

INFORMATION MANAGEMENT BRANCH

Business Plan

Our Mission

To continually improve, consolidate, integrate, and support the Ministry's application systems, data, and technical infrastructure, and to ensure fast easy reliable access to integrated land and resource information by public, industry and staff.

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1. EXECUTIVE SUMMARY

The Information Management Branch (IMB) provides professional services in support of integrated land and natural resource information products and services. Our purpose is to:

- ◆ Provide fast easy, reliable and secure access to integrated information.
- ◆ Eliminate data and system redundancy.
- ◆ Optimise investments in Information Management.
- ◆ Maintain a standard, stable, current technology infrastructure.
- ◆ Provide expertise in the use & development of Information Management systems & GIS.
- ◆ Support line of business application systems.

IMB provides a range of services from systems planning, development, maintenance and operations. Through all of our activities we take a leadership role in identifying opportunities for consolidating, integrating, sharing and reusing data and application components. A large part of what we do is deliver strategy, architecture, facility, infrastructure, standards, methods, tools, expertise and support in the following key areas:

- ◆ Data Warehousing
- ◆ Meta Data Management
- ◆ Electronic Information and Application Access
- ◆ Data Administration
- ◆ Database Administration
- ◆ Spatial Data Management
- ◆ Web
- ◆ Application Development and Maintenance
- ◆ Electronic Service Delivery
- ◆ Business Analysis

IMB's services are grouped into the following sections:

- ◆ Business and Application Services.
- ◆ Data Services.
- ◆ GIS and Access Services.
- ◆ Application Architecture Services.

IMB's clients include:

- ◆ Ministry of Sustainable Resource Management.
- ◆ Ministry of Water, Land and Air Protection.
- ◆ BC Assets and Lands.
- ◆ Ministry of Forests.
- ◆ Ministry of Transportation.
- ◆ BC Assessment Authority.
- ◆ Private sector users of land and resource information.

Our goals over the next few years will be:

- ◆ Define and implement a Corporate **Data Warehouse** of integrated land and resource information.
- ◆ Define and implement a single **Electronic Access Strategy** for public, industry and staff.
- ◆ **Consolidate**, integrate, share and reuse applications, data and technology wherever possible.
- ◆ Provide quality **information management expertise** in support of Ministry systems initiatives. Key initiatives include Integrated Registries project, Resource Inventory consolidation project, and Integrated Land and Water Project.
- ◆ Continue to maintain and evolve our data, application and **technology architectures**, standards and infrastructures to support Ministry electronic service delivery.
- ◆ Continue to provide maintenance and **operational support** for the application technology environment to enable fast easy reliable secure access to Ministry applications and data.
- ◆ Establish and maintain **strong relationships** with our clients and partners.
- ◆ Provide a working environment that motivates staff.

Some challenges that IMB faces in accomplishing its goals are:

- ◆ Retaining strong knowledgeable staff.
- ◆ Ensuring business processes are consolidated and standardized before systems are (re) developed.
- ◆ Establishing strong relationships with the Regions, our key clients, and merging resource business areas in Victoria, to provide effective solutions.
- ◆ Managing the workload of maintaining current levels of service while working on new projects.
- ◆ Balancing the interests of, and communicating with, the various program areas, regions, agencies and Ministries.
- ◆ Creating a corporate culture to support integrated resource information and meta data management.

2. BRANCH OVERVIEW

2.1. Who We Are

- ◆ The Information Management Branch was formed in September 2001 as part of a reorganization of provincial Ministries. The Branch is located in the Business and Information Services Division of the Ministry of Sustainable Resource Management.
- ◆ It is physically located in Victoria, BC.
- ◆ IMB consolidates professionals (e.g. Business Analysts, GIS Specialists, Technical Architects, Data Administrators, Database Administrators, etc.) from several former provincial Ministries.
- ◆ The Information Management Branch is a group of Information Management/ Information Technology professionals who possess specialized skills and knowledge to support data and application management and integration.

2.2. Why We Exist

The Information Management Branch exists for the following reasons:

- ◆ Provide public, industry, and staff with fast easy reliable access to integrated land and resource information and applications.
- ◆ Eliminate data and application system redundancy within the Ministry.
- ◆ Optimize the Ministry's investment in information management and technology.
- ◆ Continue to operate a stable technology infrastructure that aligns with government & industry standards, and with current industry trends.
- ◆ Enable electronic service delivery.

2.3. Method Of Operation

The way in which IMB prefers to work is as follows:

- ◆ Work closely with our clients to understand their needs.
- ◆ Keep abreast of current trends in information management and technology.
- ◆ Keep apprised of what other Ministries and jurisdictions are doing so that we can take advantage of existing solutions, and share our solutions with others.
- ◆ Work closely with government to align with cross-government initiatives, standards, strategies, etc.
- ◆ Promote a client-centric service delivery model.
- ◆ Directly link Information Management efforts to business processes, practices and systems for consolidation and streamlining.
- ◆ Apply common components to enable re-usable processes, applications and information.
- ◆ Use partnerships and collaboration to the maximum extent possible.
- ◆ Leverage and rely on the leadership of corporate government in the areas of records management, privacy protection and other cross government common functions.

- ◆ Rely on common government infrastructure for complex electronic security delivery (client call centres, security infrastructure, common e-payment, etc.).

2.3.1. HR- Generic Principles

IMB follows the Ministry's commitment to organizational values regarding organization and staff behaviour:

- ◆ Professionalism in all interactions with clients and staff,
- ◆ High-quality client service that is streamlined for efficiency and timeliness,
- ◆ Respect for the opinions and values of others,
- ◆ Creativity and innovation in achieving the Ministry's goals and objectives,
- ◆ Responsive management in a changing environment,
- ◆ Continual improvement in performance, and
- ◆ Accountability to the people of British Columbia.

The branch also looks to the Ministry in its human resource strategy for its own human resource principles:

- ◆ Ensure fair workforce adjustment,
- ◆ Ensure that the organization has the structure, staff resources, performance plans and succession plans to achieve its service plan,
- ◆ Acquire, develop, retain and share critically important knowledge and skills,
- ◆ Recognize employee contributions and enhance employee and workplace wellness,
- ◆ Deliver superior human resources services and governance,
- ◆ Support diversity, and
- ◆ Enhance communications.

2.3.2. Revenue

IMB does not directly provide revenue generation. IMB does support application systems for other Ministry areas, which do generate revenue (e.g. Land Data BC).

2.3.3. Clients

- ◆ IMB provides full service to the Ministry of Sustainable Resource Management.
- ◆ IMB provides data access and support to the public, business partners and other government agencies.

2.3.4. Linkages To Other Organizations/Stakeholders

- ◆ IMB is currently working on service level agreements with other government Ministries, including Ministry of Water, Land & Air Protection, Ministry of Transport, BC Assessment Authority, BC Assets & Lands, Land and Water BC Inc., and Ministry of Forests.
- ◆ IMB may work in partnership with other government agencies and the private sector to deliver effective solutions, such as CITS, BC-OnLine. etc.

2.3.5. Organization

IMB staff includes experts in the following areas:

- ◆ Business Analysis.
- ◆ Technical Application and Spatial Architects.
- ◆ Data Administrators.
- ◆ Database Administrators.

The Branch is led by a Director, who reports to the ADM of the Business and Information Services Division.

Refer to **Appendix A** for organizational charts of the Information Management Branch.

3. GOALS AND OBJECTIVES

3.1. Goals

IMB's goals and objectives tightly align with the Business Information Services Division's Functional Groupings. The following describes IMB's three-year goals and how they link to related goals of the Division:

GOALS	FUNCTIONAL GROUPINGS
1. Define and implement a Corporate Data Warehouse of integrated land and resource information.	Warehouse and Access
2. Define and implement a single Electronic Access Strategy for public, industry and staff.	Warehouse and Access
3. Consolidate , integrate, share and reuse applications, data and technology wherever possible.	Warehouse and Access
4. Provide quality information management expertise in support of Ministry systems initiatives. Key initiatives include Integrated Registries project, Resource Inventory consolidation project, and Integrated Land and Water Project.	Strategic Planning Warehouse and Access Corporate Projects
5. Continue to maintain and evolve our data, application and technology architectures , standards, and infrastructures to support Ministry electronic service delivery.	Strategic Planning Warehouse and Access Corporate Projects
6. Continue to provide maintenance and operational support for the application technology environment to enable fast easy reliable and secure access to Ministry applications and data.	Strategic Planning Warehouse and Access Corporate Projects
7. Establish and maintain strong relationships with our clients and partners.	Strategic Planning Warehouse and Access Corporate Projects
8. Provide a working environment that motivates staff.	Strategic Planning Warehouse and Access Corporate Projects

In addition to aligning with the Division's Functional Groupings, IMB's goals align with Ministry objectives. The following table lists the goals directed by Premier Gordon Campbell in his Letter to Minister Stan Hagen in 2001. For each Ministry goal, the related IMB's Goals have been identified. Please note that IMB's goal #8 – "To provide a working environment that motivates staff" will be sought in addressing all Ministry objectives.

SERVICE PLAN OBJECTIVES	RELATED IMB GOALS
Build a structure for the Ministry and prepare a business plan to implement the objectives of the government in this area.	6 – Operational Support
Review the status of existing land and current land use planning process and develop a strategy to conclude province-wide land use plans in a manner, which is expeditious and balanced, and results in plans, which can be implemented on the ground without significant delays.	2 – Electronic Access Strategy 3 – Consolidate
Develop a plan to resolve land and water use conflicts between ministries and external interests.	7 – Strong Relationships
Reduce the backlog in applications.	3 – Consolidate 4 – Information Management Expertise
With Water, Land & Air, develop a program to implement the Living Rivers Strategy.	2 – Electronic Access Strategy 4 – Information Management Expertise 5 – Technical Architectures 6 – Operational Support
Rationalize the numerous land and resource inventory information systems to create a central source of integrated information that can be accessed by users both within and outside government.	1 – Data Warehouse 2 – Electronic Access Strategy 3 – Consolidate
Create a central registry for all tenures and other legal encumbrances on crown land and resources.	1 – Data Warehouse 2 – Electronic Access Strategy 3 – Information Management Expertise
Optimize the financial return from the use of crown land and water resources consistent with province's land use and water policy objectives.	
Examine the feasibility of establishing a 20-year plan for infrastructure rights of way.	
Within 18 months, develop a working forest land base on crown land for enhanced forestry operations, accompanied by effective and streamlined approval processes for forest operations in those zones.	3 – Information Management Expertise 7 – Strong Relationships

3.2. Objectives

In order to achieve IMB’s goals, the following accomplishments are planned over the next three years.

GOALS	OBJECTIVES
Electronic Access Strategy	<ul style="list-style-type: none"> ▪ Provide a single portal to all Ministry data and applications. ▪ Implement an access strategy that navigates users intuitively and quickly to relevant system functions and data to address their specific business need. ▪ Provide users with quality meta information for all Ministry data to help them interpret and use the data effectively. ▪ Wherever possible, provide users with the flexibility to perform self service downloads and ad hoc queries to address specific business needs (e.g.: on-line payments, queries, downloads etc.) ▪ Implement a data management strategy to promote security, quality, and integrity in all Ministry data.
Consolidate	<ul style="list-style-type: none"> ▪ Consolidate applications. ▪ Consolidate data and data warehouses. ▪ Consolidate servers, software, and licenses. ▪ Maintain an inventory of application components, data, servers, software, and licenses to take advantage of future opportunities to share and reuse these products.
Data Warehouse	<ul style="list-style-type: none"> ▪ Establish a warehouse of integrated land and resource information, including spatial and attribute data. ▪ Populate the warehouse with priority data in a timely fashion. ▪ Establish functions and processes that ensure the effective population, management, operation, and support of the warehouse.
Information Management Expertise	<ul style="list-style-type: none"> ▪ Keep abreast of our clients information needs. ▪ Keep abreast of current industry trends and standards (government, Ministry, and industry standards). ▪ Keep staff trained on current technologies and methodologies utilized by the Ministry. ▪ Establish clear roles, responsibilities, and communication strategies to ensure IMB is working as a team in addressing the information needs of the Ministry. ▪ Work with our clients to establish annual information resource management (IRMP) and information systems plans. ▪ Support the Ministry in deploying and operating quality information management solutions. ▪ Provide Information Management leadership to ensure that Ministry information and data are managed as a corporate resource.

GOALS	OBJECTIVES
Infrastructure	<ul style="list-style-type: none"> ▪ Consolidate and standardize Ministry information management methodologies, standards, tools, architectures and infrastructures. (A variety of standards and methodologies currently exist given the merging of staff & services from a variety of Ministries.) ▪ Continue to hone our standards, methodologies, tools and infrastructures, to align with current trends and government standards. ▪ Publish and communicate our standards and methodologies to vendors and stakeholders. ▪ Contribute to cross-government standards and information management projects.
Operational Support	<ul style="list-style-type: none"> ▪ Implement and maintain software, license agreements, tools and utilities that are needed to effectively operate Ministry applications. ▪ Provide timely expert database administration, quality assurance and application deployment services for all Ministry applications. ▪ Continually monitor and improve performance of the application infrastructure. ▪ Provide GIS expertise, training co-ordination and services. ▪ Provide data administration services for data design expertise in consolidating applications, creating data warehouse inventories, creating operational applications.
Strong Relationships	<ul style="list-style-type: none"> ▪ Identify key contacts in all Regions, Districts, and Branches. ▪ Identify and implement a communication strategy that ensures exchange of pertinent information. ▪ Attend cross government committees (e.g. ACIM) to contribute to government standards and initiatives. ▪ Maintain relationships with, and draw upon, the vendor community, to assist in delivering information management solutions. Purchasing Commission standards will be followed for acquisition of skilled resources.
Work Environment	<ul style="list-style-type: none"> ▪ Make work fun. ▪ Ensure staff have access to career planning services, and are informed about the availability of these services. ▪ Provide reference material and staff training in a timely fashion. ▪ Involve staff in Branch planning activities. ▪ Enable individuals to be creative, innovative risk takers while being credible, responsible and accountable ▪ Provide a stimulating and ideas-oriented work environment.

4. BRANCH SERVICES

4.1. Introduction

IMB provides wide ranges of services to its clients. These services can be summarized as follows:

- ◆ IMB supports Ministry clients in systems planning, development, maintenance and operation activities.
- ◆ IMB provides a central warehouse of integrated land and resource information that is accessible to public and private sector users.
- ◆ IMB facilitates the consolidation, sharing and reuse of application system components through effective systems planning and design.
- ◆ IMB facilitates the consolidation, integration and sharing of data structures to improve decision making.
- ◆ IMB provides data administration services that promote the quality, accuracy, integrity, availability and security of land and resource information.
- ◆ IMB provides facilities that enables the Ministry to assist users in finding, interpreting and using land and resource information effectively.
- ◆ IMB continues to evolve, manage and support the Ministry's technical architectures to take advantage of advances in technology and to align with cross-government and international standards (e.g. web portal architecture, application development architecture, GIS infrastructure, data warehouse infrastructure, data access, etc.)
- ◆ IMB performs quality assurance on all systems deliverables, installs applications in the Ministries technical environment, and ensures effective operation of these systems, including on-going database administration.
- ◆ IMB provides technical support for the Ministry corporate access tools and toolkits, and the operations and maintenance of the data warehouse infrastructure.
- ◆ IMB provides programming support, help desk support, and training activities for some Ministry applications.
- ◆ IMB provides Web Technical support and administration.

4.2. Activities, Functions and Responsibilities

Our services can be grouped into the following areas.

4.2.1. Data Services

- ◆ Coordinate standards and tools for ongoing management of client data resources (such as corporate and inter-ministry data management standards, the Data Warehouse, the CASE repository) in a manner that ensures integrity, security and availability of spatial, attribute, textual and image data.
- ◆ Lead in the consolidation and integration of land and natural resource data.
- ◆ Provide data modeling support and quality assurance guidelines.
- ◆ Responsible for the data warehouse architecture.
- ◆ Manage the data warehouse creation processes and techniques, including data transformations and loading functions, and maintaining system usage and health.
- ◆ Maintain Data Architecture Standards.
- ◆ Maintain Data Management Standards.
- ◆ Support development of integrated data products and business views for decision support.
- ◆ Promote establishment of corporate data standards. Promote re-use and sharing of data objects.
- ◆ Build and maintain data registries for inventory and cadastral data.
- ◆ Provide data design and expertise in support of application consolidation and corporate data integration.
- ◆ Work with the inventory and cadastral programs to develop data standards for the warehouse, and corporate data models for the operational databases.

4.2.2. Business Application Services

- ◆ Assist the business areas in preparing Information Systems Plans.
- ◆ Initiate system projects with assistance from the business area.
- ◆ Manage systems projects, where mutually agreed by IMB and the business area.
- ◆ Provide guidance and expertise on systems planning and development initiatives, where professional project management expertise exists within the business area.
- ◆ Establish corporate Systems Development Life Cycle and Project Management standards, and manage the evolution of these standards.
- ◆ Coordinate system maintenance activities.
- ◆ Represent business area needs in Information Management Branch planning and projects.
- ◆ Promote the consolidation, integration, sharing and reuse of system solutions.

4.2.3. GIS and Access Support Services

- ◆ Manage spatial software licensing and servers for MSRM and client Ministries.
- ◆ Support MSRM regional and district GIS specialists by providing technical guidance and expertise in the application of GIS/viewer Technology.
- ◆ Provide operational support, maintenance, and training for GIS/Spatial Applications. Includes maintaining a Ministry GIS web site.
- ◆ Design, develop, test, and deploy applications and utilities to enhance the existing full suite of GIS analysis tools and applications (e.g. GOAT, custom Arc/Info and utilities, Installation software, arc/info licence manager, etc.).
- ◆ Support the ongoing day to day operations for LandData BC, an Internet utility for the ordering of digital and analog products by government, industry and the general public.

4.2.4. Application Architecture

- ◆ Define a common application development architecture, standards and deployment infrastructure, including a common repository of re-usable components.
- ◆ Provide technical consulting and quality assurance for systems development, delivery and database administration to ensure compliance to standards.
- ◆ Provide infrastructure management for applications, access and databases.
- ◆ Provide support for Ministry web sites and portals, working closely with government.
- ◆ Provide database services to ensure continuity of the business applications.
- ◆ Provide an application deployment infrastructure to include delivery, test, train and production.
- ◆ Provide support and maintenance for a number of key systems (e.g. INCOSADA MAP REPORTING, FAMAP, VEG, WORKSPACE INSTALLATION, TANTALIS, etc.).
- ◆ Put strategies in place that protects the data and applications in the event of a security breach, corruption, or disaster.
- ◆ Responsible for electronic access architecture.

5. ISSUES

The following are just a few issues that IMB is currently facing.

Realigning Business Processes

Before undertaking system rationalization or redevelopment, business processes must be clearly defined, standardized, consolidated, and streamlined where possible. This effort must be led by the business areas.

Managing the risk

Meta data management strategies must be communicated and promoted to the business areas, and adopted by them, in order to be effective.

Managing the Workload

The volume of known Ministry systems development and information management initiatives planned for the next few years is tremendous. IMB will rely on the Integrated Steering Committee to assist in prioritizing these. In addition, the level of support required to keep the existing 138 systems operational and supporting current business needs, is very high. It is essential that the business areas work with IMB to reduce this number to 20 core application systems.

Communications

Managing communications and priorities with a very broad and diverse client group across regions, programs and external Ministries and agencies will be a challenge. This will require dedication of effort and time to ensure effective communication to all stakeholder groups. Effective communication internally is especially important to establish a culture that supports integrated resource information and meta data management.

6. PRIORITY PROJECTS

The following are priority projects for IMB. A number of these projects are initiated by the business areas with IMB providing a key support role. A schedule for all of these projects will be detailed over the coming months.

While delivering these activities, IMB will continue to provide professional and technical support services for the Ministry.

Projects initiated by IMB:

Land & Resource Warehouse and Access Infrastructure

- ◆ Interim warehouse and access
 - » Extent ex-MELP capacity for planning and continued service
 - » Enhance ex-MELP/MOF corporate warehouse for Web access
- ◆ Long-term warehouse and access built over 3 years
 - » Requirements, architecture, pilot and implementation

Application Consolidation and Rationalization

- ◆ From 138 applications → 20 core business applications
- ◆ Consolidate/cluster like applications and archive applications not within core review business functions
- ◆ Implement infrastructure consolidation opportunities (e.g.servers, databases, SW license)

Projects initiated by other Business Areas:

Integration of Water and Land Functions

- ◆ Business process integration and improvement
- ◆ Water license systems revision (VAX)
- ◆ Corporate performance reporting
- ◆ Forms consolidation and web accessible

Registry Systems Rationalization and Integration

- ◆ Phase 1: Integrate registry data via warehouse
- ◆ Phase 2: Business process review and registry rationalization
- ◆ Registration of archaeological sites and link to LTO
- ◆ Electronic signatures for notaries and lawyers for LTO

Resource Inventory Rationalization and Integration

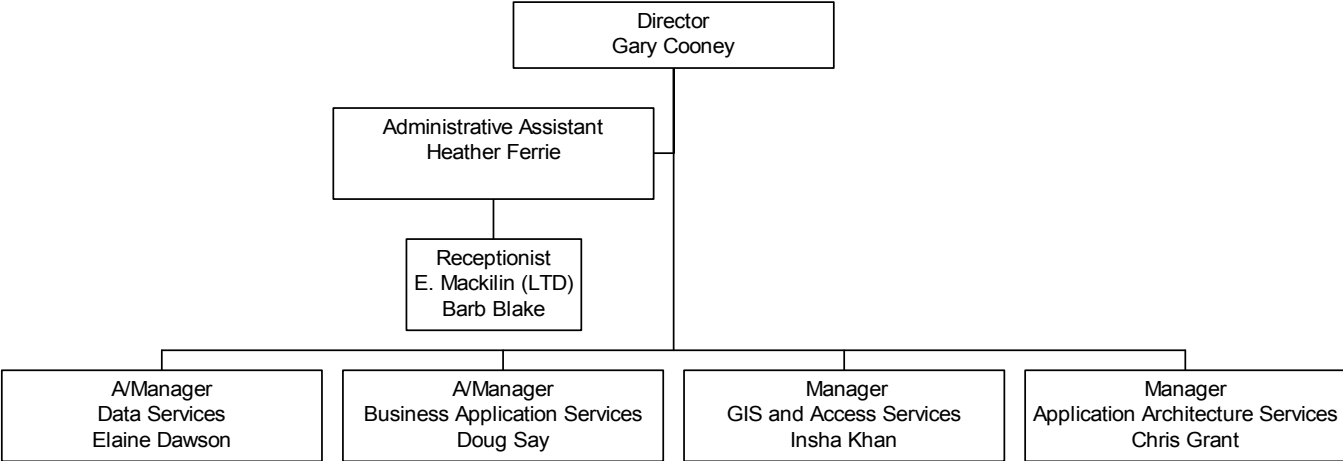
- ◆ Rationalization and integration of various resource inventory systems
- ◆ Seamless vegetation cover for the Province (TFL & TSAs)
- ◆ Integration of vegetation and ecosystem mapping standards & applications
- ◆ Publish resource data to warehouse for analysis and access

Appendix A - Organization Charts

Ministry of Sustainable Resource Management
Business and Information Services Division
Information Management Branch

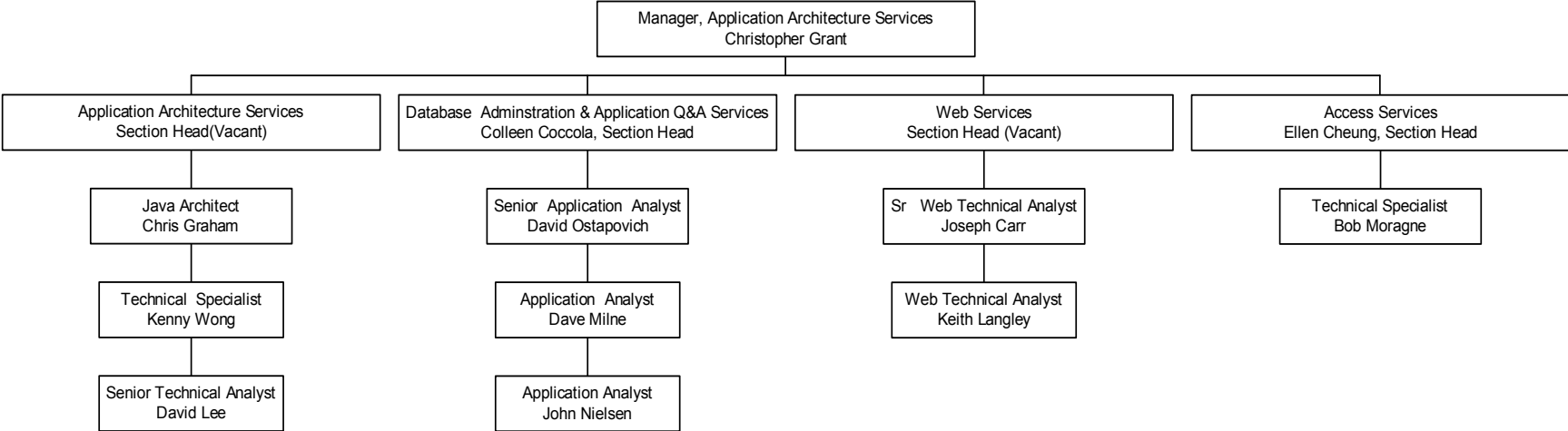
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Date: (Jan 28/02)



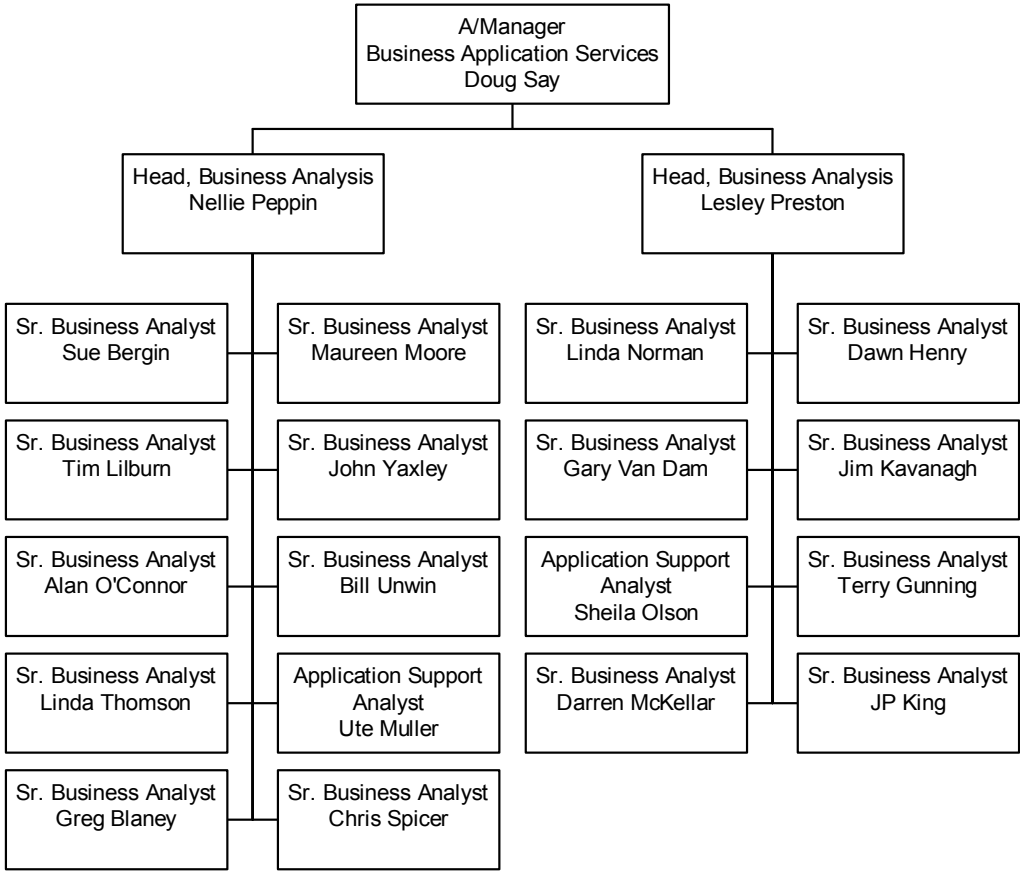
Ministry of Sustainable Resource Management
Business and Information Services Division
Information Management Branch - Appliation Architecture Services

Approved by:
Date: (Jan 28/02)



**Ministry of Sustainable Resource Management
Business and Information Services Division
Information Management Branch - Business Application Services**

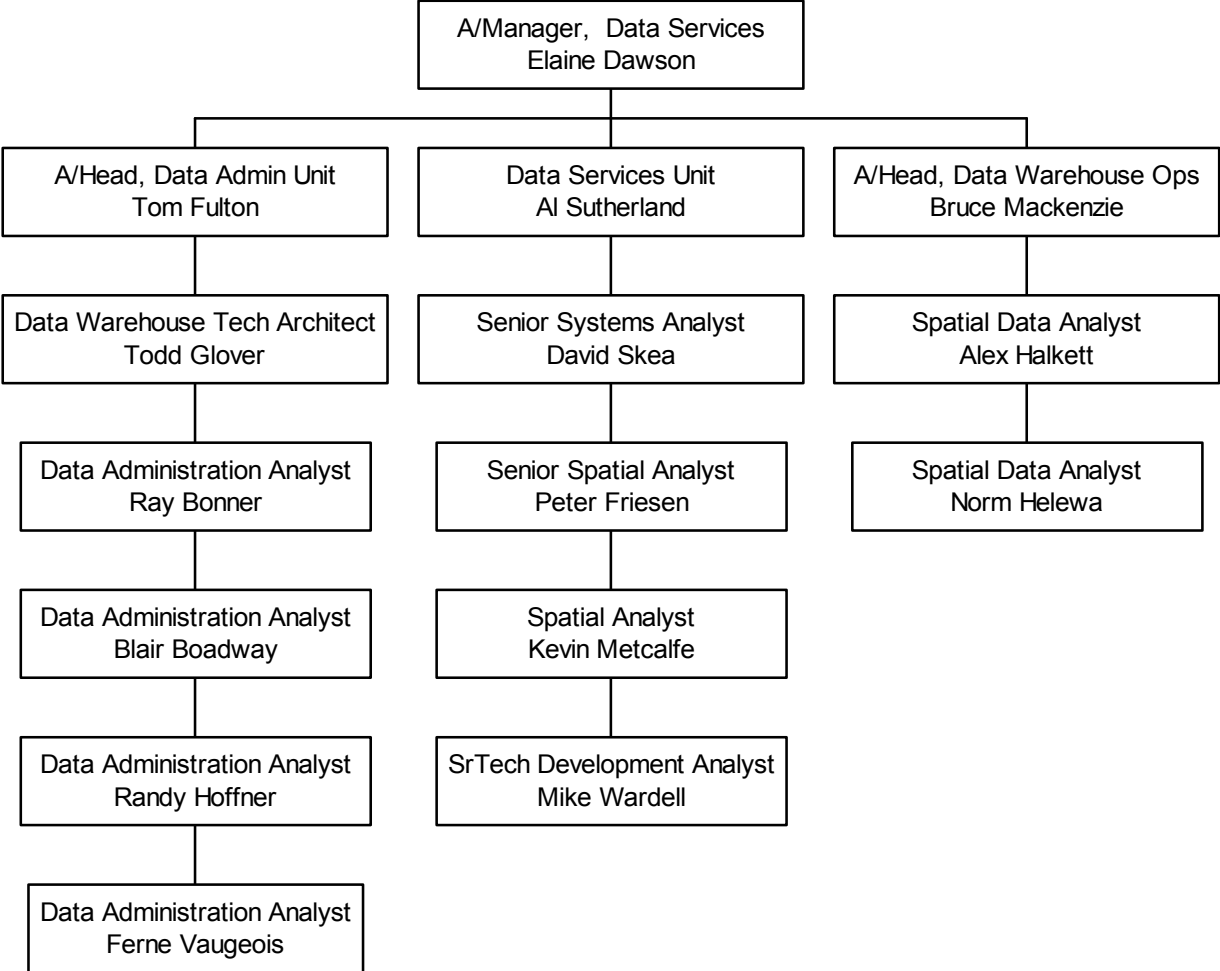
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Date: (Jan 28/02)



**Ministry of Sustainable Resource Management
Business and Information Services Division
Information Management Branch - Data Services**

Approved by:

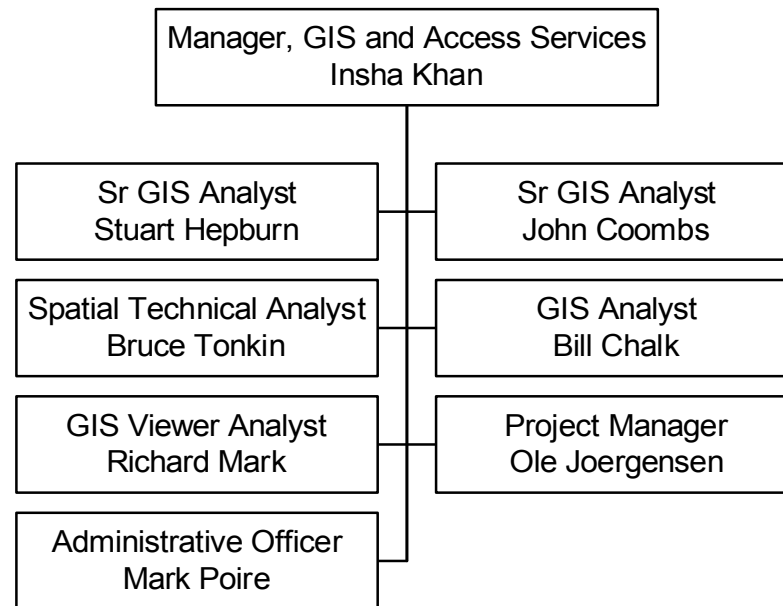
Date: (Jan 28/02)



**Ministry of Sustainable Resource Management
Business and Information Division
Information Management Branch - GIS and Access Services**

Approved by:

Date: (Jan 28/02)



Appendix B - Project List

Service Grouping	Strategic Project or Activity Name	Project and/or Activity Synopsis	End Date	Project Lead	Milestones (what will be done, by when)
Strategic Planning	Strategic IM/IT Planning and Coordination	<ul style="list-style-type: none"> ▪ Information Resource Management Plan: Annual development of the three-year Ministry IRMP and review with central government. ▪ Advisory Council on Information Management: Participation in routine meetings of ACIM (re: coordination of IM/IT efforts across government). 	31-Oct-02	Gary Cooney	IRMP done annually by mid-November ACIM meets monthly
Strategic Planning	Information Systems Plan	<ul style="list-style-type: none"> ▪ Information Systems Plan: Annual development of the annual Ministry systems plan 	31-Mar-02	Gary Cooney	Annually by end of March
Strategic Planning	IM/IT Technical Standards			Gary Cooney	
Warehouse and Access	Interim Warehouse & Access Strategy: Capacity Review	<ul style="list-style-type: none"> ▪ Interim Data Warehouse Capacity Review - review of current HW/SW, staff and licence requirements focusing on regional operations and delivery recommendations and plan; implement capacity improvements to regional operations for short term. 	5-Oct-01	Elaine Dawson	Review complete
Warehouse and Access	Capacity Review Implementation	<ul style="list-style-type: none"> ▪ Regional Server and Storage Upgrades. ▪ Regional Terminal Server Rollout. ▪ Data Archive Strategy - develop archive strategy and policy to enable service centres to implement data archive processes reducing disk storage by 30%. 	31-Dec-01	Elaine Dawson	80% implementation complete by Dec 31, 2001. Data archive strategy to be complete by end of fiscal.
Warehouse and Access	Interim Warehouse/Access Consolidation	<ul style="list-style-type: none"> ▪ Interim Warehouse/Access Consolidation - Phase 1 Opportunity Assessment - interview client groups; document physical warehouse architectures, data and process flows; prepare transition plan and schedule. 	30-Sep-02	Elaine Dawson	Identification of Consolidation options and priorities by March 31, 2002.

		<ul style="list-style-type: none"> ▪ Interim Warehouse Consolidation - Phase 2 Implementation - consolidation of data and physical infrastructure from 6 - 8 warehouses/data marts. 			
Warehouse and Access	Warehouse Operations	<ul style="list-style-type: none"> ▪ Interim data warehouse development and operations~ Data replication and integration - support for regional operations and planning~ Server architecture review~ Enhance data warehouse and access infrastructure. 	31-Mar-03	Elaine Dawson	Implementation of consolidation plan by Sept 2002.
Warehouse and Access	MSRM Integrated Data Warehouse and Access - Conceptual Architecture and Requirements Analysis	<ul style="list-style-type: none"> ▪ MSRM Integrated Data Warehouse Phase 1: Current Assessment; Survey trends and standards; business architecture; requirements analysis; gap analysis, conceptual architecture and plan for next phase. 	2-May-02	Elaine Dawson	Phase 2 - June 01/2002 - July 30, 2002; Phase 3: Feb 15, 2002 - Feb, 01, 2003; Phase 4 Build - July 2003; Phase 4 Population and transition - March 2004.
Warehouse and Access	MSRM Integrated Data Warehouse - Phase 2 - 4;	<ul style="list-style-type: none"> ▪ MSRM Integrated Data Warehouse Phase 2: High Level Design; Evaluation of Architectural Options; Target Architecture; Phase 3: Pilot, detailed design, build plan, data and application migration strategy; MSRM Integrated Data Warehouse Phase 3: Detailed Design an Migration Strategy; MSRM Integrated Data Warehouse Phase 4: Build and Implementation - All efforts related to moving to the new warehouse architecture, in accordance with the transition plan. Will likely include implementing a corporate repository, creating a corporate catalogue of data resources, and rationalization of existing warehouses, such as LandData BC, Tantalus, MELP-MoF Shared Warehouse (RMDW), etc. 	31-Mar-04	Elaine Dawson	April 30th, 2002 - Phase 1 complete. March 2003 - Phase 2 complete.
Warehouse and Access	Corporate Metacontent Management	<ul style="list-style-type: none"> ▪ Phase 1 – Strategy Development - Define requirements and strategy for rationalizing metacontent management facilities and processes within the Ministry. 	31-Mar-03	Elaine Dawson	Institutionalise IDMI lessons by March 31, 2002.

		<ul style="list-style-type: none"> ▪ Phase 2 - Design and Build. 			
Warehouse and Access	Integrated Data Management Initiative	<ul style="list-style-type: none"> ▪ Continue work on the Cowichan Valley Pilot, using as a "flagship" for methods, tools and practices that facilitate data integration in light of business needs for information. Apply lessons learned from IDMI to standard practices of the branch. 60K capital is the portion of MISSC funds that came across in the transfer 	31-Mar-02	Gary Cooney	April 30th, 2002 - first phase of security project.
Warehouse and Access	Data Administration	<ul style="list-style-type: none"> ▪ Data Modeling Support: Corporate Data Design. Quality Assurance. Support to Operations Services Branch in integrating data and defining views; managing data modeling standards and corporate data objects. ▪ Data Integration for Decision Support: Forest licensee data integration; warehouse views for planning and statusing activities. ▪ Metadata Management: Provide support for maintenance for existing metadata management applications: Data Registry, ISDD, LandData BC Repository. ▪ Data and Applications Security - Policy and Standards for data and applications security; Establishment of new security architecture groups and rationalization of existing security; Document business rules associated with granting access to data and applications. 		Elaine Dawson	
Warehouse and Access	Spatial Data Management Strategies and Pilot	<ul style="list-style-type: none"> ▪ Establish standard for operational spatial database including: <ul style="list-style-type: none"> ○ Integrated feature based data model development. ○ Temporal data management and update strategy. ○ Spatial database pilot Migration Strategy and Implementation of development/test and production environments. 	1-Oct-02	Elaine Dawson	April 2002 - pilot spatial operational database options. July 2002 - Attribute/Spatial database standard. Oct 2002 - Update strategy and architectural design
Strategic Planning	Maintain & Revise	Develop and maintain a corporate architecture at the		Chris Grant	Ongoing monthly

	Corporate Architecture	conceptual, logical and physical levels in support of application and data integration and efficient and effective development and maintenance costs.			meetings.
Warehouse and Access	New Data Warehouse Access	Implement a new access infrastructure to the new data warehouse of land and resource information. Infrastructure will be driven by core review business requirements. Infrastructure functions to consider within this scope include web access, reporting, analysis, data distribution and e-commerce. The project will inclusive the following sup-projects. <ul style="list-style-type: none"> ▪ Conceptual architecture and requirements analysis. ▪ Detailed requirements, design and target architectures ▪ Development, Pilot & evaluation ▪ Transition and Implementation. 	31-Mar-04	Chris Grant	<ul style="list-style-type: none"> ▪ Business architecture March/02. ▪ High level requirements March/02. Conceptual architecture May/02.
Warehouse and Access	Web Application Infrastructure	Define, develop and implement a Web application development environment (ADE) and deployment architecture, standards and infrastructure in collaboration with MOF: <ul style="list-style-type: none"> ▪ Define ADE architecture, standards and infrastructure (programming tools i.e. JAVA, UML, etc). ▪ Develop (release 1) repository of re-usable components. ▪ Define Deployment Architecture, standards and infrastructure (middleware, reports server, Oracle, ARCIMS, etc.). 	31-Mar-02	Chris Grant	Application Development Environment March 02. Application Deployment Environment Dec 01 Repository of re-usable components March 02. Complete Implementation Sept. 03.
Warehouse and Access	Corporate Portal Access	Define, develop and implement a common portal to land and resource information, working in close collaboration with corporate government. Portal will use new government infrastructure. Requirements and design and implementation.	31-Mar-03	Chris Grant	Requirements Dec 02. Design complete May 03 Implementation Dec 03
Warehouse and Access	Web Transition	Rationalize and consolidate web sites as part of the government re-org. Separate ex MELP into SRM and WLAP web sites. Rationalize and consolidate the web	2-May-03	Chris Grant	Separate ex MELP SRM and WLAP web sites - Dec 01.

		sites from the 9 ministries that formed SRM. Define the roles and responsibilities based on the new Ministries of SRM and WLAP includes the consolidation of servers.			Rationalize and consolidate the web sites from the nine ministries that formed SRM - May 02
Warehouse and Access	Access Services	<ul style="list-style-type: none"> ▪ Maintain Corporate Data Access Application Toolkits: Consolidate and continue development of common systems components and standards. For example, ArcIMS toolkit, Oracle data query, etc. 	Mar 31 05	Chris Grant	Release 2 of ACRIMS framework Mar 02. Standardize and convert web query applications (attribute) - Mar 02
Warehouse and Access	Application Architecture Services	<p>Maintain application development environment and deployment standards, architectures and infrastructures:</p> <ul style="list-style-type: none"> ▪ Provide consulting for architecture and systems development. ▪ Maintain application development environment standards. ▪ Maintain common repository of re-usable components ▪ Maintain deployment standards and infrastructure (middleware). 	Mar 31 05	Chris Grant	
Warehouse and Access	Database Operations, Apps Delivery and Support	<p>Provide database services, Application delivery and support for 138 applications:</p> <ul style="list-style-type: none"> ▪ Provide database services for continuity of business applications. ▪ Provide an app. deployment infrastructure (delivery, test, etc.). ▪ Perform quality assurance and delivery. ▪ Provide support for large applications. 	Mar 31 05	Chris Grant	Ensure databases are running effectively and maintained. Ensure applications received meet standards. Ensure delivery of apps in a timely manner
Warehouse and Access	Management Applications Architecture group	Provide leadership and management for the applications architecture group	Mar 31 05	Chris Grant	Ensure plans are in place (business, training, etc.) Maintain good working relationships with

					clients Provide a work environment that motivates staff Ensure service supports the clients in a efficient and timely manner Ensure projects meets business needs and are on time
Warehouse and Access	Server consolidation	Perform a review of all servers and identify servers that could be consolidated. Must be done in conjunction with Application custodians.	mar 31 04	Chris Grant	
Warehouse and Access	Web Services	Provide technical leadership, support and maintenance for Ministry web sites: <ul style="list-style-type: none"> ▪ Support Web Administrators with consulting, tools, utilities and training. ▪ Support to SRM and WLAP communications branches to meet their corporate web responsibilities. ▪ Maintain and upgrade as appropriate test and delivery servers for web pages. ▪ Maintain technical standards working closely with central agencies. 	Mar 31 05	Chris Grant	Maintain standards, utilities etc. through regular working group meetings. Ensure a test and production environment are running effectively. Maintain assigned web sites (IBM, BIRD, etc.).
Warehouse and Access	GIS Software License Consolidation	Perform a review of all existing GIS software licenses and identify opportunities to reduce the number of licenses required. Must be done in conjunction with RRID and Regional Operations.	1-Jun-02	Insha Khan	A/I licence server 1 Mar 02 microstation 1 April 02 A/I Govt MSO 1 Jun 02
Warehouse and Access	GIS & Access Support	<ul style="list-style-type: none"> ▪ Consulting services: provide technical guidance and expertise in the application of GIS Technology. ▪ Support services: manage and support MSRM and client Ministry spatial software licence administration and operational services. ▪ Operational services: provide and support 		Insha Khan	

		<p>applications that enable clients to access and procure digital resource management information. Manage the MSRM GIS Web site.</p> <ul style="list-style-type: none"> ▪ Co-ordination services: co-ordinate GIS training and delivery for MSRM and client Ministries. 			
Warehouse and Access	LandData BC Web application	Define, develop and implement a Web application that is e-commerce oriented based on existing/new Government/IMB standards.	3-Jan-04	Insha Khan	Requirements 01/10/02 design 01/10/03 develop/implement 01/03/04
Warehouse and Access	WebView Application	Define, develop and implement a Web-based application to view and perform basic generic spatial analysis functions of terrestrial and aquatic data for decision support purposes. Clients for this application include: government staff and the public.	3-Jan-04	Insha Khan	Requirements 01/10/02 design/develop 01/05/03 implement 01/10/03
Warehouse and Access	Application Consolidation	<ol style="list-style-type: none"> 1) Inventory applications in MSRM and WLAP Victoria and Regions, 2) Develop criteria to identify application to consider for retirement or which need further investigation, 3) Perform a review of all inventoried applications analysed against criteria which will identify retirement or further investigation required, 4) Review applications that have the highest criteria with appropriate business area, 5) Develop application retirement process, and 6) Develop core application groupings. 	31-Mar-03	Doug Say	
Corporate Projects	Registries Integration	<ol style="list-style-type: none"> 1) Confirm Business Goals. 2) Review the current process. 3) Obtain Business requirements. 4) Design a new process. 5) Assess gaps between what currently exists and what is needed. 6) Prepare a transition plan for a phased approach to completing the identified gaps and migrating to the new business approach. 7) Concurrently demonstrate the integrated model using viewer technology on the data warehouse information. 	1-Jul-05	Doug Say	

Corporate Projects	Inventory Integration	<ol style="list-style-type: none"> 1) Confirm Business Goals. 2) Review the current process. 3) Obtain Business requirements. 4) Design a new process. 5) Assess gaps between what currently exists and what is needed. 6) Prepare a transition plan for a phased approach to completing the identified gaps and migrating to the new business approach. 7) Concurrently demonstrate the integrated model using viewer technology on the data warehouse information. 	1-Jul-05	Doug Say	
Corporate Projects	Incosada	Complete Incosada implementation on a one per region basis, maintain the application.	31-Mar-05	Doug Say	
Warehouse and Access	Business Analyst Support	Provide Business Analyst service to MSRM and WLAP.		Doug Say	