

Interim Project

Date: August 29, 2008

Agreement Number: 08HQAG0011

Project Title: 2008 NSDI CAP Category 3: Fifty States Initiative Strategic and Business Plan Development

Organization: Virgin Islands Geospatial Information Council (VIGIC)

Principal Investigator: Theresa Anduze-Parris, PhD
GIS Coordinator Office of the Lieutenant Governor
No. 1105 King Street
Christiansted, St. Croix 00820
(340) 773-6459 ext. 3131
theresa.parris@lgo-vi.gov

Other Key Contact: Melvin Vanterpool
Director VI Office of Homeland Security AQ BLDG 2C
Contant St. Thomas, VI 00802
(340) 774-2244
mel.vanterpool@ohs.vi.gov

Stevie Henry
Data Manager
University of the Virgin Islands Eastern Caribbean
Center/CDC
2 John Brewers Bay
St. Thomas, VI 00802
(340) 693-1033
shenry@uvi.edu

Project Narrative

This Category 3: Fifty States Initiative is to support current efforts to strengthen the effectiveness of building the U.S. Virgin Island Spatial Data Infrastructure (SDI) in support of the National Spatial Data Infrastructure (NSDI). The activities of this proposal are directed by VIGIC. A contractor will be hired to facilitate the strategic planning process. The executive officers of VIGIC serve as the strategic planning committee; however, other stakeholders from the federal government and private sector will be selected to serve on the strategic planning committee. The organized stakeholder sessions will include participants from private sector, non government organizations, utilities, local and federal agencies and academia.

Task	Effort	Completion
Organize Planning Committee The VIGIC executive officers have met six times between March and July 2008 to discuss matters related to this project. Representatives from the private sector will be	3%	85%

Task	Effort	Completion
selected to complete the planning committee.		
Select Facilitator for the planning process This is pending the approval and posting of a Request for Proposal by the Virgin Islands Department of Property this is anticipated by September 19 th . The deadline for submission will be October 3 and interviews completed by October 13.	10%	40%
Define roles and responsibilities for completing the strategic planning process This will be completed when the facilitator is selected.	3%	50%
Specify the target audience for the Strategic Plan Building of mailing list is ongoing.	2%	90%
Determine plan approval process Pending the selection of the facilitator.	5%	50%
Identify stakeholders meeting venues and dates Kick-off meeting Nov. 18 Stakeholder meeting Nov. 21	2%	50%
Prepare instruments for the collection of input and feedback Reviewing instruments used in the past and communicating with colleagues within NSGIC.	15%	30%
<u>Next Steps</u>		
Collect input and feedback	15%	
Review and analyze input and feedback	10%	
Draft preliminary plan and solicit feedback	30%	
Publish the Strategic Plan	5%	
	100%	

<u>Revised Timeline</u>	
Week of October 13, 2008	Select Facilitator
November 18, 2008	Kick-Off Meeting
November 21, 2008	Stakeholder Meeting
December 1 to January 9, 2009	Review and analyze input and feedback
January 9 to February 9, 2009	Draft preliminary plan and solicit feedback
February 29, 2009	Publish Strategic Plan

Attachments

Attachment 1: Financial Status Report