

FGDC Business Case Action Team DRAFT Team Charter

Purpose – compile and develop a series of business cases documenting the value of collaborative development and access to geographic data and services by government, business, and academia on behalf of the FGDC.

Product/Result Desired – The objectives are to:

- review literature and select current practices regarding case studies and cost-benefit analyses with respect to the value of collaborative development and access to geographic data and services,
- collaborate with the FGDC-sponsored multi-organizational enterprise architecture activity focused on the development of common reference models that promote access to geographic data services for multiple purposes,
- document and publish selected business cases that illustrate the value of collaborate development and access to geographic information and services for selected audiences, and
- provide selected audiences the clear and concise documentation in order for them to make better investment decision-making regarding the use of geographic information and services.

This work is to be completed by March 31, 2005.

Scope of Responsibility – the team will function as an Action Team with responsibility for compiling and developing a series of business cases documenting the value of collaborate development and access to geographic data and services to government, business, and academia. The findings of the Business Case Action Team will be presented to the FGDC Coordination Group.

Scope of Study – Audience will be the business managers and people in leadership roles who make decisions on budgets and project planning; business cases will be developed in a common format; cases will cover different relevant and transferable areas of collaboration; study will not cover the value of GIS or spatial data used by individuals or small projects wholly within an enterprise but will focus on benefits of collaborative, interorganizational transfer of information.

Level of Authority – progress will be reported to the Project Manager. The FGDC Coordination Group will provide input, review the business case findings and assist in communicating the findings and carrying forward recommendations of the Action Team. The Staff Director will be kept informed and serve as the champion for this effort.

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Leadership – Doug Nebert and Dave DiSera will serve as co-leads of this Action Team. Tricia Gibbons of LEAD Alliance will serve as consultant and facilitator.

Membership – members were nominated, invited and volunteered to serve from the FGDC membership and active partners. Members include:

Member	Affiliation	Email
Doug Nebert	FGDC	ddnebert@usgs.gov
Anne Frondorf	USGS	anne_frondorf@usgs.gov
Dave DiSera	GITA	ddisera@ema-inc.com
Dave Halsing	USGS	dhalsing@usgs.gov
Jill Saligoe-Simmel	IUPUI	jsaligoe@iupui.edu
Leticia Ozuna	IONIC Enterprise	lettie@ionicenterprise.com
Mark Bradford	BTS	mark.bradford@bts.gov
Mike Thomas	ASPRS	mthomas@kschuckman.com
Sam Bacharach	OGC	sbacharach@opengis.org
Tricia Weir	NASA	Patricia.A.Weir@nasa.gov

Roles & Responsibilities & Expectations of Team Members –

- Members are expected to participate in semi-monthly meetings either by conference call or face-to-face. Meetings will last approximately 1.5 hours.
- Members agreed to participate in a 3 – 4 hour workshop that will take place in lieu of one of the semi-monthly meetings.
- Members agreed to contribute approximately 10 hours of time in addition to semi-monthly meetings.
- Responsibilities may include research, reviewing documents, identifying ideas and best practices, drafting documents, and participating in team activities.

Decision-making process – Decisions will be made by consensus.

Everyone will have input into the decision and agree to support the decision once consensus is reached. Voting will be used only as a fallback decision process.

Communication Linkages –

- Conference calls, WebEx sessions, meetings, a workshop and email will be the primary communication vehicles.
- Email Response Procedures – if response is needed note in subject line. Example: Response need by _____.
- If members are unable to participate in scheduled meetings, please notify one of the co-leads and send input in advance of the meeting to ensure

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your voice will be heard.

Meeting Schedule (The following meeting dates will be adjusted as necessary to accommodate Team member schedules and project deliverable timelines.)

10/19/04	Conference Call	3 pm – 4:30 pm (Eastern Time)
11/02/04	Conference Call	3 pm – 4:30 pm (Eastern Time)
11/16/04	Conference Call	3 pm – 4:30 pm (Eastern Time)
11/30/04	Conference Call	3 pm – 4:30 pm (Eastern Time)
12/14/04	Conference Call	3 pm – 4:30 pm (Eastern Time)
1/04/05	Conference Call	3 pm – 4:30 pm (Eastern Time)
1/18/05	Conference Call	3 pm – 4:30 pm (Eastern Time)
2/1/05	Conference Call	3 pm – 4:30 pm (Eastern Time)
2/15/05	Conference Call	3 pm – 4:30 pm (Eastern Time)
3/1/05	Conference Call	3 pm – 4:30 pm (Eastern Time)
3/15/05	Conference Call	3 pm – 4:30 pm (Eastern Time)

Time Frame

- Finalize Team Charter 10/19/04
- Perform literature search and identify current related activities 11/30/04
- Present status to FGDC CG at December 7th meeting
- Write and publish business case findings 2/05
- Develop strategy for delivering business case message 3/05

Performance Indicators – members participate in regularly scheduled calls and meetings, and complete actions per plan

Resources Available – financial and logistical support from the FGDC Secretariat.

Logistics – FGDC will arrange for rooms and phone bridges as necessary.

Champion –The Steering Committee and the Secretariat Staff Director are recognized as the champions. Operationally to complete the task, the co-leads and the project manager are the champions of this action team.