

Palm Beach Countywide GIS Collaborative Project Planning Guide



Prepared by:
Countywide GIS Project Management Team

PMT Approved: October 4, 2005
PMT Revised: January 27, 2006
GISPAC Approved: January 31, 2006

Important Information to Countywide GIS Participants

Background

The Board of County Commissioners, in its leadership role in Countywide GIS among local governments, supports developing collaborative projects to assist internal agencies and to garner continued support and interest among other public entities. Collaborative projects will provide manageable successes to stimulate a high level of interest and support for Countywide GIS coordination.

The collaborative projects may demonstrate new ways of handling transportation planning, growth management, environmental issues, emergency management, or other County issues, none of which stop at jurisdictional boundaries. They may blend CAD, automated mapping, business applications, web technologies and GIS to demonstrate the various levels of implementation and associated benefits. The projects will assist agencies that could benefit from multi-agency applications development.

It is important that projects are relevant and supportive of functions that are the responsibility of the Palm Beach County. This can be accomplished by identifying core business functions (i.e., work processes) for County agencies, which require or would benefit from the use of geo-spatial data. Using the weighted decision-making model base upon critical success factors, potential projects can be objectively evaluated to determine recommendations for funding.

Critical success factors for GIS collaborative projects include, transferability/re-usability, integration across agencies, support for existing business objectives, improvement of services, cost containment, increase in efficiency, quality, responsiveness and ease of use.

Criteria Essential to Countywide GIS Collaborative Project

- Showcase GIS capabilities
- Integration across agencies
- Support existing business objectives
- Improve Service
- Contain Costs
- Increase Efficiency
- Improve Quality
- Staff availability
- Available data
- Transferable / Re-useable / Sustainable
- User-friendly
- Reinforce other GIS Implementation Tasks
(i.e., base map components, data development, addressing, enterprise data model, standards, addressing)

Collaborative Project Team Responsibilities

- Work with agencies on collaborative project identification.
- Review agency collaborative Project requests.
- Identify resources (personnel, materials and funding) necessary for each Project.
- Prioritize collaborative projects.
- Make Countywide resource recommendations.
- Formulate GIS Capital Budget requests for future projects.

Review Process

The Collaborative Project Team, is appointed by the GIS Project Management Team (PMT). As projects are brought to the PMT, they will determine whether they are suitable for Collaborative Project funding. If so, the PMT will direct the Collaborative Project Team to undergo a review of the project request.

Requests will be submitted at least one week in advance of the PMT meeting to be considered for review. Narratives and worksheet should be submitted to the Collaborative Project Team Leader for review, the Team will determine if the application already exists, and whether another agency is interested in assisting in the project development.

Following review and evaluation by the Collaborative Project Team, the results will be presented to the Countywide GIS Project Management Team (PMT) at the following monthly meeting.

A recommendation on the project will be presented to the GIS Policy Advisory Committee (GISPAC) at the following monthly meeting. GISPAC will review and provide approval for funding.

Staff from the **requesting** agencies will attend the GISPAC meeting to answer any questions concerning the request.

Collaborative Project Development Narratives and worksheet have to be completed and submitted to the Collaborative Project Development Team for a project to be considered for approval.

CHECKLIST

- I. Narrative Abstract (*Appendix A format / Appendix B example*) - Prepare a brief (not to exceed 2 pages) description of the proposed project. Please include the following:

What existing business objectives are accomplished by this project? Is this activity done presently, or how do you recommend the project be organized? Please include desired methods of data entry, query and output.

Who will benefit from the final product? Will more than one agency use the outcome of this project? County Agencies that have an interest in the proposed project.

When are the proposed start and completion dates, mandated deadlines, or estimated time for completion?

Where will the work be done and define the geographical boundaries of the project?

Why are you proposing this project, what is the goal to be accomplished? Did the Board of County Commissioners request this project, or will it be presented to the BCC?

How will this project improve service, contain costs or increase efficiencies? How does this project incorporate the base map, digital orthophotography or data maintained by more than one agency? How will the project be maintained?

- II. Worksheet (*Appendix A format / Appendix B example*). Attach project plan if available.
- III. The projects will be reviewed and rated based on a predefined Score Sheet (*Appendix C*).

Appendix A - Format

PALM BEACH COUNTYWIDE GIS

COLLABORATIVE PROJECT DEVELOPMENT WORKSHEET

Date Submitted: _____

Sponsoring Department/Division: _____

Contact: _____ **Phone:** _____ **Email:** _____

Title of Proposed Project: _____

Anticipated Start Date: _____ **Required Completion Date:** _____

Brief Description of Proposed Project

Desired Outcome

Not To Exceed Budget Amount: \$ _____

Suggested use of funds:

- 1) _____
- 2) _____
- 3) _____

Geographic Area _____

Features to be included	Proposed Sources of Data

Constraints

- 1) _____
- 2) _____
- 3) _____

Resources committed to project (REQUIRED):

Staff: _____

Funding: _____

Matching Funds Available? Yes/No

Will this be an ongoing project? Yes/No

If yes, please comment: _____

**PALM BEACH COUNTYWIDE GIS
COLLABORATIVE PROJECT DEVELOPMENT**

NARRATIVE ABSTRACT

What:

Who:

When:

Proposed Start: _____
Estimated Complete: _____
Required Completion: _____

Where:

Staff Location: _____

Geographic Location: _____

Why:

How:

Appendix B - Example

PALM BEACH COUNTYWIDE GIS

COLLABORATIVE PROJECT DEVELOPMENT

NARRATIVE ABSTRACT

What:

Federal Emergency Management Agency (FEMA) forms need to be filled out in order for the County to meet FEMA damage assessment requirements. These forms are distributed to field staff that visits each site to collect the pertinent information required by the forms and damage assessment process. There are three (3) FEMA Damage Assessment forms which include: Form A: Public Assistance, Form B: Housing Losses, and Form C: Business Losses.

All FEMA data, unincorporated and municipal, in Palm Beach County must be reported to the EOC in a timely manner in order for the County to receive financial reimbursement for damages that occur as a result of a disaster.

The **Planning, Zoning & Building (PZB)** Department has responsibility for both Residential and Commercial Damage Assessment data collection. The **Airports, Engineering & Public Works (ENG), Facilities Development & Operations (FDO), Parks & Recreation, and Water Utilities (WUD)** Departments all have responsibilities for collecting Public Assistance data.

Planning, Zoning & Building GIS staff has customized an ESRI ArcPad application that was written for FEMA Damage Assessment. If all County Staff utilizes this application, the data can be collected in a consistent format, and reported to the EOC in a timely manner. The application can easily and quickly be modified to the needs of each Department.

Who:

All six agencies that perform FEMA damage assessment will benefit from the implementation of a user-friendly, application for entering this data. Palm Beach County as a whole will also benefit from the ease of producing the required FEMA reports for State and Federal Agencies.

The following PBC Agencies have been approached about this project:
Airports, Engineering & Public Works (ENG), Facilities Development & Operations (FDO), Parks & Recreation, Planning, Zoning & Building, Public Safety, and Water Utilities (WUD).

Appendix B– Example Continued

When:

Proposed Start: August 1, 2005
Estimated Complete: December 31, 2005
Required Completion: June 1, 2006 to be ready for 2006 Hurricane Season.

Where:

Staff Location: County IT staff, either located in the agencies, or the ISS Department, will do the customization of the ArcPad application.

Geographic Location: The Geographic area will be limited to Unincorporated Palm Beach County for the Pilot Project.

Why:

This project is being proposed to improve the PBC FEMA Damage Assessment process. To streamline the process, improve the reported data, and standardize the format of the data.

How:

This project will move Palm Beach County in the direction of ensuring a complete and accurate FEMA Damage Assessment for a disaster impact in Palm Beach County, and to assist the State Director and Governor in making a timely request for a Presidential Disaster Declaration.

The application utilizes a wide variety of Countywide GIS layers and data (see Worksheet for Included Features).

Each of the Departments will need to make the determination on how their customized application will be supported. Departments with GIS staff will most likely want to maintain their own application, while Departments without GIS staff will want to utilize the services offered by ISS.

Features to be included	Proposed Sources of Data
PBC Boundary	PBC Countywide GIS
Planimetrics	PBC Countywide GIS
PBC Parcel Base	PBC Property Appraiser
PBC Road Base	PBC Engineering & Public Works
PCB Water	PBC Engineering & Public Works
Parks (Municipal and County)	PBC Parks & Recreation
Mobile Home Parks	PBC Planning, Zoning & Building
Surge Zones	PBC Planning, Zoning & Building
CCRT Areas	PBC Planning, Zoning & Building

Constraints

- 1) 2005's Hurricane Season is already underway.
- 2) Time constraints on the Purchasing process.
- 3) Availability of technical staff to customize ArcPad application.

Resources committed to project (REQUIRED):

Staff:

ITS and GIS staff have been committed by Engineering, ISS, PZ&B, and Water Utilities. Airports, FDO, Parks & Recreation have expressed interest in this project as well.

Funding:

Public Safety has indicated that there may be grants available to contribute to a Damage Assessment Application.

Matching Funds Available? Not at this time.

Will this be an ongoing project? Yes

If yes, please comment: Once a successful pilot project has been completed and the County Agencies determine that this is the direction they choose to go, then the individual Agencies and the Public Safety Department will continue the funding to complete the deployment of the application.

Appendix C

Pilot Project Evaluation

Proposed projects will be evaluated based upon Criteria Essential to a Countywide GIS Pilot Project. The Pilot Project Team will assign points to each criteria based upon total possible points and the degree to which this project meets expectations.

<i>Criteria</i>	<i>Possible</i>	<i>Total</i>
Improve service, contain costs, increase efficiencies	20	
How will this project improve service, contain costs or increase efficiencies?		
Support existing business objectives	20	
What existing business objectives are accomplished by this project?		
Integration across agencies	15	
Will more than one agency use this project or does this project require data maintained by more than one agency?		
Reinforce other GIS Implementation Tasks (ie. Base map, digital orthophotography, enterprise data model, standards)	10	
Which Countywide GIS METLs will this project demonstrate?		
Staff availability	10	
How many staff (at what level of expertise) can the requestor assign to this project?		

Funds availability	10	
What is the predicted cost and what budget will provide funding?		
Available data	10	
What geographic data and databases are required and in what formats is the data available?		
Showcase full GIS capabilities	10	
Will this project relate or query dissimilar information spatially for display, analysis or modeling?		
Transferable / re-useable	10	
Can this project be applied elsewhere?		
User-friendly	10	
What level of expertise will be required to use the final product?		