

GIS Utility Project: Phase 1 Steering Committee Charter

Strategic Objective: A business case that assesses initial estimates and guides implementation of the GIS Utility is developed in draft, substantially complete, form by April 15, 2005 and finalized by June 30, 2005. The business case must be sufficiently compelling to invest all partner institutions and organizations in the successful development and implementation of a statewide GIS utility.

Purpose: Review deliverables from Consultant, recommend revisions, and guide direction for Phase 1 of the GIS Utility Project to help ensure the business case is adequate, compelling, and complete.

Scope of Responsibility: The Committee will be responsible for reviewing documents in final draft form from the Consultant and submitting comments or suggested revisions to the Statewide GIS Coordinator. During implementation, the Committee will also receive and review project status reports and will provide project direction and guidance to the State CIO and OGIC. The Committee will make decisions about project direction for Phase 1. The Committee will formulate and propose the governance model for the GIS Utility. The Committee will review and recommend approval by OGIC of the Business Case for the GIS Utility resulting from the Phase 1 work.

Product/Result Desired: A compelling business case document, including an assessment of the current situation, a conceptual design of the GIS Utility, an assessment of the risks involved in developing a GIS Utility, the benefits and costs associated with developing a GIS Utility, and an implementation plan for the GIS Utility.

Level of Authority and Reporting: The Committee will have no authority on its own. Progress will be reported to the State Chief Information Officer and the Oregon Geographic Information Council. The State Chief Information Officer will be kept informed of all issues of concern, act as liaison to the Oregon Geographic Information Council, and serve as the champion for this effort.

Leadership: The Committee will choose a Chair from among its members. The Geospatial Enterprise Office will serve as staff support for the Committee.

Membership: Members were nominated by the Oregon Geographic Information Council, or invited to serve from the GIS community and the Council's active partners. Committee members represent each of the GIS community sectors that will be served by the GIS Utility, and include:

First	Last	E-mail address	Affiliation	Sector
Cy	Smith	cy.smith@state.or.us	DAS/IRMD/GEO	State
Bob	Bailey	Bob.bailey@state.or.us	DLCD	State
Gary	Gipson	Gary.d.gipson@state.or.us	Employment	State
Ilima	Kennedy	ikennedy@ci.lebanon.or.us	City of Lebanon	City

				County
Duane	Dippon	Duane_Dippon@or.blm.gov	USGS	Federal
Richard	Bolen	bolend@metro.dst.or.us	Metro DST	Regional
Jimmy	Kagan	Jimmy.kagan@orst.edu	OUS	Academic
Josh	Levy	josh.levy@grandronde.org	Grand Ronde	Tribal
				Private – User
Andy	Sloop	asloop@spaceimaging.com	Space Imaging	Private - Provider
				Non-profit
				Utility

The Statewide GIS Coordinator and the Information Resources Management Division of the Department of Administrative Services will provide facilitation, logistical, and coordination support.

Roles, Responsibilities, and Expectations of Committee Members:

- Members will review and comment on documents in final draft form, including the Data and Technology Inventory & Assessment, the Conceptual Design, the Risk Assessment, the Implementation Plan, and the Business Case.
- Members will consult with their organization or agency to ensure that the GIS Utility meets their needs. Supporting organizations include the Oregon Geographic Information Council, the Oregon League of Cities, the Association of Oregon Counties, and others.
- Members will participate in meetings, approximately every other week, that will last 1.5 hours each between January 21, 2005 and April 15, 2005. Meeting frequency after April 15 will likely be monthly, to be determined by the Committee. For those members not physically located in Salem, attendance at the meetings via teleconference is acceptable.
- Effective members can expect to devote approximately 8 to 12 hours per month to this effort, not including meeting time.
- Members are asked to notify the Committee chair if they cannot participate in a meeting.

Decision-making Process: Decisions will be made by consensus whenever possible. All members will have input into the decision and agree to support the decision once a decision is made. Voting by members present at a meeting will be used only as a fallback decision process. A simple majority of those voting will be necessary to make a decision in the event that a vote is necessary.

Communication Mechanisms: Conference calls, meetings, and email will be the primary communication mechanisms. A listserv will be made available. Documents to be reviewed will be posted to the project website. When a response is needed to an email, the email subject line will contain, “Response needed by (date)”. When a member is unable to attend a meeting, input will be sent in advance, as appropriate, so that member’s voice will be heard.

Proposed Meeting Schedule:

January 21, 2005	Kick Off Meeting	10:30-Noon
February 4, 2005		10:30-Noon
February 18, 2005		10:30-Noon
March 4, 2005		10:30-Noon
March 25, 2005		10:30-Noon
April 22, 2005		10:30-Noon
May 27, 2005		10:30-Noon
June 24, 2005		10:30-Noon

Champion: The Oregon Geographic Information Council and the State CIO are recognized as the champions for this effort.