

GIS Steering Committee Action Log

#	Assign Date	Person	Action	Due Date	Revised Due Date	Comp. Date	Notes
221	11/20/08	DS	Communication Plan · Communication Plan from Asset Management.	1/26/09		3/23/09	9/18/09: Still in draft form.
	11/20/08	DS	· Develop GIS Communication Plan. Get on agendas for PBLT, TLT, and PDLT.	1/26/09			
223	11/20/08	DR	ELA (Enterprise Licensing Agreement)	1/26/09		2/25/09	Dennis talk with Cy regarding ELA status and Help Desk. DAS is not anticipating the use of the ODOT Help Desk. Staff from both Help Desks have met to discuss business practices. Dave met with Ron Winterrowd and Jerri Bohard to discuss payment process.
	01/26/09	DS	· Draft exception letter for three software packages.	3/23/09		3/23/09	
	03/23/09	DS	· Work with purchasing on how to flag attempted ESRI/software purchases without contacting Dennis.	5/18/09			
	03/23/09	DS	· Update software licence list and send to Ben Berry.	5/18/09			
	03/23/09	BB	· Put together a payment proposal to present to Steering Committee. Get assistance from Barry Nathan.				
	05/17/10	DS	· Develop updated software deployment list		0701/10		
	03/23/09	DS	· Need to meet with Stefan Hamlin regarding highway funding.	5/18/09			
224			Resource Allocation	3/23/09			
		BB	· Send Project Delivery Office examples to Phil and Dennis	3/23/09			
		PS/DS	· Identify Region GIS contacts.	3/23/09			
		PS	· Prepare document tying all resource planning documents together.	3/23/09			
	05/18/09		· Add links for Implementation & Strategic Plans, Add Risk Management to all plans.	3/23/09			
	07/14/10		· Update with proposed prioritization steps from Committee.	5/17/10	09/07/10		
225		BB	GIS Infrastructure · Need to review templates to work out service level agreements.	3/23/09		3/23/09	

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			· Work with Virginia Alster and Ron Winterrowd on creating a GIS software support model for SDC servers.				
226		DR/DS	Region 1 Replacement	11/19/09	07/14/10	11/12/10	Akin Owosekun will be filling this role
227	01/26/10	DR/DS	SPIS All-Roads		07/14/10		
			· Update project proposal form for March meeting.				
228			Report at April MPO meeting.				
229	01/26/10	BB	LiDAR				
			· Ben Berry will research storage space cost for LiDAR data and will send support model documents.				
			· Dave and Dennis will work on a billing model for LiDAR and orthoimagery data.				
230	05/17/10	SM	Server · Report update of server status	7/14/10			5/17/10: GIS Server instability is in testing to isolate issues.
231	05/17/10	PS	ODOT GIS Web Design · Develop a Communication Plan and Training Plan	9/1/10			
			· Form steering group for web design	7/14/10			
		AT	· Send Map Cost model to Committee members for review	7/14/10		6/15/10	
232	05/17/10	SM	Desktop GIS Toolbar · Track licenses	7/14/10			Hwy has agreed to pay for a portion of the upcoming licenses.
		CW	· Develop Maintenance Plan.	9/1/10			
233	05/17/10	CW	GIS/GPS Collection Tools for Access Management · Send Mobile Gis Study link to Steering members for comparison	7/14/10		6/15/10	
		SM	· Create survey monkey to discover customer needs for GPS/GIS tools	7/14/10			
222		LS	November STEERING COMMITTEE MEETING. · Set up meeting and send out agenda one week in advance.	07/17/08		ongoing	Attendees: Jerri Bohard, Barbara Fraser, Ben Berry, Dave Ringeisen, Laura Wipper, Brian Dunn, Robb Kirkmann, Doug Bish, Akin Owosekun, Hal Gard, Terry Cole, Dan Wells, Cy Smith, Brett Juul, Phil Smith, and Laura Strauch