



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240



June 17, 2008

Re: FPA Early-Adopter FPU Welcome

Dear Early-Adopter:

Welcome and thank you for volunteering to be an FPA early-adopter Fire Planning Unit (FPU). Please share this welcome message and the attached information with your FPU team partners. This letter will outline what your FPU team can expect in the next few months as an early-adopter FPU.

Enclosed are three documents; one identifies the FPA mentors that are dedicated to your FPU, the second asks for your validation of your dispatch locations, and the third requests you provide the names of FPU members and their roles who will need user IDs on the FPA system. Each attachment includes instructions for providing this "getting started" information needed to set the FPA system up for your use.

In order to meet project deadlines, yet still give you as much time as possible to complete the worksheets, I ask that you review and return them to your FPA mentor by July 3, 2008.

The FPA Team is committed to helping you be successful by providing the following:

- An FPA mentor to respond to your FPU's special needs, concerns, or questions
- A weekly conference call as a forum for early-adopters to address questions and concerns
- Webinars to familiarize early-adopters with the system software
- Step-by-step instructions to help you navigate the FPA system user interface
- Full access to the system to enter data and run analyses

The FPA Project Team expects early-adopters to:

- Have the support of all FPU line officers to participate as an early-adopter
- Work in collaboration with all partners in the FPU
- Work closely with your FPA mentor to communicate your progress through the FPA system
- Submit needed data and complete tasks on time
- Report errors and bugs found in the software and fire management business logic (rules for entering data that relate to the business of fire management)
- Provide feedback to clarify and improve the user guide

In the near future, I will sponsor an online meeting/teleconference, during which we will discuss timelines and process. Your FPA mentor will be contacting each FPU lead within the next week for potential dates for this call.

As an early-adopter, you play a critical role in the success of FPA. Your experience with the FPA system and feedback to the Project team are important to help reduce the need for system modifications during the first year. As Project Manager, I assure you that the FPA Project Team will do all they can to assist you.

Sincerely,

A handwritten signature in cursive script that reads "Donna K Scholz". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Donna Scholz

FPA Project Manager

Enclosures:

FPU mentor list with contact information

FPU dispatch locations spreadsheet

FPU User Roles spreadsheet