

Federal Geographic Data Committee  
Cooperative Agreements Program 2007  
Interim Report – Missouri  
September 19, 2007

**Agreement Number:** 07HQAG0040

**Report Type:** Interim

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**Project Narrative:**

**PROJECT STATUS SUMMARY**

Two major objectives are incorporated in this project: 1) development of a strategic and business plan; and 2) outreach and education to promote the plan and distribute a local ‘How To’ guide for geospatial development. These objectives are meant to occur in succession in order to take the most advantage of the opportunities to develop relationships across the state, planning first and outreach/promotion next. Development of the strategic and business plan has included collection, review and drafting of background materials; resolving meeting logistics; identifying key participants and volunteers; and creating robust planning packets. Background material from several sources was compiled into the draft background of the plan, including: the 2003 Missouri Geographic Information Systems Advisory Committee Strategic Plan; interviews with stakeholders, committee members and past recipients; archived 50 States Initiative grant

recipient documents; various reports on business case development; and initiatives outlined by state offices (e.g. homeland security, state GIS clearinghouse). A table of contents and materials have been assembled for the 'How To' guide. Scheduling and agenda development of the regional education and outreach meetings will happen after the 'How To' guide has been printed and a draft strategic and business plan are complete.

To date our successes are a product of the number and range of people supporting this project. Both 'regular supporters' and new contributors have engaged in this process with time, resources and dedication. The implementation strategies also complement the current needs of our state geospatial development programs. We are fortunate to have a relatively good structure in place for coordination and even basic implementation, but in order to move forward we must develop relationships with a broader range of practitioners.

The challenges to succeed include having a GIO position in transition, and signing of contracts. There are 5 total contracts to be in place. Three of these contracts, for the project manager, meeting moderator, and graphic designer have been drafted and reviewed. Minor changes need to be made in all cases before they can be signed. The remaining 2 agreements for the meeting manager and Tim Haithcoat have been drafted, but not reviewed by the relevant parties. The unexpected delays (because contracts are not in place) have led to concerns among steering committee members about our ability to implement the two agendas in succession.

## KEY ACCOMPLISHMENTS TO DATE

### General Administrative

- Administrative documents and accounts are in place
- Contractor specifications provided to fiscal agent
- Complete drafts of 3 of 5 contracts are ready
- Participated in CAP teleconference, hosted by FGDC
- Financial reports are up to date and submitted
- Attended FGDC/NSGIC Strategic Plan Guidelines Workshop

### Planning Process

- Established steering committee
- Established strategic planning subcommittee
- Established volunteer list of workers with volunteer jobs
- Established stakeholder participant list
- Collection, review and analysis of reference documents
- Planning meeting packets are drafted
- Outline and background material for business plan assembled

### Outreach and Education

- 'How To' document format and table of contents established
- Collected and reviewed reference documents
- Estimates for printing costs have been received
- General format for regional meetings/workshops established

The overall planning process strategy and outreach program continues to focus on development of a broader and more active stakeholder group by drawing in a broad range of participants. In fact the list of invitees for the planning meetings currently includes over 30 people (independent of the current coordinating group members) from 10 different job sectors (e.g. government agencies, regional governments, non-profits, utilities, academia, and professional organizations). The strategy includes efforts to seek individuals from relevant sectors (who are likely to contribute now and in the future); personally invite them; provide them multiple ways to participate in the planning process; and show constructive feedback via documents posted on the MGISAC website and regional outreach meetings. The planning meeting packets are designed for participants that personally attend the meetings, attend via phone-bridge, or to download and fill out the form independent of the meetings.

### **Next Steps:**

The single most significant step is for the Missouri Office of Administration, Information Technology Services Division to get all of the project contracts in place. Although the transition to another GIO is a complicating factor, project participants cannot affect that process. Once the contracts are in place we will proceed to solidify specific dates for the planning meetings and regional outreach workshops. Every effort has been made to have preparations in place for these events so that as soon as the contracts are in place we can move ahead as quickly as possible.

#### Next three weeks

- Signed contracts are in place for all grant program contractor needs.
- Continue to refine the material for the 'How To' guide.

#### September – December 2007

- Meet with and prepare graphic designer and meeting facilitator contractors.
- Format 'How To' guide.
- Identify and prepare regional planning commissions for the outreach workshops.

We are not requesting direct assistance at this time, but our current schedule reflects our concern that the remaining grant period may not be sufficient time for us to complete our grant project to the quality that will make the plan and outreach programs productive for Missouri, FGDC and USGS. A great deal of work has been completed. Many people, at all levels of involvement, have dedicated their time to this project and continue to do so. We intend to see this project through to a successful conclusion. Achieving this may prompt us to request an extension.