



Oregon Geographic Information Council
 Oregon (insert theme) Framework Implementation Team
 CHARTER
 Version 0.2, 2018

Theme start date: ()

Chair: ()

Chair contact information: (email, phone number, mailing address)

Meeting schedule

In-person:

Telephone/virtual:

a) 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.)

b) 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 Oregon (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.)

c) 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.)

d) Outside of Scope

Areas and topics that are outside the scope of the (insert theme) FIT are ().

e) 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 ()

f) 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

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

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.

g) 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).

h) 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 this 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 chair, 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 three years. [add something about reappointment and multiple terms are okay...multiple terms of service...]

- 1) Theme Chair – A chair of the FIT theme shall be selected by consensus of the (insert theme) FIT membership in consultation with the Oregon Framework Coordinator. The chair shall convene and run meetings, represent the (insert theme) FIT at Oregon FIT and cross-theme FIT chair meetings, and report to Oregon Geographic Information Council as requested.
- 2) Vice Chair – A vice chair shall be selected by the (insert theme) FIT chair in consultation with the Oregon Framework Coordinator. The vice chair will assist the chair and step in when the chair is unavailable or unable to perform the ascribed duties and responsibilities.
- 3) Scribe – A scribe shall be selected by the (insert theme) FIT chair in consultation with the FIT theme membership.
- 4) Work group(s)

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.

i) 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).

Framework Coordinator and FIT Chairs

The (insert theme) FIT Chair shall alert the FIT to new and/or undocumented coordination needs and activities via the Framework Coordinator, FIT Chair meetings, and Framework Forums.

Federal Geographic Data Committee (FGDC)

Theme standards shall align with federal and national standards to the greatest extent possible.

j) 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.

k) Charter Revisions

Charters and charter revisions must be approved by Oregon Geographic Information Council. Proposed charter revisions must be submitted to Oregon Geographic Information Council at least one month before a regularly scheduled Oregon Geographic Information Council meeting and will become official when approved by a quorum of Oregon Geographic Information Council members.

l) Document History

Date	Revision	Version	Action
9/24/2018	First Draft	0.1	Emmor Nile developed first draft and outline.
10/11/2018	Second draft	0.1	Theresa Burcsu added boilerplate language and updates.
11/15/18	Third draft	0.2	Theresa Burcsu refined language from previous draft and added instructions and notes.

m) Glossary

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.ⁱ

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

ⁱ Mochal, Tom. “Defining Project Goals and Objectives”. Kidasa Software website. <https://kidasasoft.com/defining-project-goals-and-objectives/>. Accessed: October 11, 2018.