Oregon Geographic Information Council

Oregon (\_insert theme\_) Framework Implementation Team

CHARTER

Theme start date: (\_\_\_\_\_)

Theme Lead: (\_\_\_\_\_)

Theme Lead contact information: (\_email, phone number, mailing address\_)

Vice Theme Lead: (\_\_\_\_\_)

Vice Theme Lead contact information: (\_email, phone number, mailing address\_)

Meeting schedule

In-person:

Telephone/virtual:

# Purpose

The purpose of the Oregon (\_insert theme\_) Framework Implementation Team is to guide the development and maintenance of authoritative Framework geospatial data for the (\_insert theme\_), and ensure these data are available and suitable for repeated and varied use by a wide user base, especially for providing consistent government services across the state.

*(Note: Additional purpose statements may be added as needed. )*

# Mission

The mission of the Oregon Framework Implementation Team (FIT) is to develop and steward national and Oregon Framework geospatial data themes for the Oregon Framework Implementation Team, Framework community, and Oregonians. The mission of the (\_insert theme\_) FIT is to provide an open coordination and collaboration forum and leverage resources contributed by the theme’s team members and their organizations in support of the Oregon FIT mission.

*( Note: Additional mission statements may be added as needed. )*

# Scope

The scope of the (\_insert theme\_) FIT is to formalize (\_insert theme\_) GIS Framework data standards and stewardship arrangements to ensure Framework data are authoritative, available, and accessible when they are needed. The (\_insert theme\_) FIT coordinates and collaborates with other FIT themes to ensure that the scope is met.

*(Note: Additional scope statements may be added as needed. )*

# Outside of Scope

Areas and topics that are outside the scope of the (\_insert theme\_) FIT are (\_\_\_\_\_).

# Goals and Objectives

*Note: Please include at least one goal that focuses on standards development and/or updates and another that focuses on stewardship agreement development and/or updates to existing stewardship arrangements. You may include as many goals as necessary.*

## Goal #1 (\_\_\_\_\_)

* 1. Objective (\_\_\_\_\_)
  2. Objective (\_\_\_\_\_)

## Goal #2 (\_\_\_\_\_)

1. Objective (\_\_\_\_\_)
2. Objective (\_\_\_\_\_)

# Implementation and Work Plans

The (\_insert theme\_) FIT and any subcommittees of the (\_insert theme\_) FIT shall prepare an implementation plan for the theme and work plans for data element work projects.

## Implementation plan

*Note: At this point, the implementation plan may look more like a strategic or visionary plan.* *The 1-2 year time period is a recommended timeframe, however if it doesn’t make sense for the theme, please modify it as required while limiting the timeframe to ­­about 5 years or less. An implementation plan template will be developed in the near future. The implementation plan audience will be the FIT Theme Leads and FIT Chair.*

The implementation plan will cover a 1 – 2 year period and be based on the goals and objectives defined in this charter. Each implementation plan shall be approved by the Oregon FIT and shall contain at minimum: theme data elements, anticipated human and financial resource needs, timeline for theme development/progress, partners, potential and existing funding sources, actions, and milestones for theme and data element work.

## Work plan

*Note: Project work proposals and plans can be used to satisfy this item. A summary template may be developed to capture the minimum required work information. The primary work plan audience will be the FIT theme.*

Work plans will cover specific, active or soon-to-be-active work projects and shall contain at a minimum: project partners, products/outcomes/deliverables, timeline, funding source(s), budget, specific tasks, and key personnel. Work plans are living documents that will be used to integrate and report project work in a standardized format. Extensive work plans may benefit from an executive summary that highlights key information.

# Deliverables

1. Theme implementation plan.
2. Data element work plans.
3. Status reports/memos (for coordination and communication).
4. Standards/updated standards/standard extension(s)/new standard draft(s).
5. Stewardship arrangement(s) [alternatively, task or phase deliverable(s) that are required to eventually achieve arrangement(s)].
6. Theme business case and/or strategic plan (to be phased in).

# Organization

## Membership

Membership of a FIT is voluntary and is open to participation by representatives from all sectors, government entities, academia, utilities, and private entities.

## Code of Conduct

In order to ensure a safe environment for everyone all participants in the (\_insert theme\_) FIT are required to agree with the following code of conduct.

Treat all FIT participants with respect in word and action. All participants are working together for the good of the effort.

FIT participants violating these guidelines may be prohibited from participating with the FIT at the discretion of the (\_insert theme\_) FIT lead, FIT Chair (aka Framework Coordinator), or as a last resort, Oregon Geographic Information Council.

## FIT Team Officers and Duties

*Note: The term duration may be customized as necessary. The suggested term length is 3 years. Positions listed below are optional.*

The term of (\_insert theme\_) FIT officers shall be ­­(\_\_\_\_\_) years. Reappointment is granted by the same criteria used for selection. Multiple terms are allowed, however, changing leadership personnel is strongly encouraged after two sequential terms.

1. Theme Lead – A theme lead of the (\_insert theme\_) FIT shall be selected by consensus of the (\_insert theme\_) FIT membership in consultation with the FIT Chair (aka Oregon Framework Coordinator). The lead shall convene and run meetings, represent the (\_insert theme\_) FIT at Oregon FIT and cross-theme FIT lead meetings, and report to Oregon Geographic Information Council as requested.
2. Vice Theme Lead – A vice theme lead shall be selected by the (\_insert theme\_) FIT lead in consultation with the Oregon Framework Coordinator. The vice theme lead shall assist the theme lead and step in when the theme lead is unavailable or unable to perform the ascribed duties and responsibilities.
3. Scribe – A scribe shall be selected by the (\_insert theme\_) FIT lead in consultation with the FIT theme membership. The scribe shall assist the lead with notetaking and document preparation.
4. Workgroup(s) – Workgroups are formed to focus on specific work tasks and projects at the pleasure of the (\_insert theme\_) FIT. These may be permanent or *ad hoc* formations. Workgroups shall develop a charter to ensure clarity of purpose, scope, and accountability.

## FIT Team Meetings

A FIT team is convened to work for the common good and decisions at meetings shall be decided by consensus. In some cases, decisions will be required outside of a meeting. For such decisions online collaboration and polling tools shall be employed to ensure adequate participation from appropriate (\_insert theme\_) FIT members.

## FIT Work Groups and Subcommittees

Semi-permanent subcommittees and *ad hoc* working groups shall be formed to meet the needs that arise for the (\_insert theme\_) FIT. The charter for the (\_insert theme\_) FIT shall guide the work of such groups and a charter or work plan, depending on the nature of the work, shall be drafted and submitted to the (\_insert theme\_) FIT. Work plans shall be included in the (\_insert theme\_) FIT implementation plan and submitted to Oregon FIT for approval as part of the theme implementation plan approval process.

# Coordination

## Oregon Framework Implementation Team themes

To support the mission of the Oregon FIT, the (\_insert theme\_) FIT shall coordinate with following FIT themes on a ( monthly/quarterly/semi-annually/annual\_\_) basis: (\_insert themes for coordination\_).

## FIT Chair and FIT Leads

The (\_insert theme\_) FIT Lead shall alert the Oregon FIT to new and/or undocumented coordination needs and activities via the FIT Chair (i.e., Framework Coordinator), FIT Lead meetings, and Framework Forums.

## Federal Geographic Data Committee (FGDC)

Theme standards shall align with federal and national standards to the greatest extent possible. FGDC standards shall be adopted when and where possible.

## Other organizations (optional)

*Note: describe other collaborations and coordination efforts here.*

# Communication

Communication is a key strategy for ensuring alignment, coordination, and collaboration among team members and stakeholders. To facilitate communication efforts and increase efficiency, engagement levels for team members and other stakeholders may be defined by the (\_insert theme\_) FIT.

# Charter Revisions

Charters and charter revisions must be approved by the (\_insert theme\_) FIT theme and the FIT Chair. Proposed charter revisions must be submitted to the FIT chair and approved by consensus of the (\_insert theme\_) FIT members.

# Charter Approval

Those named and dated below acknowledge and approve of the (\_insert theme\_) FIT Charter.

(\_insert theme\_) FIT Lead:

(\_insert theme\_) FIT Vice Lead:

(\_insert theme\_) FIT Chair:

(\_insert theme\_) FIT Members:

# Document History

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| --- | --- | --- |
| **Date** | **Version** | **Action** |
| 9/24/2018 | 0.1 | Emmor Nile developed first draft and outline. Theresa Burcsu aligned the names of the theme leaders with the Oregon Framework Implementation Team charter. I.e., replaced “chair” with “lead” |
| 2/8/2019 | 1.0 | Revised language referring to OGIC approval of the Charter. Added approval section. Comments removed, changes accepted, incremented to version 1.0 for posting to the Framework webpages. |

# Glossary

**FIT** Framework Implementation Team. This body seeks to develop and steward Oregon and National GIS Framework data elements. Also see Oregon FIT.

**FIT Chair** The presiding person over the Oregon Framework Implementation Team. The Framework Coordinator shall chair the FIT and FIT theme lead meetings.

**FIT Theme Lead** The presiding person for a theme inthe Oregon Framework Implementation Team. Leader of a FIT group.

**FIT theme** Group of Framework elements; also refers to a permanent workgroup that guides the governance and management of a Framework data element.

**Goals** Goals are high-level statements about what the work group is working to accomplish and the work group’s context. Goals align with the business goals, objectives, and strategies. Relative to the objectives or strategies, goals are vague.[[1]](#footnote-1)

**Objectives** Objectives are lower-level statements that provide clear, specific outcomes, products, or deliverables of the work group and its subcommittees.i

**Oregon FIT** The Oregon Framework Implementation Team is composed of all theme FITs and workgroups.

**Workgroup** A group formed to address a single task or project. Workgroups may be permanent or temporary formations.

1. Mochal, Tom. “Defining Project Goals and Objectives”. Kidasa Software website. <https://kidasa.com/defining-project-goals-and-objectives/>. Accessed: October 11, 2018. [↑](#footnote-ref-1)