

GIS UTILITY DEVELOPMENT PHASES

Project Phase Details

As with any project, details become less clear the further in the future the activity will take place. As a result, there is much more detail for Phase 1 than Phase 4. The project team will create a detailed Project Plan at the end of Phase 1, which will be updated at the end of Phase 2 to provide more detail for Phase 3 and the ongoing program.

Phase 1

Phase 1 is the Project Initiation Phase. Phase 1 will consist of the following high-level tasks:

- RFP development and procurement of contractor support for assessment effort
- GEO creates requirements document in conjunction with OGIC.
 - Deliverable: GIS Utility requirements document
- Contractor assessment of technology infrastructure
 - Deliverable: inventory report (hardware, software, applications, staffing, other)
 - Deliverable: technology gap analysis and cost estimate
 - Deliverable: recommendation on minimal and optimal technology required to support the central GIS Utility functions
 - Deliverable: recommendations for minimal and optimal technology for effective end-user use of the GIS Utility
 - Deliverable: recommendations for process/technology changes required at distributed locations to support Framework data stewardship
- Contractor assessment of existing data sources and agreements
 - Deliverable: inventory report (data source, application alignment w/data source)
 - Deliverable: data gap analysis and cost estimate
 - Deliverable: recommendations on data maintenance agreements
 - Deliverable: recommendations on process changes required for Framework data stewardship (either centrally or in distributed fashion)
 - Deliverable: recommendations on GIS-related application consolidation or use of common GIS-related applications to replace current redundant application use
- Contractor/GEO design of GIS Utility system
 - Deliverable: GIS Utility system design document for review/approval by OGIC (broken down by central/state and non-state/local improvements needed)
- GEO assessment of cooperative agreements and ability to leverage funds
 - Deliverable: Plan for data cooperation and signed agreements with data partners
- Contractor assessment of project and program risks
 - Deliverable: Project and Program Risk Assessment and Mitigation Plan
- GEO/Contractor Project Plan for Phases 2 and 3

- Deliverable: Phase 2 and 3 Project Plan
- GEO/Contractor GEO Staffing Plan for Phases 2, 3 and 4
 - Deliverable: GEO staffing plan for the project and ongoing program
- RFP development and procurement for contractor support for Phase 2 and 3 technology infrastructure and data development
- GEO/Contractor Business Case Refresh/Update for Phases 2, 3, and 4
 - Deliverable: Updated business case for Phases 2, 3, and 4
 - Deliverable: Plan for proving/delivering the business case

Phase 2

Phase 2 is the High Priority Data Development Phase. This phase also includes introduction of some of the technologies required for the GIS Utility model and the creation of a prototype system. High-level tasks for Phase 2 are:

- Contractor/GEO identify business process improvements (BPI) needed for data stewards to be successful
 - Deliverable: Document describing BPI needs at agency level (or centralized solution for data stewardship)
 - Deliverable: Communication document outlining options for BPI
- Contractor/GEO create and/or acquire 14 highest priority data layers
 - Deliverable: 14 data layers completed to OGIC standards
 - Deliverable: Data dictionary (metadata) for all layers completed
- Contractor implement technology upgrades for limited number of high interest partners
 - Deliverable: At least one partner from each of local, state and federal government has the ability to use the utility
- Contractor creates prototype application for review by partners and OGIC.
 - Deliverable: Prototype and documentation of functionality and limitations
 - Deliverable: Recommendations for implementation on a utility-scale basis
- Contractor/GEO define pilot application project(s) with local, state and federal partners
 - Deliverable: Pilot project plan(s) for Phase 3
- GEO update contractor Statement of Work for additional data development and acquisition in Phase 3, and include contractor support for pilot project
- GEO/Contractor Business Case Refresh/Update for Phases 3 and 4
 - Deliverable: Updated business case for Phases 3 and 4
 - Deliverable: Document Phase 2 results & update the plan for proving/delivering the business case

Phase 3

Phase 3 is the Final Data Development and Pilot Project Phase. This phase will complete the base data development and demonstrate use of the GIS Utility applied to an actual project.

- Contractor/GEO complete creation and/or acquisition of final base data.
 - Deliverable: Remaining data layers completed to OGIC standards

- Deliverable: Data dictionary (metadata) for all layers completed
- GEO applies utility data and technology to pilot application project in cooperation with selected agencies
 - Deliverable: Pilot project report, including lessons learned
- GEO/Contractor provide recommendations for program operation
 - Deliverable: Updated GEO Business Plan
- OGIC provides confirmation that the project has met their expectations and that the GIS Utility is ready to move to program mode
 - Deliverable: Project completion form signed by OGIC members
 - Deliverable: Document committing OGIC to supporting the GIS Utility program, both financially and organizationally.
- GEO/Contractor Business Case Refresh/Update for Phase 4
 - Deliverable: Updated business case for Phase 4
 - Deliverable: Document Phase 3 results & update the plan for proving/delivering the business case

Phase 4 (program)

Phase 4 is an exit from project mode and a move to program mode. General tasks for Phase 4:

- Formalize the governance model for GEO and the GIS Utility
- Identify required staff and training, both for GEO and for partners
- Create a long-term plan for data creation, acquisition, stewardship, and maintenance
- Create Service Level Agreements with partners and users
- Create a plan for a long-term sustainable funding base, including reduction in state funds