

Part I: Project Overview



Project name or title:

Revamp MetroGIS Operational Guidelines and Procedures

General description of the project:

MetroGIS Operational Guidelines and Procedures were originally adopted in 1998 and revised in April 2016. There have been recent changes to staffing, focus and purpose, and a revision to the Policy Board status. Therefore, there is a need to revamp these guidelines and procedures to provide enough structure and guidance for voting, creating work groups, approving the work plan and more. At the same time, encouraging wider participation through reduced rigidity.

What is the goal of the project?

Update and revamp the MetroGIS Operational Guidelines and Procedures to reflect current focus and purpose, revised Policy Board status, and potentially to expand the membership options.

What general purpose or business need is being fulfilled by this project?

There is a need for a current set of Operational Guidelines and Procedures for MetroGIS that reflect current focus and purpose.

What does success 'look like' for this project?

A new document for MetroGIS Operational Guidelines and Procedures.

Part II: Stakeholders and Resources

Who are the stakeholders and/or beneficiaries of the project?

Members and of the MetroGIS collaborative; Metropolitan Council; 7 counties in the metro area; local, regional and state organizations; MN Geospatial Information Office.

Who would fulfill the role of **project champion** and what agency do they represent?

*(A **project champion** is a senior management or policy-maker advocate from a stakeholder agency)*

Geoff Maas, Ramsey County and MetroGIS Chair

Dave Brandt, Washington County and MetroGIS Vice-chair

Mary Mortensen, GIS Manager, Metropolitan Council

Who would fulfill the role of **project owner** and what agency do they represent?

*(A **project owner** is a stakeholder responsible for the on-going decisions and ensuring results are satisfactory, the owner assists the project manager in providing leadership to guide the project)*

Dave Brandt, Washington County and MetroGIS Vice-chair

Who would fulfill the role of **project manager** and what agency do they represent?

*(A **project manager** is a stakeholder responsible for managing the timeline and delivery of the project)*

Need a volunteer(s) from the MetroGIS Coordinating Committee to chair/co-chair this a project to lead it forward.

Who would serve as project team members, and what kinds of work would they perform?

(A project team is a stakeholder responsible for the guidance and delivery of the project)

Project Manager(s)

Dave Brandt, Washington County and MetroGIS Vice-chair

Geoff Maas, Ramsey County and MetroGIS Chair

Tanya Mayer, Senior GIS Coordinator, Metropolitan Council

Mary Mortensen, GIS Manager, Metropolitan Council

If funding is needed, and if so, where would it come from?

None.

Part III: Practical Considerations

Does this project have any known policy implications?

Provides documentation to help inform leadership on history, purpose, and importance of collaborative geospatial data and project work across the region.

Are there any pre-requisites that must be met or satisfied before starting this project?

None.

Does this project align or connect to other projects either planned or currently occurring?

Yes, each project listed in the annual MetroGIS Project Plan

What is the anticipated deadline for deliverables or lifespan of the project?

December 31, 2025

What is the 'likelihood of success' for this project?

Dependent on engaging new volunteers from the MetroGIS Coordinating Committee to lead and participate on this project.

Part IV: Business Needs Assessment

Please list all known agencies or interests that may have a direct or indirect business need for the proposed project and its anticipated deliverables. Include contact information for key individuals if known.

Metropolitan Council

Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington County

MN Geospatial Information Office

Numerous metro regional agencies such as Metro Mosquito Control, WMOs, LOGIS, etc.

Numerous metro organizations in a variety of sectors: higher education, energy, etc.

Please list other agencies, interests or individuals who could contribute to, or positively influence, the development and execution of the proposed project.

Listed above.