard  Create an XML template for the proposed standard(s)  Send recommendation to workgroup and other key people for their review  8/17/11  Revise proposed standard and prepare to submit to Standards Committee  9/12/11  Present proposal to Standards Committee for public review  9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium  Develop resentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium	Research fields used to document services (NAP, GeoServices Finder, other)	5/25/11	
Recommend final list of recommended fields 7/1/11 In coordination with the Standards Team, recommend whether or not services metadata should be a separate standard or included within the dataset metadata standard  Standards Team Compile initial list of user-suggested changes to MGMG1.2 Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP 4/25/11  Obtain current versions of NAP and of crosswalk between FGDC and NAP 5/20/11 Review NAP 6/1/11 Draft crosswalk from MGMG1.2 to NAP 6/1/11 In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included In coordination with the Services Metadata team, recommend whether or not services 7/15/11 metadata should be a separate standard or included within the dataset metadata standard Create an XML template for the proposed standard(s) Send recommendation to workgroup and other key people for their review 8/17/11 Revise proposed standard and prepare to submit to Standards Committee 9/12/11 Present proposal to Standards Committee for public review 9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium  7/15/11	Develop preliminary list of recommended fields	6/14/11	
In coordination with the Standards Team, recommend whether or not services metadata should be a separate standard or included within the dataset metadata standard  Standards Team  Compile initial list of user-suggested changes to MGMG1.2  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  Obtain current versions of NAP and of crosswalk between FGDC and NAP  S/20/11  Review NAP  Draft crosswalk from MGMG1.2 to NAP  In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  In coordination with the Services Metadata team, recommend whether or not services  In coordination with the Services Metadata team, recommend whether or not services  T/15/11  metadata should be a separate standard or included within the dataset metadata standard  Create an XML template for the proposed standard(s)  Sal17/11  Send recommendation to workgroup and other key people for their review  8/17/11  Revise proposed standard and prepare to submit to Standards Committee  9/12/11  Present proposal to Standards Committee for public review  9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium  10/6/11	Distribute for comment	6/15/11	
Standards Team  Compile initial list of user-suggested changes to MGMG1.2  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  Obtain current versions of NAP and of crosswalk between FGDC and NAP  Breview NAP  Draft crosswalk from MGMG1.2 to NAP  In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  In coordination with the Services Metadata team, recommend whether or not services  In coordination with the Services Metadata team, recommend whether or not services  This is the services of the proposed standard or included within the dataset metadata standard  Create an XML template for the proposed standard(s)  Send recommendation to workgroup and other key people for their review  8/17/11  Revise proposed standard and prepare to submit to Standards Committee  9/12/11  Present proposal to Standards Committee for public review  9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium  10/6/11	Recommend final list of recommended fields	7/1/11	
Standards Team  Compile initial list of user-suggested changes to MGMG1.2  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  Obtain current versions of NAP and of crosswalk between FGDC and NAP  S/20/11  Review NAP  6/1/11  Draft crosswalk from MGMG1.2 to NAP  In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  In coordination with the Services Metadata team, recommend whether or not services  T/15/11  metadata should be a separate standard or included within the dataset metadata standard  Create an XML template for the proposed standard(s)  Send recommendation to workgroup and other key people for their review  8/17/11  Revise proposed standard and prepare to submit to Standards Committee  9/12/11  Present proposal to Standards Committee for public review  development of training and materials is beyond the scope of this project)  During public review  development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium	In coordination with the Standards Team, recommend whether or not services metadata	7/15/11	
Compile initial list of user-suggested changes to MGMG1.2  Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  Obtain current versions of NAP and of crosswalk between FGDC and NAP  S/20/11  Review NAP  6/1/11  Draft crosswalk from MGMG1.2 to NAP  In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  In coordination with the Services Metadata team, recommend whether or not services  In coordination with the Services Metadata team, recommend whether or not services  T/15/11  metadata should be a separate standard or included within the dataset metadata standard  Create an XML template for the proposed standard(s)  S/17/11  Send recommendation to workgroup and other key people for their review  8/17/11  Revise proposed standard and prepare to submit to Standards Committee  9/12/11  Present proposal to Standards Committee for public review  9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium	should be a separate standard or included within the dataset metadata standard		
Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP  Obtain current versions of NAP and of crosswalk between FGDC and NAP  Review NAP  Draft crosswalk from MGMG1.2 to NAP  In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  In coordination with the Services Metadata team, recommend whether or not services  In coordination with the Services Metadata team, recommend whether or not services  The coordination with the Services Metadata team, recommend whether or not services  The coordination with the Services Metadata team, recommend whether or not services  The coordination with the Services Metadata team, recommend whether or not services  The coordination with the Services Metadata team, recommend whether or not services  The coordination with the Services Metadata team, recommend whether or not services  The coordination with the Services Metadata team, recommend whether or not services  The coordination with the Services Metadata team, recommend whether or not services  The coordination with the Services Metadata team, recommend whether or not services  The coordination with the Services Metadata team, recommend whether or not services  The coordination with the Services Metadata team, recommend whether or not services  The coordination with the Services Metadata team, recommend whether or not services  The coordination with the services well and the services with the detadata standard within the dataset metadata standard  The coordination with the services well and the services well and the services with the dataset metadata standard within the dataset metadata standard  The coordination with the services well and the services well and the services well and the services with the dataset metadata standard  The coordination with the Services Metadata team, develop a recommendation for a dataset with the dataset metadata stan	Standards Team		
Obtain current versions of NAP and of crosswalk between FGDC and NAP  Review NAP  Draft crosswalk from MGMG1.2 to NAP  In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included In coordination with the Services Metadata team, recommend whether or not services In coordination with the Services Metadata team, recommend whether or not services  metadata should be a separate standard or included within the dataset metadata standard  Create an XML template for the proposed standard(s)  Send recommendation to workgroup and other key people for their review  8/17/11  Revise proposed standard and prepare to submit to Standards Committee  9/12/11  Present proposal to Standards Committee for public review  9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium	Compile initial list of user-suggested changes to MGMG1.2	4/25/11	✓
Review NAP  Draft crosswalk from MGMG1.2 to NAP  In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included In coordination with the Services Metadata team, recommend whether or not services metadata should be a separate standard or included within the dataset metadata standard  Create an XML template for the proposed standard(s)  Send recommendation to workgroup and other key people for their review  8/17/11  Revise proposed standard and prepare to submit to Standards Committee  9/12/11  Present proposal to Standards Committee for public review  9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium  10/6/11	Compile initial list of pros and cons of revising MGMG1.2 vs. migrating to NAP	4/25/11	✓
Draft crosswalk from MGMG1.2 to NAP  In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  In coordination with the Services Metadata team, recommend whether or not services In coordination with the Services Metadata team, recommend whether or not services In coordination with the Services Metadata team, recommend whether or not services In coordination with the Services Metadata team, recommend whether or not services In coordination with the Services Metadata team, recommend whether or not services In coordination with the Services Metadata team, recommend whether or not services In coordination with the Services Metadata team, recommend whether or not services In coordination with the Services Metadata wanterials with the dataset metadata standard  In coordination with the Services Metadata wanterials whether or not services In coordination with the Services Metadata wanterials whether or not services In coordination with the Services Metadata wanterials whether or not services In coordination with the Services Metadata wanterials whether or not services In coordination with the Services Metadata wanterials whether or not services In coordination with the Services Metadata wanterials whether or not services In coordination with the Services Metadata wanterials whether or not services In coordination with the Services Metadata wanterials whether or not services In coordination with the Services Metadata wanterials whether or not services In coordination with the Services Metadata wanterials whether or not services In coordination with the Services Metadata wanterials whether or not services In coordination with the Services Metadata wanterials whether or not services In coordination with the Services Metadata wanterials whether or not services In coordination with the Services wanterials whether or not services In coordination with the Services wanterin	Obtain current versions of NAP and of crosswalk between FGDC and NAP	5/20/11	
In coordination with the Services Metadata team, develop a recommendation for a dataset content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included  In coordination with the Services Metadata team, recommend whether or not services  T/15/11 metadata should be a separate standard or included within the dataset metadata standard  Create an XML template for the proposed standard(s)  Send recommendation to workgroup and other key people for their review  8/17/11  Revise proposed standard and prepare to submit to Standards Committee  9/12/11  Present proposal to Standards Committee for public review  9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium	Review NAP	6/1/11	
content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included In coordination with the Services Metadata team, recommend whether or not services metadata should be a separate standard or included within the dataset metadata standard Create an XML template for the proposed standard(s) Send recommendation to workgroup and other key people for their review 8/17/11 Revise proposed standard and prepare to submit to Standards Committee 9/12/11 Present proposal to Standards Committee for public review 9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project) Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium  10/6/11	Draft crosswalk from MGMG1.2 to NAP	6/1/11	
content standard (e.g., revise existing MGMG, adopt full NAP, define a subset of NAP) with specific elements to be included In coordination with the Services Metadata team, recommend whether or not services metadata should be a separate standard or included within the dataset metadata standard Create an XML template for the proposed standard(s) Send recommendation to workgroup and other key people for their review 8/17/11 Revise proposed standard and prepare to submit to Standards Committee 9/12/11 Present proposal to Standards Committee for public review 9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project) Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium  10/6/11	In coordination with the Services Metadata team, develop a recommendation for a dataset	7/1/11	
In coordination with the Services Metadata team, recommend whether or not services T/15/11 metadata should be a separate standard or included within the dataset metadata standard Create an XML template for the proposed standard(s) Send recommendation to workgroup and other key people for their review Revise proposed standard and prepare to submit to Standards Committee Present proposal to Standards Committee for public review Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project) Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium  10/6/11	·	., _,	
metadata should be a separate standard or included within the dataset metadata standard  Create an XML template for the proposed standard(s)  Send recommendation to workgroup and other key people for their review  8/17/11  Revise proposed standard and prepare to submit to Standards Committee  9/12/11  Present proposal to Standards Committee for public review  9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium  10/6/11			
Create an XML template for the proposed standard(s)  Send recommendation to workgroup and other key people for their review  Revise proposed standard and prepare to submit to Standards Committee  9/12/11  Present proposal to Standards Committee for public review  9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium  8/17/11  B/17/11  B/17/11  During public review development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium	In coordination with the Services Metadata team, recommend whether or not services	7/15/11	
Send recommendation to workgroup and other key people for their review  Revise proposed standard and prepare to submit to Standards Committee  9/12/11  Present proposal to Standards Committee for public review  9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium  8/17/11  During public review period  10/6/11	metadata should be a separate standard or included within the dataset metadata standard		
Revise proposed standard and prepare to submit to Standards Committee 9/12/11  Present proposal to Standards Committee for public review 9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium 10/6/11	Create an XML template for the proposed standard(s)	8/17/11	
Present proposal to Standards Committee for public review  9/30/11  Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium  10/6/11	Send recommendation to workgroup and other key people for their review	8/17/11	
Develop recommendations for additional training and educational materials (actual development of training and materials is beyond the scope of this project)  Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium  During public review period  period  10/6/11	Revise proposed standard and prepare to submit to Standards Committee	9/12/11	
development of training and materials is beyond the scope of this project)periodGive presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium10/6/11	Present proposal to Standards Committee for public review	9/30/11	
development of training and materials is beyond the scope of this project)periodGive presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium10/6/11			
Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium 10/6/11		= :	
	Give presentation about the Metadata Workgroup efforts at the MN GIS/LIS Consortium Conference	10/6/11	

## F Communication Plan

The Metadata Workgroup will meet regularly, as needed. Individual task teams will work closely on a weekly or daily basis while completing specific tasks.

The workgroup maintains a Google Docs website for collaborative work; this site is accessible only to authorized users. Additional or alternate workgroup collaborative work sites will be considered if the need arises.

All workgroup members, team members, project owners and others who have expressed interest are included in the email list for meeting agendas and meeting notes, which are also posted on the <u>workgroup's webpage</u>. The project schedule will be updated periodically and posted on the workgroup webpage.

Key stakeholder organizations, listed in the <u>Workgroup Charter</u>, will be kept abreast of the progress of the workgroup through their representatives on the workgroup.

The workgroup chair/project manager will report progress to the following groups at their request:

- Statewide Geospatial Advisory Council
- State Government Geospatial Advisory Council

The project will be presented at the Minnesota GIS/LIS Conference in October 2011. Workgroup members may also provide presentations about the project at other venues. Consortium e-announcements and newsletter articles will be submitted as needed to keep the Minnesota geospatial community informed.

# **G** Issues Management

As issues arise within the project, each team will determine if the issue is significant enough to report it to the Project Manager. The Project Manager, in consultation with the Team Lead, will decide if the issue should be reported to the full Workgroup. If so, the collaborative work site will be used as a place to describe and track issues. For project work to continue efficiently, it is desirable that most issues be resolved within each team or with consultation with the Project Manager. Issues may include testing results, unexpected problems, and other items that impact project completion.

# **H** Project Plan Documents Summary

All significant electronic project documentation will be posted on the collaborative work site and, as appropriate, on its public webpage. Teams will determine when a document is sufficiently complete to post.