



**State of Vermont
Enterprise GIS Task Force (EGT)**

**Vermont's Enterprise GIS Initiative
Strategic Planning Process
Phase II Report**

Prepared By: Enterprise GIS Task Force (EGT)
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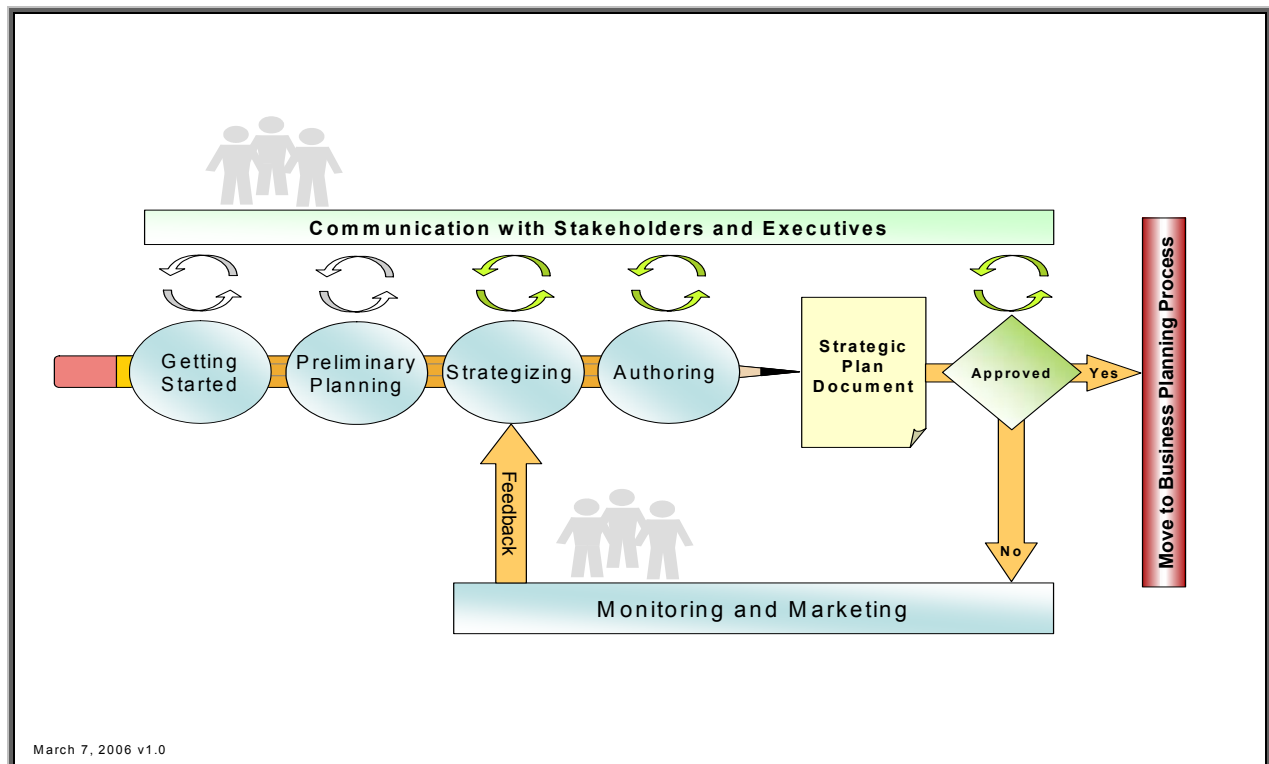
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Revision History

Version	Date	Author(s)	Revision Notes
1a	7/31/2007	EGT – Steve Sharp, VCGI	Complete

Strategic Planning Process – Phase II – Goals

The Enterprise GIS Task Force (EGT) is utilizing the *Strategic Planning Process Map* (SPP Map¹) developed by the National States Geographic Information Council (NSGIC) and the Federal Geographic Data Committee (FGDC). The SPP Map divides up the process of creating a strategic plan into five steps or phases. Each phase is characterized by certain activities, tasks, and accomplishments.



This report documents the results of Phase II (Preliminary Planning). The following goals were defined for Phase II.

Logistics

- Determine future meeting frequency and dates
- Determine the venue(s) for meetings and if there is an appropriate budget for amenities such as food service.
- Establish EGT tools for communication exchange

Resource Planning

- Determine what resources are needed to complete the effort
- Assess what resources are available and how any existing gaps can be bridged

¹ The information in the SPP Map section of the work plan was derived from http://www.fgdc.gov/policyandplanning/50states/3_strategic_planning_process_map_final_v1-3.doc

- Document and understand the impact of any relevant constraints to the planning process itself (time, money, people availability)
- Determine if a survey of State GIS Managers and/or users should be conducted. The goal would be to assess and document the “current GIT situation”.

Schedule

- Identify any timing considerations, such as grant application deadlines, or other planning efforts (such as statewide IT plans)
- Develop a schedule and establish milestone dates for completing the plan

Organization

- Establish an EGT Charter – (organizational charter – NOT a project charter)
- Identify factors that will ensure a successful planning process

Strategic Planning Process – Phase II – Outcomes

Logistics

- Determined future meeting frequency and dates
 - August 6th, 2007 (1-3PM)
 - Sept 10th, 2007 (1-3PM)
 - October 1st, 2007 (1-3PM)
 - November 5th, 2007 (1-3PM)
 - December 3rd, 2007 (1-3PM)
 - January 7th, 2008 (1-3PM)
 - February 4th, 2008 (1-3PM)
 - To be determined...
- Determined the venue(s) for meetings
 - Cyprian Learning Center, Osgood Building, Mad Tom Notch Room, Waterbury VT
- Established EGT tools for communication exchange
 - Communication will be handled via email
 - Project documents will be posted on the project web page
 - <http://www.vcgi.org/projects/egis/>
 - Documents will be posted in PDF and MS Word 2000 format. EGT participants will be able to use MS Word “edit tracking” and/or “comment tool” to add their feedback. Comments will also be accepted via email to the group.
 - The EGT will not establish a Wiki at this time.

- The EGT will not establish a discussion forum at this time.

Resource Planning

- Determined what resources are needed to complete the effort
 - The “[Project Charter/Workplan](#)” addresses this item.
- Assessed what resources are available and how any existing gaps can be bridged
 - The “[Project Charter/Workplan](#)” addresses this item.
- Documented the impact of any relevant constraints to the planning process itself (time, money, people availability)
 - The “[Project Charter/Workplan](#)” addresses this item.
- Determined if a survey of State GIS Managers and users should be conducted.
 - EGT participants agreed that a State GIS Managers and Data Stewards should be surveyed to assess the status quo of GIS in State government, and what they feel is needed to improve GIS in the State.

Schedule

- Identified any timing considerations, such as grant application deadlines, or other planning efforts (such as statewide IT plans)
 - The “[Project Charter/Workplan](#)” addresses this item.
- Developed a schedule and established milestone dates for completing the plan
 - The “[Project Charter/Workplan](#)” addresses this item.

Organization

- Establish an EGT Charter – (organizational charter – NOT a project charter)
 - EGT Participants agree that an EGT Charter is critical to ensuring that the Task Force has legitimacy in the eyes of the CIO/DII, SEI, and STC. The EGT Charter should
 - Define “who” Chartered the EGT.
 - What the EGT’s mission is, for example
 - Draft a GIT Strategic Plan
 - Draft a GIT Business Plan(s)
 - A draft EGT Charter was released by VCGI on August 1st, 2007.
- Identify factors that will ensure a successful planning process
 - The EGT did not address this issue during Phase II – Preliminary Planning.