



Hennepin County GIS Project Charter



PROJECT: MRCC Regional Data Maintenance Project

DATE: August 3, 2015

BACKGROUND

Currently the metro road centerline dataset is purchased by the Metro Council and shared with the metro counties, any state or local governments, and academic institutions, free of charge. This dataset is not designed to fulfill the counties' business or accuracy needs, it is not being edited or maintained by the counties and the data is restricted to use by government and academic entities. The Metropolitan Council currently pays \$65,000/year for the dataset. This project utilizes the accomplishments of the recently completed Metro Road Centerline Collaboration (MRCC) project. The goal of the MRCC is to facilitate the creation and sustained maintenance of a regional road centerline dataset that can be used to meet the needs of local and regional partner agencies. Over the course of 2014, the MRCC has documented the specific business needs of the participating partners and developed a data model to meet those expressed needs.

PURPOSE

The Hennepin County GIS Office will continue coordinating the efforts of the seven metro counties to create the enhanced metro-wide road centerline dataset and design the maintenance of it. This dataset will be shared freely and openly without licensure to the general public. The new road centerline dataset will fulfill the need of the counties to have access to an accurate, multi-purposed road centerline dataset at no cost.

This dataset will be used for multiple purposes which may include:

- Vehicle routing
- Address geocoding
- NG911 call routing (ECRF)
- NG9-1-1 Location Validation (LVF)
- Emergency services dispatching
- Linear referencing
- Cartography
- Provide agencies access to authoritative road data outside of their local jurisdictions

Once created, this dataset will provide a "metro" position on meeting the needs of the GIS community including but limited to Metropolitan Council, NG9-1-1, MnDOT, and MnGEO. This dataset will be shared with MetroGIS and it is the intent of the metro counties to work with the State of Minnesota to integrate it with the state's future Shared Centerline after the completion of the project.

SCOPE

The project **will** include: the following:

Creation of the following deliverables:

- A clear, agreed upon Project Charter
- Determination of the hosting agency based on the functional and technical requirements for the dataset
- System architecture
- Implementation plan
- Aggregation of the local county datasets into the regional centerline dataset (edge matching between counties will be addressed before aggregation according to the “County Boundary Edge-Matching Guide”)
- A hosted dataset available to the public via web service and download
- Maintenance strategy and plan (including best practices documentation)
- Communication and Outreach plan
- Creation of any additional necessary documentation (including metadata)
- A post-project review/lessons learned session

The project **will not** include:

- Customizations to accommodate unique needs of any agency
- Integration into the State of MN LRS system

PARTICIPANTS

PROJECT ADVISORS

Dan Ross	State of MN
Gordon Chinander	Metropolitan Emergency Services Board (MESB)
Marcia Broman	Metropolitan Emergency Services Board (MESB)
Jonathan Hoekenga	Metro Council
Adam Iten	State of MN

CORE PROJECT TEAM

John Slusarczyk	Anoka County
Pete Henschel	Carver County
Randy Knippel	Dakota County
Gary Swenson	Hennepin County
Matt Koukol	Ramsey County
Tony Monsour	Scott County
David Brandt	Washington County
Geoff Maas	MetroGIS
Ann Houghton	Hennepin County
Tracy Tisbo	Hennepin County

REGIONAL DATA MAINTENANCE TEAM

Doug Breeden	Hennepin County
Kent Tupper	Dakota County
Matt McLees	Scott County
John Slusarczyk	Anoka County
Vic Barnett	Ramsey County
Doug Matzek	Washington County
Chad Riley	Carver County

PROJECT APPROACH

A project core team of metro county representatives and other stakeholders has been assembled to assist with project definition and the creation of the dataset. The project core team will cultivate and maintain high level managerial and local address authority support for its work on this project.

Throughout the project, the State of Minnesota, the Metropolitan Emergency Services Board and the Metropolitan Council will serve in an advisory capacity to the project team.

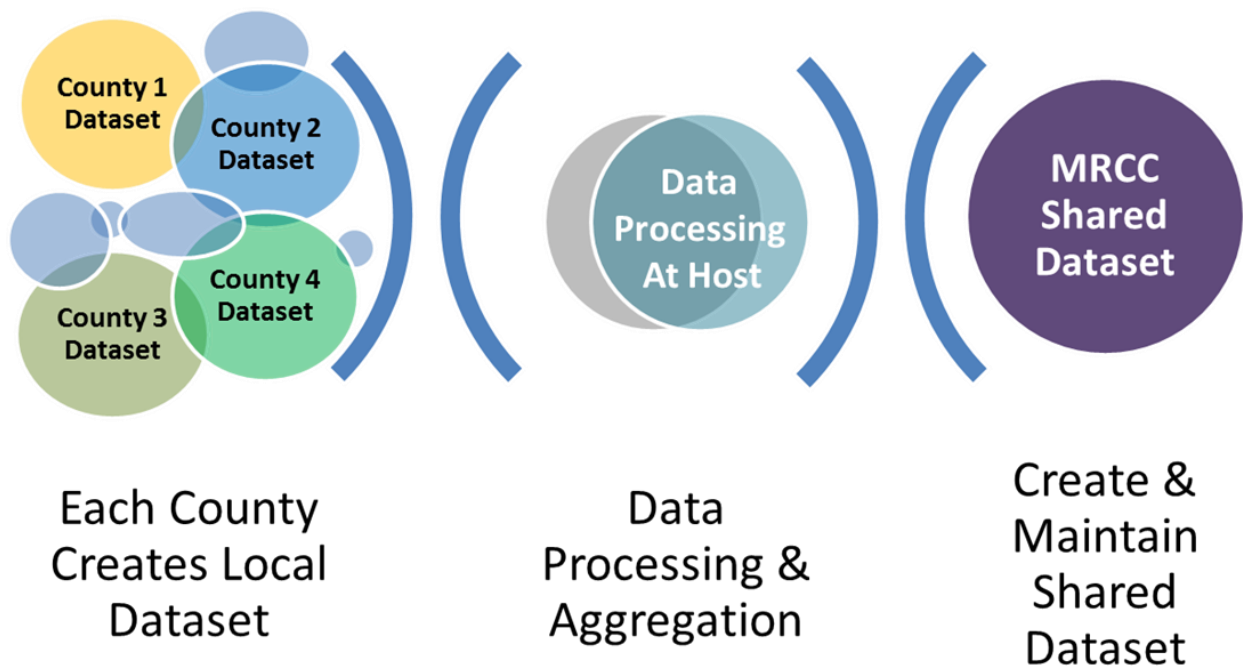
Project materials are posted to the MetroGIS website:

<http://www.metrogis.org/projects/centerlines-initiative.aspx>

Meetings of the teams defined above will be held at a central location (Ridgedale Library, Metro County Government Center) as needed, and additional collaboration will be accomplished through email and Hennepin County's Basecamp software.

A monthly phone conference between the Regional Data Maintenance Team members will be held August, September, October, November and December.

Project status documents, draft deliverables, and final documents will be posted to Basecamp.



PROJECT ACTIVITIES:

The project will include these and other activities:

- Hosting Decision:
 - Each agency will contribute to a set of business and technical requirements for hosting the centerline dataset – e.g. budget, staff, software, hardware, security requirements
 - MRCC Core Team will reach a consensus on where the regional dataset will be hosted based on the business and technical requirements
- Dataset Aggregation:
 - Determine replication vs ftp
 - Identify regional dataset QA/QC activities and roles
 - Each county creates their unique Centerline Build Plan for their agency
 - Each county will create their local dataset and metadata for inclusion in the regional dataset
- Determine Long Term Activities:
 - Define requirements for maintenance of the regional dataset – e.g. timeliness of updates
 - Create an annual maintenance process - e.g. any changes to data model needed
- Outreach and Communication:
 - Create interagency agreements
 - How to handle public feedback
 - How to make dataset available to the public

OBJECTIVES & MILESTONES:

A preliminary project plan (**and preliminary milestone dates**):

- Kick-off meeting and approve charter **(August 3, 2015)**
- Decision regarding hosting **(September, 2015)**
- Build and test the local datasets **(December 7, 2015)**
- Create Maintenance and system documentation **(Quarter 4, 2015)**
- Communication/Outreach Plans (user documentation) **(Quarter 1, 2016)**
- Release of the dataset **(Quarter 1, 2016)**
- Conduct project review/lessons learned sessions **(Quarter 1, 2016)**

CONSTRAINTS/ASSUMPTIONS

- The final dataset will enable customized solutions to be built by each county to satisfy any unique needs that they have.
- The dataset will be free and available to the public – no license agreements needed.
- The dataset will be a seamless regional dataset.
- The dataset will eventually feed into the State of MN centerline dataset.
- A maintenance strategy will be agreed upon including identification of a repository and administrator for the dataset, and a trusted and sustainable maintenance process.

OTHER CONSIDERATIONS

There are related projects currently underway in the Metro area. They include:

- NG9-1-1
- State of MN Shared Centerline initiative which is currently underway. Key considerations regarding this project include:
 - The projects have similar end states, however the State of MN Shared Centerline (SC) project is taking a broader approach by including:
 - MNDOT federal mandates
 - Stakeholders beyond local governments, in order to identify the broader set of needs and attributes needed for those road authorities (e.g. tribal nation, forest roads, and trails)
 - Tools and business discussions related to management of the road centerline (e.g. cul-de-sac, events that occur along the road on the left or right, multiple routes on a single centerline, calibrations and measurements of segments, etc.)
 - The Metro Road Centerline Collaborative project is focused on the data, not the nuances of road authorities or supporting systems.
 - Because of its broader scope, the State SC project is moving more slowly and will benefit from the complementary Metro project that will be completed long before it.
- Centerline development for new CAD system integration currently underway in several metro counties (Dakota, Ramsey, Anoka, and Washington Counties)

CONFLICT RESOLUTION

This charter drives the purpose and scope of the project. It should be understood that all decisions made during the course of the project must align with the charter. The work products of the project will be owned by all the participating counties. In the event of disagreements of political or technical nature, consensus must be reached by all project Co-Owners (see below).

PROJECT CO-OWNERS

Role	Approver	Agency
Project Co-Owner	John Slusarczyk	Anoka County
Project Co-Owner	Pete Henschel	Carver County
Project Co-Owner	Randy Knippel	Dakota County
Project Co-Owner	Gary Swenson	Hennepin County
Project Co-Owner	Matt Koukol	Ramsey County
Project Co-Owner	Tony Monsour	Scott County
Project Co-Owner	David Brandt	Washington County

GENERALIZED PROJECT WORKFLOW PROCESS

Metro Regional Centerline 'First Build' Process Outline (Version 1.1)

