



NWCG

Data Standard Change Initiation Process

**Program
Management
Office**

DRAFT

February 15, 2006

**National Wildfire
Coordinating Group**

DRAFT

**Information Resource
Management**

Questions or comments regarding this document should be directed to:

NWCG Data Administration Working Group

Allen Deitz, Chair

NWCG IRM Program Management Office

(208) 947-3742

allen_deitz@nifc.blm.gov

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NWCG

Data Standard

Change Initiation Procedures

February 15, 2006

INTRODUCTION

This document provides the procedures to initiate a change to an NWCG data standard. This document is generic in nature and may be referenced for many NWCG data standards.

These procedures outline the process for initiating the process for making additions, modifications, and deletions to the three parts of the data standard. These procedures should be used by individuals or groups external to the NWCG Data Administration Working Group's (DAWG) data stewardship and custodianship organization. Once a change proposal is received by the DAWG, the Internal Change Procedures will be used.

A data standard consists of the following parts:

- a. **Standard data values** – Where applicable, the data standard will include a list of standardized data values to be used by the wildland fire community, oftentimes provided as a pick-list or look-up table.
- b. **Meta-data definition** – The data standard includes a specification that identifies the data format and data usage is standardized across automated systems
- c. **Change management process** – The data standard includes the procedures on how to make changes to the meta-data definition or the standard data values.

The following section outlines the procedures for initiating a change proposals for the areas identified above.

PROCEDURES

1. *Changes to the Standardized Data Values*

For data standards that include a list of standardized data values, change proposals for additions, modifications, or deletions to the standardized data value list should include the following information:

- a. Name of Initiator
- b. Date
- c. Phone Number
- d. Email Address
- e. Office
- f. Data Standard Name
- g. Description of proposed change
- h. Reason for wanting the change

Proposals should be submitted via email or fax to the data custodian identified in the meta-data definition located on the NWCG Data Standards website; or else to:

| | |
|--|---------------------------------|
| Allen Deitz, Chair | Phone: (208) 947-3742 |
| NWCG Data Administration Working Group | FAX: (208) 947-3712 |
| NWCG IRM Program Management Office | Email: allen_deitz@nifc.blm.gov |
| 1387 South Vinnell Way | |
| Boise, ID 83709 | |

The appropriate business area data steward and/or the DAWG chair will respond to the change proposal by following the guidelines in the *NWCG Internal Data Standard Change Procedures*.

2. Changes to the Meta-data Definition

The meta-data definition contains the contacts, definition (including description and format), and business rules for a data element. Change proposals for the meta-data definition should include the following information:

- a. Name of Initiator
- b. Date
- c. Phone Number
- d. Email Address
- e. Office
- f. Data Standard Name
- g. Description of proposed change
- h. Reason for wanting the change

Proposals may be submitted via email or fax to:

| | |
|--|---------------------------------|
| Allen Deitz, Chair | Phone: (208) 947-3742 |
| NWCG Data Administration Working Group | FAX: (208) 947-3712 |
| NWCG IRM Program Management Office | Email: allen_deitz@nifc.blm.gov |
| 1387 South Vinnell Way | |
| Boise, ID 83709 | |

(The Data Administration Working Group (DAWG) chair serves as the point-of-contact to ensure that the proposal is logged and tracked throughout the change process.)

The appropriate business area data steward and/or the DAWG chair will respond to the change proposal by following the guidelines in the *NWCG Internal Data Standard Change Procedures*.

3. *Changes to the Change Initiation Process*

Change proposals for additions, modifications, or deletions to this document should include the following information:

- a. Name of Initiator
- b. Date
- c. Phone Number
- d. Email Address
- e. Office
- f. Document Title
- g. Description of proposed change
- h. Reason for wanting the change

Proposals may be submitted via email or fax to:

| | |
|--|---------------------------------|
| Allen Deitz, Chair | Phone: (208) 947-3742 |
| NWCG Data Administration Working Group | FAX: (208) 947-3712 |
| NWCG IRM Program Management Office | Email: allen_deitz@nifc.blm.gov |
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(The Data Administration Working Group (DAWG) chair serves as the point-of-contact to ensure that the proposal is logged and tracked throughout the change process.)

The appropriate business area data steward and/or the DAWG chair will respond to the change proposal by following the guidelines the NWCG Internal Data Standard Change Procedures.

NWCG Data Standard

Change Proposal Format

The purpose of this document is to provide a template for submitting a change proposal for an NWCG data standard. Utilization of this format is not required; however all change proposals should include all the information requested below. Additional pages may be attached.

| | |
|-------------------|--|
| Date | |
| Name of Initiator | |
| Phone Number | |
| Email Address | |
| Office | |

| | |
|--------------------|--|
| Data Standard Name | |
|--------------------|--|

| | |
|---------------------------------|--|
| Change Category (Select one) | <input type="checkbox"/> Meta-data definition (description length, format, rules, contacts) <input type="checkbox"/> Standardized Data Values <input type="checkbox"/> Change Procedures |
|---------------------------------|--|

| |
|--|
| Description of proposed change: |
| |

| |
|--|
| Reason for wanting the change: |
| |

Proposals may be submitted via mail, email, or fax. Proposals should be sent to:

Allen Deitz, Chair
NWCG Data Administration Working Group
NWCG IRM Program Management Office
1387 South Vinnell Way
Boise, ID 83709

Phone: (208) 947-3742
FAX: (208) 947-3712
Email: allen_deitz@nifc.blm.gov

(The Data Administration Working Group (DAWG) chair serves as the point-of-contact to ensure that the proposal is logged and tracked throughout the change process.)