



Interim Project Report – Category 3 – Hawaii Geographic Information Coordinating Council

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Agreement Number: 08HQAG0009

Project Title: Strategic and Business Plan Development for the Hawaii Geographic Information Coordinating Council (HIGICC)

Organization:

Hawaii Geographic Information Coordinating Council

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Project Narrative

HIGICC is pleased with the progress of the Fifty States strategic planning process. As an all volunteer 501c3, HIGICC is different than most Geographic Councils around the country. Most of our revenue is generated through nominal membership fees. The planning process enabled by FGDC funding has resulted in face to face meetings across the State of Hawaii that had been beyond the Council's ability to afford. As a result, significant

input has been gathered to guide the Council's work in the short and long term. In addition, interested organizations and individual not earlier associated with the traditional geospatial data producers, distributors and consumers are now part of the HIGICC community.

The primary outreach and information gathering activities are complete - the online survey, facilitated workshops and individual stakeholders meetings. The next steps involve the authoring, review and publication of the planning documents.

Key accomplishments of the project to this point include:

1. Formation of Steering Committee as sub-committee of the HIGICC Board of Directors.
2. Understanding and using the grant administration sites to draw down the CAP funding.
3. Migration of HIGICC email and contact database to contact management software that has enabled general and targeted email outreach across the State of Hawaii.
4. Selection of Applied Geographics as consultant on the project.
5. Creation of on-line survey. Development, publication and initial analysis of a survey. Close to 100 surveys have been completed.
6. Five Strategic Planning information gathering meetings were held the last week of August and first week of September. Seventy five people attended 2 meetings in Honolulu and 1 each on Kauai, Maui and the Island of Hawaii.
7. Individual interviews with significant stakeholders, including representatives from the State, Counties, and the University of Hawaii.

The survey and meetings have pointed out that while over 400 people were contacted to participate in the process, there are still stakeholder groups and organizations to reach in our State. HIGICC and the Steering Committee are contacting these groups as part of the planning effort and expanding the contact database to insure communication in the future. HIGICC recommends that FGDC encourage new Fifty States CAP funding to focus very early on an outreach and communication plan.

Next Steps

The next steps for the Strategic and Business Planning process are as follows:

September, 2008

- Hold final stakeholder meeting in Honolulu.
- Continue phone interviews with interested parties and stakeholders.
- Summarize and distribute initial findings to Steering Committee, County Coordinators and HIGICC Board.
- Hold a Steering Committee meeting to review initial findings.
- Identify Business Plan concepts.

October 2008

- Draft the Strategic Plan.
- Finalize the Business Plan concept.

November 2008

- Draft the Business Plan(s).
- Get feedback on the draft Strategic Plan.

December 2008 – January 2009

- Get feedback on the draft Business Plan(s).
- Final review and acceptance of Strategic Plan.

January 2009 – February 2009

- Final review and acceptance of Business Plan(s).
- Publication and distribution of final reports.
- Meetings and teleconferences to present the final plans and discuss the steps for implementation.

No additional assistance is needed to complete the items listed above. The development of additional Business Plan elements would require additional assistance, either in funding or personnel.

Revised Timeline

The HIGICC project is proceeding according to the original timeline. We expect to finish the project by the scheduled completion date of February 28, 2009.

Attachments

There are no attachments for this interim report.