

## Interim Project

**Date:** February 12, 2009

**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)

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### 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.

| <b>Task</b>                                                                                                                                                                                                     | <b>Effort</b> | <b>Completion</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| <b>Organize Planning Committee</b><br>The VIGIC executive officers have met 12 times between March and January 2009 to discuss matters related to this project. Representatives from the private sector will be | <b>3%</b>     | <b>85%</b>        |

| <b>Task</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Effort</b> | <b>Completion</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| selected to complete the planning committee.                                                                                                                                                                                                                                                                                                                                                                                                             |               |                   |
| <b>Select Facilitator for the planning process</b><br>This was delayed by the posting of a Request for Proposal by the Virgin Islands Department of Property and Procurement (P&P). The passing of Hurricane Omar pushed the request for proposal deadline for submission from October 3 to December 18 and the evaluations from October 13 to January 15, 2009.<br><br><i>Applied Geographics, Inc.</i> was selected and awaiting an approved contract. | <b>10%</b>    | <b>90%</b>        |
| <b>Define roles and responsibilities for completing the strategic planning process</b><br>This is part of contracting process with <i>Applied Geographics, Inc.</i>                                                                                                                                                                                                                                                                                      | <b>3%</b>     | <b>50%</b>        |
| <b>Specify the target audience for the Strategic Plan</b><br>Building of mailing list is ongoing.                                                                                                                                                                                                                                                                                                                                                        | <b>2%</b>     | <b>90%</b>        |
| <b>Determine plan approval process</b><br>This is part of contracting process with <i>Applied Geographics, Inc.</i>                                                                                                                                                                                                                                                                                                                                      | <b>5%</b>     | <b>50%</b>        |
| <b>Identify stakeholders meeting venues and dates</b><br>Kick-off meeting April 15<br>Stakeholder meeting April 17                                                                                                                                                                                                                                                                                                                                       | <b>2%</b>     | <b>50%</b>        |
| <b>Prepare instruments for the collection of input and feedback</b><br>Reviewing instruments used in the past and communicating with colleagues within NSGIC.                                                                                                                                                                                                                                                                                            | <b>15%</b>    | <b>30%</b>        |
| <u>Next Steps</u>                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |                   |
| <b>Collect input and feedback</b>                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>15%</b>    |                   |
| <b>Review and analyze input and feedback</b>                                                                                                                                                                                                                                                                                                                                                                                                             | <b>10%</b>    |                   |
| <b>Draft preliminary plan and solicit feedback</b>                                                                                                                                                                                                                                                                                                                                                                                                       | <b>30%</b>    |                   |
| <b>Publish the Strategic Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>5%</b>     |                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>100%</b>   |                   |

| <u>Revised Timeline</u> |                                             |
|-------------------------|---------------------------------------------|
| April 15, 2009          | Kick-Off Meeting                            |
| April 17, 2009          | Stakeholder Meeting                         |
| May 4 to June 4, 2009   | Review and analyze input and feedback       |
| June 9 to July 10, 2009 | Draft preliminary plan and solicit feedback |
| September 16, 2009      | Publish Strategic Plan                      |

Financial Status Report: Online