



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

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

Prepared By: Enterprise GIS Task Force (EGT)
Date of Publication: 6/26/2007
Version: 1a

Table of Contents

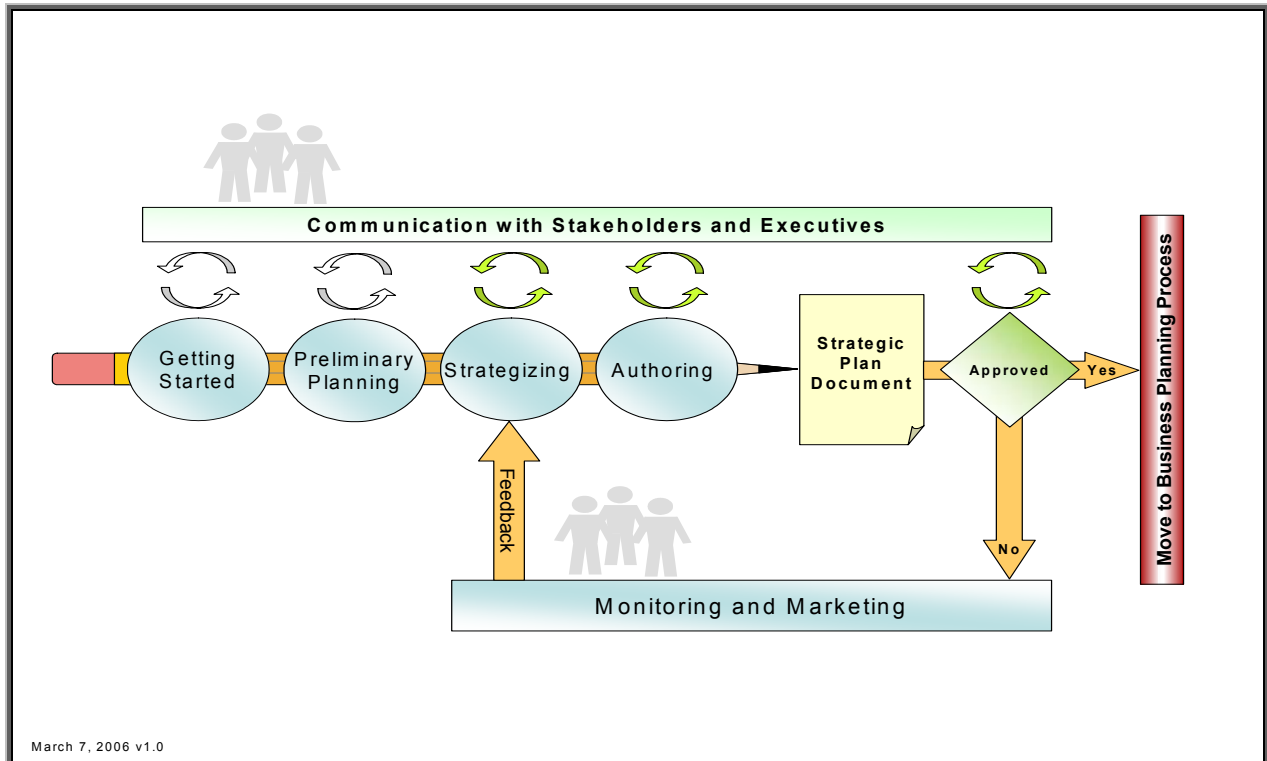
STRATEGIC PLANNING PROCESS – PHASE I – GOALS..... 3
STRATEGIC PLANNING PROCESS – PHASE I – RESULTS..... 4

Revision History

Version	Date	Author(s)	Revision Notes
1a	6/27/2007	EGT	Complete

Strategic Planning Process – Phase I – 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 I. The following goals were defined for Phase I.

Phase 1 - Getting Started

- Schedule an EGT kick-off meeting
- Identify likely EGT participants and determine their willingness to participate
- Define roles and responsibilities for completing the strategic planning process
- Assign the role of Facilitator for the planning process
- Nominate a EGT Chair
- Specify the target audience for the Strategic Plan

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

- Determine the plan approval process

Strategic Planning Process – Phase I – Results

Schedule an EGT kick-off meeting: The EGT held a kick-off meeting on June 4th, 2007, in Waterbury, VT. The meeting was well attended. Refer to the meeting agenda and minutes posted on the Enterprise GIS Initiatives web page (<http://www.vcgi.org/projects/egis/>).

Identify likely EGT participants and determine their willingness to participate: The EGT identified a likely list of EGT participants (refer to the minutes from the June 4th meeting for a details list). Potential participants have been contacted. None have declined to participate. They have been added to the EGT Participant Directory (http://www.vcgi.org/about_vcgi/projects/egis/EGT_ParticipantDirectory.pdf).

Define and assign Roles and Responsibilities for completing the strategic planning process: EGT participants defined the following roles and responsibilities at the June 4th kick-off meeting.

- VCGI is responsible for the grant administration, meeting coordination, and project management.
- The Enterprise Project Management Office (EPMO) will assist with project management.
- Darwin Thompson and Steve Sharp will serve as Co-Chairs of the EGT.
- New Roles and Responsibilities will be identified (as needed) as we move forward.

Assign the role of Facilitator for the planning process: At the June 4th meeting EGT participants discussed the potential benefits of hiring a third-party facilitator to assist the Task Force. The EGT was unable to reach consensus, however, the noted the following (as defined in the meeting minutes)

- Applied Geographics in Boston has been involved with several other states on their grant work.
- DI&I was recommended as a second option for Facilitation support to the effort.
- It was suggested that Applied Geo could come up to the next meeting and provide an idea of their services.
- A possible hybrid approach that included both DII and Applied Geo was suggested.
- It was decided that Applied Geo will be invited to the next meeting (July 2nd, 2007) to discuss what they can offer and a decision about what to do next will be determined at that time.

Nominate a EGT Chair: The EGT decided to have two Co-Chairs instead of a single Chair. They nominated Steve Sharp (VCGI) and Darwin Thompson (EMPO/DII).

Specify the target audience for the Strategic Plan: The EGT agreed that the target audience for the Strategic GIT Plan should be Secretary of Administration, with the heads of Agencies/Departments as the secondary audience.

Determine the plan approval process: EGT participants discussed this topic briefly the June 4th kick-off meeting. They concluded that progress reports (such as this one) and products should be reported to the State Technology Collaborative ([STC](#)) on a regular basis. The EGT did not define the approval process for the Strategic GIT Vision and Business Plan.