

Agreement Number: 07HQAG0034
Interim Report: 10/11/07

Organization:

Utah GIS Advisory Council (GISAC)
5130 State Office Building
Salt Lake City, UT 84114

Project Leader:

Dennis Goreham, Manager
Utah Automated Geographic Reference Center
801-538-3163
dgoreham@utah.gov

Collaborating Organizations:

Utah Geographic Information Council
Kevin Sato, President, 801-270-2460, ksato@murray.utah.gov

USGS

Dave Vincent, NSDI Partnership Office Geospatial State Liaison, 801-975-3435, dmvincent@usgs.gov

Project Narrative:

Summary of project activities:

Primary components of the Utah geospatial Planning Process:

- Develop Strategic Plan. The strategic plan will explain our vision for the future for geospatial information and technologies (GIT) in Utah.
- Develop Business Plan. The business plan will define how objectives will be achieved along with justification for doing them.
- Develop Technical Plan. The technology plan will determine the optimum solution and what technology needs to be in place for achieving the goals and objectives.
- Coordinate and update Charters for GISAC, Utah Geographic Information Council (UGIC), Technical Interchange Group (TIG) and regional user groups.
- Plan implementation by participants.

Responsibilities covered under RFP:

- Strategic Plan Development Assistance.
- Business Plan(s) Development Assistance.

Responsibilities not covered under RFP:

- Technical Plan Development Assistance. We anticipate this will be done somewhat simultaneously with strategic planning with partners including the State Chief Information Officer staff, other IT leaders in the state, geospatial stakeholders, and industry partners.
- Coordination and Charter updates for GISAC, UGIC, TIG and regional user groups will be done within each group as needed.
- Plan implementation by participants will be completed by each participant. For the State, it will require distribution and discussion with managers and elected officials, revision of the GISAC Administrative Rule, and finalization of the State Geospatial Policy.

Work to be performed under this contract:

- Strategic Plan Development:
 - Contractor responsibilities include:
 - Assist in process definition by meeting in person with the Steering Committee to define steps required to achieve creation of a Strategic Plan.
 - Assist the Steering Committee to define components and format of the Strategic Plan. The contractor and Steering Committee will use the Strategic Plan Template developed for the FGDC and NSGIC for guidance. The template is available at: http://www.fgdc.gov/policyandplanning/50states/2_strategic_plan_template_final_v1-3.doc
 - Gather input from stakeholders. Other options will be considered but should include at a minimum: a combination of interviews and surveys with the geospatial community, facilitated sessions held with GISAC, UGIC, regional users groups, and selected business managers and elected officials, and web enabled access to the facilitated sessions.
 - Organize and assist with analysis of information collected. Contractor should provide expertise to organize the data in ways to enable analysis from various perspectives.
 - Assist in evaluating results of analysis and provide recommendations by meeting again with the Steering Committee in person. These results and recommendations will form the basis of the content for the Strategic Plan.
 - Provide consultation and recommendations throughout project to the Steering Committee.

- GISAC responsibilities include:
 - Develop and organize a project Steering Committee to represent a broad cross section of the Utah geospatial community.
 - Schedule, coordinate and staff the Steering Committee meetings.
 - Interact with AGRC to manage the contracts with FGDC and contractor.
 - Interact with Steering Committee and contractor to ensure milestones are on schedule.
 - Identify contact information for stakeholders.
 - Regularly communicate with all stakeholders to keep them informed of progress.
 - Author content of Strategic Plan.
 - Organize the review, comment and adjudication processes for the Strategic Plan.
 - Define and implement the approval process of the Strategic Plan.
 - Publish and distribute the Strategic Plan.
- Business Plan Development:
 - Contractor responsibilities include:
 - Assist in project scope by meeting in person with the Steering Committee to identify priority areas for Business Plan(s) development.
 - Assist in process definition by meeting in person with the Steering Committee to define steps. The contractor and Steering Committee will use the Business Plan Template developed for the FGDC and NSGIC for guidance. The template is available at: http://www.fgdc.gov/policyandplanning/50states/4_business_plan_template_final_v1-3.doc
 - Gather input on business needs, benefits, and costs from stakeholders including agency managers and elected officials.
 - Organize and assist with analysis of information collected. Contractor should provide expertise to organize the data in various ways to enable analysis.
 - Assist in evaluating results of analysis and provide recommendations by meeting again with the Steering Committee in person. These results and recommendations will form the basis of the content for the Business Plan(s).
 - Providing consultation and recommendations throughout project to the Steering Committee.

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 - Identify contact information for stakeholders.
 - Regularly communicate with all stakeholders to keep them informed of progress.
 - Author content of Business Plan(s).
 - Organize the review, comment and adjudication processes for the Business Plan(s).
 - Define and implement the approval process of the Business Plan(s).
 - Publish and distribute the Business Plan(s).

Work must be performed under the following scope requirements:

- Perform work activities defined above.
- Guidance for process and products is available on the FGDC site at:
<http://www.fgdc.gov/policyandplanning/50states/50states>
- Work must be performed in Utah unless components can be performed by contractor elsewhere with prior approval of Steering Committee
- Draft Strategic Plan must be completed by 12/15/07.
- Final Strategic Plan must be completed by 3/15/08.
- Business Plan(s) must be complete by 6/15/08.
- All work products become property of the State of Utah.

Key Accomplishments to date:

- Contract has been awarded to Applied Geographics for assistance.
- Two sets of stakeholder meetings have been conducted
- On-line survey has been drafted.

Next Steps:

- Next round of stakeholder meetings scheduled for 11/8-9
- On-line survey will go live by the end of October