



**Skeena Region, Ministry of Sustainable Resource
Management**

**Northwest Data Sharing Network:
Data Viewing and Exchange**

Project Charter

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Approvals:

<u>Project Sponsors</u>	<u>Signature</u>	<u>Date</u>
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Purpose of Document

This document defines the project in terms of objectives, scope, stakeholders and major deliverables. It is the main deliverable from the Project Initiation Phase. Approval of this document allows Project Planning to begin.

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1.0 Project Purpose

The purpose of the project is to support Sustainable Forest Management (SFM) planning, Sustainable Resource Management Planning (SRMP), Land and Resource Management Planning (LRMP) and monitoring by providing the viewing of corporate, Skeena Region local and Northwest Data Sharing Network partner spatial data and the exchange of Skeena Region local and Northwest Data Sharing Network partner spatial data.

2.0 Background

Resource management decisions are based on a foundation of well-sourced, dependable data, data synthesis and analysis. Poor data management practices directly impact cost effective, repeatable, defensible and well informed decision making. Data creation and synthesis is currently distributed across a variety of government agencies, industry, First Nations, Non Government Organizations (NGOs) and consultants. Analysis, based on this data, is done on a project by project basis, the results are generally poorly organized and are challenging to replicate and monitor. Frequently data sets are re-created at the same cost as the original. Many copies of data describing the same information can exist among data users resulting in costs associated with determining the “right” data. Data frequently undergoes local modification completely disconnected from the data custodian, leading to uncoordinated, indefensible, multiple versions of the same data. Differences in analysis can commonly be attributed to data differences, determining analysis inconsistencies introduces further project costs. This uncoordinated array of distributed data repositories and subsequent analysis leads to data redundancy, data source confusion, duplication of effort, high data management costs and ultimately decision making that is not based on authoritative information.

MSRM has the mandate to improve data management, access and discovery for both internal and external data clients. The Business Information Services Division (BISD) of MSRM is charged with creating a central source of integrated information. MSRM’s Integrated Data Warehouse (IDW) project is developing a 3-5 year implementation plan to meet this provincial objective. Locally, the Northwest Data Sharing Network will be able to assist in the coordination of corporate and local efforts pertinent to sound data management and analysis.

Government is becoming increasingly reliant on external agencies to provide inventories, resource information, analysis and monitoring. Corporate and local partnerships are seen as enabling the business communities to organize themselves for both their own business process efficiencies and to enable smooth access and update to corporate initiatives, such as MSRM’s IDW.

In response to these issues the Northwest Data Sharing Network (NWDSN) Project is being developed. This project will help organize the local resource community around data management and distribution by establishing a collaborative environment through the implementation of a governance structure. The local resource management community is made up of Skeena Region MSRM, MoF District offices, First Nations,

and forest companies located in Northwestern BC. The initial focus will be the Morice LRMP and the Lakes/Morice IFPA data management and analysis. The Northwest Data Sharing Network will also work with the MSRM Information Management Branch to ensure the delivery of consolidated data management between private and public data users, and to ensure that NWDSN governance incorporates strong data management principles around data sourcing, custodianship, and standards.

In the first phase data will be pushed down to a corporate MSRM server allowing the NWDSN to facilitate data sharing through a secure FTP site. Security will be ensured and all participants will have data sharing agreements in place. By using MSRM map servers, information will be viewable by the participants.

2.1.1 Current Data Management in the Northwest

Skeena Region MSRM maintains a regionally based data warehouse that contains local and corporate data, often locally modified, of resource inventories, land ownership, and land use information. Forest licensee, resource consultants and First Nations offices also have similar collections of data.

2.1.2 Morice-Lakes IFPA/Morice LRMP

The purpose of this project will immediately benefit the Morice LRMP and Morice/Lakes IFPA by implementing a Northwestern public/private joint data sharing venture that can assist with data submission to the corporate MSRM data warehouse and provide data discovery for the LRMP and the IFPA. Confusion over data sources and currency between the IFPA and LRMP can be eliminated. Efficiencies can be gained by having a single known source for Northwestern land information which benefits the LRMP and IFPA and reduces licensee internal data management costs. The data network can be made secure so that only approved data is shared. Strong data management practices can be incorporated into the data workflow, leading to an LRMP/IFPA data management legacy that will reduce future project costs for participants and facilitate improved land information based business processes for licensees and government.

3.0 Objectives

3.1 Context

3.1.1 Linkages to MSRM Service Plan

This project addresses items in both the provincial and Skeena regional MSRM service plans.

Provincially, Objectives for Goal 3 include:

- Objective 1: Accurate, relevant, cost-effective and timely land and resource data and information
- Objective 2: Simple, fast access to resource, registry and land title information
- Objective 3: Alternative service-delivery methods, including public/private partnerships

In the Skeena Region MSRM service plan a number of specific items are addressed. Most notably; data and information delivery to external agencies and the private sector, and data and information partnerships.

Service Plan Strategies Addressed

1. Morice LRMP:
 - Provide data management services.
2. Provide Data and Analysis Support to Plans:
 - Morice LRMP data and analysis support.
3. Develop a Regional Strategy to Provide Comprehensive Data and Analysis Support to Agencies:
 - This project will assist with the development of a Regional strategy.
4. Provide Basic Data Services to government agencies and External Clients:
 - In the short term data and analysis support will be provided for the Morice LRMP participants and the Morice/Lakes IFPA group of forest companies.
 - A web based tool for viewing and accessing information about approved warehoused data will be developed for the data sharing participants.
 - A web based viewing tool for LRMP stakeholders to access core approved LRMP coverages.
5. Develop Data and Information Partnerships with External Agencies and the Private Sector:
 - A partnership exists with MSRM and the Morice and Lakes IFPA licensees.
 - A sub agreement will be formed, under an existing corporate MSRM and forest company agreement, with the local data sharing participants including Pacific Inlands Resources and the Wet'suwet'en.

4.0 Scope

4.1 In Scope

The scope of the project includes:

- Custodial identification and approval for distribution to named participants
- BceID accounts for all participants
- Data loading
- Data Viewing
- Data exchange

4.2 Out of Scope

The following items are out of scope and provided here to help clarify the scope boundaries of the project:

- Distribution of data to participants not covered under agreements.
- Public access to viewing and downloading of information.

5.0 Major Deliverables

The major deliverable products for this project are:

- Web map service providing viewing of exchange data and reference data.
- FTP site to facilitate the exchange of data amongst participants.

6.0 Stakeholders

The following stakeholders' (internal and external) interests must be considered throughout the project:

<i>Stakeholder</i>	<i>Represented by</i>	<i>Interests, Expectations, Concerns</i>
BISD	Elaine Dawson	Co-ordination with the integrated data warehouse project and corporate project advisor.
Skeena Region	Don Morgan	Project team leader.
Skeena Region	William Elliottt	Data management Morice LRMP, data management co-ordination
Skeena Region	Ken Bush	Data management expertise, Morice Forest District data experience
Skeena Region	Tiemin Sheng	Data management expertise
Skeena Region	Liz Saunders	Inventory and data management expertise
Skeena Stikine Forest District	Jane Lloyd-Smith	MoF operations
MoF Timber Sales Program	Ingrid Russell	Timber sales in Nadina Forest District

<i>Stakeholder</i>	<i>Represented by</i>	<i>Interests, Expectations, Concerns</i>
Canfor, Houston	Jim McCormack	Participant
Canfor, Houston	Barry Watson	Participant
PIR, Smithers	Paul Schwarz	Participant
West Fraser Mills	Tom Olafson	Participant
Babine Forest Products	Karen Perkins	Participant
Houston Forest Products	Jaret van der Giessen	Participant
L&M	Andy Fraser	Participant
L&M	Stuart Sinclair	Participant
Office of the Wet'suwet'en	Andy George	Participant
Office of the Wet'suwet'en	Francois Depey	Participant
UNBC	Scott Emmons	Participant
LRMP Table Members	TBA	Participants

7.0 Links and Dependencies

This project is dependent on the following:

- Land and Resource Data Warehouse – BISD project
- Northwest Data Sharing Network – Skeena Region project

Projects and initiatives that depend on this project include:

- Northwest Data Sharing Network
- Morice LRMP
- Morice-Lakes SFM
- Bulkley SFM and SRMP

Future work dependent on the completion of this project includes:

- Morice-Lakes FIA data viewing and exchange FIA project

This project is linked to the following projects:

Morice LRMP

As part of the Morice LRMP a process partnership has been developed. Part of the Morice LRMP partnership is to develop a collaborative LRMP and Morice&Lakes IFPA data sharing strategy, which includes multi-stakeholder operational environment for data access and analysis.

The Morice LRMP provides a manageable first step in implementing a public/private data management collaboration in the Northwest. In keeping with the demands of LRMPs, LRMP data is often poorly documented, subject to ad-hoc modifications and prone to uncontrolled version difficulties. As such, the Morice LRMP could benefit significantly from the increased data management rigour associated with this project. By focusing on the LRMP and the IFPA in the short term relationships and trust between partners can be fostered and more ambitious business processes can be addressed in the longer term.

Integrated Data Warehouse - Victoria

The Registry and Resource Information Division (RRID) and the Business Information Services Division (BISD) share a joint mission to “facilitate land and resource use decision-making by providing easy access to relevant, timely and accurate registries, resource and geographic information, data and knowledge to decision-makers and clients”. Specifically BISD is focusing on two areas:

1. creating a central source of integrated information that can be accessed by users both within and outside government, and
2. providing analytical and information services in support of economic development, planning, treaty negotiations, and sector strategies.

Currently there is a MSRM distributed warehouse which includes data synchronization with MSRM Regional data marts, including Skeena Region. Over the next three to five years there is a Provincial initiative, the Integrated Data Warehouse project, to develop and implement an integrated data warehouse that will be accessible by public and private users. This initiative will integrate existing government data warehouses into one seamless entity.

The Northwest Data Sharing project and the Integrated Data Warehouse project are founded on common goals (Table 1).

Table 1. Common Goals
Consolidate data management – reduce redundancy, create efficiencies
Well described, discoverable information
Common data models, standards, etc.
Education – sound data management practices, need for shared warehousing, data services, etc.
Data supports uniform, repeatable, defensible, analysis and decisions
Off loading of update, analysis, planning to private sector

Responsibility for the delivery of these common goals rests with MSRM's Business Information Services Division. Extension of these goals to local communities is greatly enhanced through the NWDSN project.

Table 2 highlights the scale, scope and time frames of NWDSN and the IDW. Responsibilities of the NWDSN are to the local business communities in meeting short term needs such as Sustainable Forest Management (SFM) planning and LRMP. Through the delivery of these local objectives an opportunity exists to begin the process of integrating local non-government clients with the provincial infrastructure.

7.1.1.1 Table 2. Scale, Scope and Time Frames	
Northwest Data Sharing Network	Integrated Data Warehouse
Local level	Provincial level
Business Relationships	Corporate Relationships
Organize and share information	Sourcing/Access/Retrieval of information
Timber Supply Area/LRMP/IFPA	Province
Shared local vision	Provincial vision
Trust at Community Level	Trust at Provincial Level
Delivery of business processes	Delivery of standards and infrastructure
Local contact	Provincial contact
Data user perspective (encouraging user responsibilities to custodians)	Data custodian perspective (encouraging custodian responsibilities to users)

MSRM Provincially and Regionally will need to work together to ensure the effective delivery of consolidated data management between private and public data users, including incorporation of sound data management principles into NWDSN governance and practices. The manager of data services at BISD is a member of this project team ensuring a tight collaboration between the provincial IDW and the regional NWDSN data management initiatives.

Southern Interior Forest Licensee Data Exchange Pilot

A pilot project is investigating the integration of industry forest management systems, such as GENUS, and linking it to the MSRM Data Warehouse. With industry taking on a larger data capture role in the future this project will help establish the business standards for that process.

Vanderhoof IFPA

The forest licensees in the Vanderhoof Forest District have hired a management company, Avison Management, to guide the development of a peer to peer data exchange network. Currently they are implementing a meta data management system in cooperation with the Forest Research and Extension Partnership (FORREX - previously the Southern Interior Forest Extension & Research Partnership). FORREX has

implemented the Natural Resource Information Network (NRIN), an online network of natural resource information.

Selkirk Geospatial Research Centre

A geospatial research facility is being set up in Castlegar. Its focus is on application, training and regional data analysis and management project collaboration. Kootenay Region is in discussions with Selkirk College on partnering to utilize the research centre and to facilitate access to corporate MSRM information. There are commonalties between their initiative and the Northwest Data Sharing Network. Collaboration between the two projects is under way to share information and minimize duplication of effort.

8.0 Issues and Constraints

Issues and constraints that could impact project success include:

- Morice LRMP is scheduled for completion on March 2004. Viewing needs to be in place well before hand.

9.0 Milestones

The major milestones / targets / review points for the project are:

<i>Milestone</i>	<i>Target Date</i>
Project Charter Approval	March 15, 2003
Data approval by custodians for posting	April 15, 2003
Data loading	April 15, 2003 to March 31 2004
Map service begin implementation	June 30, 2003
Map service complete implementation	March 31, 2004
FTP data exchange	June 30, 2003

10.0 Budget

Richard – do we put a link to the DRAD project here?

The estimated budget for this project follows:

<i>Fiscal</i>	<i>Project Costs</i>	<i>Operational Costs</i>	<i>Operational Costs</i>

<i>Year</i>		<i>(Labour – FTEs)</i>	<i>(non Labour)</i>
2003/2004	\$0	\$0	\$0
(etc)	\$0	\$0	\$0
Total	\$0	\$0	\$0

[If you cannot estimate the operational costs, then choose a percentage (suggest 15%) of development costs annually and document the assumption here.]

The following hardware/software will need to be acquired. These costs are [or are not] included in the Total Project Costs above.

<i>Material Resource Type</i>	<i>Why Needed</i>	<i>Effort / Timeframe</i>	<i>Estimated Cost</i>
			\$0

11.0 Overall Resources Required

[This section describes the skill sets required for this project.]

Richard - Links to DRAD project?

11.1 Internal Resources

Richard - Links to DRAD project?

Estimated internal resource requirements include: [Sample resource roles follow.]

<i>Resource Role</i>	<i>Time Estimate Range</i>
Project Manager	[Define most likely range of effort.]
Project Team Leaders	
Analysts (e.g. business, policy, technical, legal ...)	
Experts (e.g. business, technical ...)	
Client Representatives	
Communications Staff	
[etc]	

11.2 External Resources

External resource requirements include: [Sample resource types follow.]

<i>Resource Type</i>	<i>Why Needed</i>	<i>Estimated Cost</i>
Other Government Organizations		\$0
Non-Government Organizations		\$0
Client Representatives		\$0
External Consultants		\$0
Vendors and Suppliers		\$0
[etc.]		\$0
Total		\$0

[or, if none:] No external resources are anticipated.

Richard – the Morice-Lakes IFPA has a \$80,000 project for the viewing/exchange, how do we account for it here?

11.3 Special Committees

The following committees will be necessary for this project:

<i>Committee</i>	<i>Purpose of Committee</i>	<i>Membership</i>
Steering Committee	<ul style="list-style-type: none"> • Provides project direction & guidance • Ensures stakeholder interests • Discusses/resolves issues • Reviews/approves changes & deliverables 	<ul style="list-style-type: none"> • Project Sponsor (chair) • [positions likely to be included]
Advisory Committee	<ul style="list-style-type: none"> • Provides expert advice to sponsor [and/or steering committee] 	<ul style="list-style-type: none"> • [external and internal representatives] • [may or may not be stakeholders]
Working Committee	<ul style="list-style-type: none"> • Provides expert advice to the project manager [and/or specific project teams or groups] 	<ul style="list-style-type: none"> • [internal experts] • [may or may not be stakeholders]
[etc]		

12.0 Risk Assessment

[Identify strategies and plans for dealing with any identified risk. Use the matrix below to assist with the development and incorporate into the overall project plan.]

<i>Number</i>	<i>Risk Event or Assumption</i>	<i>Impact if Occurs (L,M,H)</i>	<i>Likelihood of Occurrence (L,M,H)</i>	<i>Mitigation Plan</i>
1.				<i>[describe overall strategy and steps being taken to mitigate occurrence (if any)]</i>
2.				
3.				

Reviews and Document Control

Reviews

This document has been sent to the following for their review and comment.

Name	Position

Project Management

Name	Position
[name]	Project Manager

Document Control

[Drafts start at 0.1 whereas a document ready for signature becomes version 1.0.]

Date	Version	Change Reference	Reviewed by
[date]	1.0	Original document	