Fire Occurrence Reporting System Study

FORS

<u>Project Charter</u>

August 8, 2006

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UPDATE HISTORY

Date	Update by
21-Jun-2006	Draft from Tom Wordell and FENWT.
11-Jul-2006	Edits from David Potter, Tom Wordell, and John Noneman.
20-Jul-2006	Edits from IRMWT and PMO
31-Jul-2006	Edits from PMO
3-Aug-2006	Edits from PMO from Potter, Wordell comments
8-Aug-2006	Final version, DRAFT removed.

1. Project Overview

1.1 Identification

The name of this project is the Fire Occurrence Reporting System (FORS) Study, hereinafter referred to as the FORS Study.

The name of the Project's team is the Fire Occurrence Reporting System Study Team, or the FORS Study Team.

1.2 Background

Presently, there are several fire occurrence reporting systems being used by the interagency wildland fire community. This has resulted in the existence of numerous fire occurrence databases amongst the federal agencies and the states. As data calls from fire occurrence reporting stakeholders proliferate, data sets are created and further manipulated, resulting in duplicate and/or erroneous data. In addition, specific data elements with different data element definitions result in errors and discrepancies between data analyses.

A business requirements study was initiated by the National Wildfire Coordinating Group (NWCG) in January 2004 to ensure that business and data requirements used by all participating entities had been identified and that existing data systems were evaluated to determine the best course of action toward utilization of a single FORS.

The project was re-chartered by the National Fire and Aviation Executive Board (NFAEB) in July 2005. The purpose was limited to an information technology (IT)-focused study of existing legacy systems and sought to identify common data elements across the legacy systems and used the NIFSIP study as the basis of the review. It found there were potentially as many as 11 data elements in common across all of the systems and 27 across only the federal systems. Because the project was an IT-centric review, it did not reconcile business requirements issues. The legacy systems identified for inclusion in this study included:

1. WFMI Fire Occurrence Systems (BLM, NPS, BIA)
2. Fire Management Information System (FWS)
3. Fire Statistics System (USFS)
4. National Fire Incident Reporting System (FEMA/U.S. Fire Administration)
5. NASF National Fire Reporting System (supported by Texas A&M University)

In May 2006, the NFAEB expanded the scope of the project to include a full fire occurrence reporting business needs analysis across the interagency wildland fire community. This charter authorizes that expanded scope.

1.3 Purpose / Business Need

As the demand for accurate and consistent fire occurrence information continues to increase, rapid responses are often needed for congressional inquiries, information requests from the Government Accountability Office (GAO), executive fire management, and budget formulation groups. Other fire occurrence reporting stakeholders such as field units, planning groups, and researchers seek information for historical purposes. The interagency wildland fire community

is repeatedly asked to explain why fire statistics differ between federal agencies and states, reporting systems, or methods.

The purpose of the FORS Study is to perform an analysis of the business requirements needed to fulfill the specific missions and satisfy the upward reporting requirements of the federal fire agencies and the states. The information that was gathered in the July 2005 study will also be used as a basis for comparison. The study will result in a comprehensive executive summary, findings, and recommendations for consideration.

1.4 Project Scope

The FORS Study Team will perform a business analysis of all fire occurrence reporting requirements of the wildland fire federal agencies and the states.

This business analysis will traverse agency boundaries and include all fire occurrence reporting stakeholders.

There are no Capital Planning and Investment Control (CPIC) and no Certification and Accreditation (C&A) requirements for the FORS study.

This project will conclude with the presentation of the findings and recommendations to NFAEB.

1.4.1 Project Objectives

The objective of the FORS study is to identify the data elements required for federal and state fire occurrence reporting and reconcile matching data elements. The team will provide the NFAEB with recommendations based on those data element findings.

1.5 Sponsorship & Ownership

This project is sponsored by the NFAEB.

The Bureau of Land Management (BLM) has been designated as the managing partner for the FORS Study.

Costs are identified in Section 2.6, Project Costs.

1.6 References

- *Federal Wildland Fire Policy - 1995*
- *National Interagency Fire Statistics Information Project Report – 1998*
- *National Fire Plan - 2000*
- *Update to the Federal Wildland Fire Policy - 2001*
- *Coarse Assessment of Federal Wildland Fire Occurrence Data – A Report for the National Wildfire Coordinating Group by CEFA - 2002*
- *NASF Resolution on National Fire Reporting – 2002*
- *Fire Statistics Task Group Final Report – 2003*
- *Predictive Services White Paper – Integrated Fire Statistics Data Needs - 2003*
- *Reporting Fire Statistics by State, Local, and Tribal Fire Organizations – A White Paper to Focus the Issue for the Short Term – 2003*
- *Fire Occurrence Reporting SystemCharter – 2005*
- *Report of the eGov Disaster Management Task Group to the National Fire and Aviation Executive Board - 2006*

2.   Project Approach

The FORS Study will be managed in cooperation and collaboration with the Fire Environment Working Team (FENWT) and Information Resource Management Working Team (IRMWT) and in conformance with enterprise architecture principles. The project will follow the guidance and standards provided by the NWCG IRM Program Management Office (IRM-PMO).

The project consists of three phases; Phase One – Project Definition, Phase Two – Discovery, Phase Three – Elaboration.

2.1   Project Deliverables

The executive summary, findings, and recommendations will be delivered to NFAEB. All deliverables will be provided to the NWCG IRM-PMO for inclusion in the NWFEA. The deliverables from the FORS Study will include:

- Validated list of fire occurrence reporting stakeholders.

- Analysis of business requirements to understand the fire occurrence reporting data elements needed by the fire occurrence reporting stakeholders to fulfill their specific missions and satisfy upward reporting demands.

- Updated data element inventory of legacy wildland fire occurrence reporting systems identified in Section 1.2.

- An overlap analysis and a gap analysis of legacy system data elements and the data elements identified in this business requirements study to identify redundancies or gaps.

- The list of all data elements resulting from the business requirements study, the overlap analysis, and the gap analysis.

- The proposed list of normalized data elements deemed critical for national interagency fire occurrence reporting.

- The executive summary, findings, and recommendations.

2.2   Integrated Project Planning

The FORS Study will use an integrated project planning approach for project management. The project will develop and maintain the Integrated Project Management Plan which includes:

- Staffing Plan
- Communications Plan
- Project Schedule Gantt Chart
- Budget and Funding Plan

2.3   Reporting, Oversight, and Review

Reporting, oversight, and review will help ensure that the project stays within the approved scope, schedule, and cost.

- The NFAEB will provide executive level oversight of the project.

- The NWCG FENWT will provide business oversight of the FORS Study Team, review and approve the business aspects of the project deliverables, and provide recommendations to the Project Manager and Business Leads.

- The NWCG IRMWT will review and approval for technical IRM aspects of project deliverables, and provide recommendations to the Project Manager and Business Leads.

- The NWCG IRM-PMO will provide review and approval for compliance with National Wildland Fire Enterprise Architecture (NWFEA).

- Periodic status reports will be prepared and disseminated in accordance with the project communications plan.

2.4   Dependencies

Completion of the FORS Study is dependant on the availability, commitment, and involvement of the federal business lead, the state business lead, the project manager, the subject matter experts, the stakeholders, and the contractors needed to identify national interagency and state fire occurrence reporting business requirements throughout each phase of the Project.

2.5   Project Schedule

A detailed project schedule will be developed using Microsoft Project ™ and will be managed by the Project Manager.

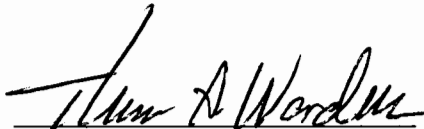| Key Milestones	Begin	End
Phase One – Project Definition	July 1, 2006	August 15, 2006
Phase Two - Discovery	July 15, 2006	November 30, 2006
Phase Three - Elaboration	November 30, 2006	January 31, 2007

2.6   Project Costs

Costs associated with the project include:

- Contracted services to provide a fire occurrence reporting business needs assessment. ($40K - Provided by NPS)

- Contracted services to provide technical support (Tina Vorbeck) during the FY2006 fiscal year. (Approximately $40K - Provided by BLM)
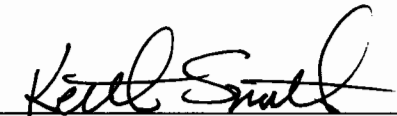
- Substantial time commitment from the federal business lead, the project manager, and federal subject matter experts. All time and travel required will be considered indirect costs and will be covered by each employee's agency.

- Participation of the state business lead and/or subject matter experts. Currently, there is no funding available to cover costs associated with the States.

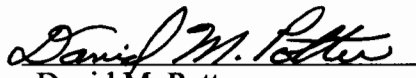- BLM will provide the support service to administer the contracts.

3.   Approval Section

This charter is effective as of the date of signature. By signing, the signatories indicate their agreement and support of the project charter and their commitment to the project.

signature 8/9/2006
Thomas A. Wordell   Date
Federal Business Lead

signature 8/23/06
Keith Smith   Date
State Business Lead

signature 9-Aug-2006
David M. Potter   Date
Project Manager
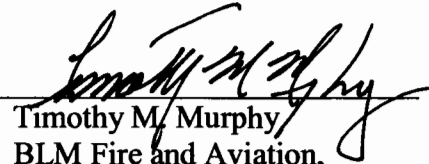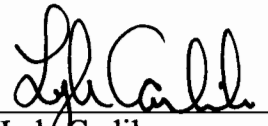
signature 8/22/06
Marc Rounsaville   Date
Deputy Director of Aviation,
Operations and Risk
Management (USFS)

signature 8/22/2006
Timothy M. Murphy,   Date
BLM Fire and Aviation,
Deputy Director

signature 8/22/06
Lyle Carlile   Date
BIA Fire Director

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Brian McManus   Date
USFWS Fire Director

signature 8/22/06
Mike Wallace   Date
Acting NPS Chief, Division
of Fire and Aviation
Management

signature 8/22/06
Don Artley   Date
NASF Fire Director