



Business Planning Oversight Team

Tuesday, May 22, 2007

1 to 3 p.m.

***Metropolitan County Government Center Offices (Mosquito Control)
2099 University Avenue, St. Paul***

Suggested Agenda

1) Identify Competencies and Resources (Current and Needed)

Based on the February 6 Workshop and subsequent meetings, MetroGIS's priority activity areas have been divided into the following six categories:

- Sustain satisfaction with MetroGIS's accomplishments and ongoing work (Plan for Continuity)
- Facilitate implementation of comprehensive regional solutions to shared information needs
- Expand MetroGIS stakeholders
- Facilitate better data sharing
- Build advocacy and awareness
- Optimize MetroGIS organization

The primary purpose of the June 6th meeting with Professor Bryson is to essentially complete identification of the necessary competencies and resources to achieve MetroGIS's goals. MetroGIS's competencies will then be associated with each of the major activity areas (See Agenda Item 2) and incorporated into the Business Plan as a component of a "Livelihood Scheme".

2) Review Draft Challenges and Strategies Section of Business Plan (Time Permitting)

The staff support team has developed a preliminary Challenges and Strategies Section that is to a point that the Team discussion is needed to proceed any further. It is organized according the six major action areas defined at the February 8th Workshop. Team members will be asked to review one action area at a time.

Substantial progress has also been made by the staff support team to draft the foundation chapters for the Business Plan, including the policy foundation that was established by the Policy Board on April 25. Once the Team has completed its work on the Challenges and Strategies Section, work is proposed to begin on the Operations Section – budget and support needs to carry out the desired major activities.

3) Business Planning Schedule

A draft project schedule is attached for the Team's consideration.

4) Coordinating Committee Update

The last update to the Coordinating Committee regarding the business planning process was provided following the April 25 Policy Board meeting. The Business Planning Oversight Team should discuss the timing and substance of the next Coordinating Committee update. Topics may include progress made to date and the Business Planning Schedule.

5) Next Meeting

June 6th with Professor Bryson or earlier?

6) Adjourn

**SUGGESTED SCHEDULE – DEVELOPMENT OF BUSINESS PLAN
(Through July 25th Policy Board Meeting)**

- 1) May 22nd Business Planning Oversight Team**
 - a) Prepare for June 6th meeting with Professor Bryson – Organizational Competencies
 - b) Review and comment on Challenges and Strategies (6 Major Activity Areas)

- 2) June 6th Business Planning Oversight Team** - Finalize Competencies (*associated with MetroGIS*)

- 3) June XX Business Planning Oversight Team**
 - a) Complete initial review of Challenges and Strategies
 - b) Complete initial review of Operations Implications / Support Resources Section of Plan
 - c) Decide on content of June 27 Committee presentation

- 4) June 27th Coordinating Committee Meeting**
 - a) Overview of the progress on Business Plan
 - b) Direction on specified matters - TBD
 - c) Set a special meeting as early as possible between Thursday, June 28 and Friday July 13.

- (Note - Business Planning Oversight Team meeting schedule TBD)*

- 5) June/July XX Special Meeting of Coordinating Committee**
 - a) Recommendation to the Policy Board – Major components of the Business Plan

- 6) July 25th Policy Board Meeting**
 - a) Comment and direction on initial recommendations

- 7) Sept. 12th Coordinating Committee Meeting**
 - a) Recommendation on final Business Plan recommendations
 - b) Adoption of 2008 Work Plan and Preliminary 2008 Budget
 - c) Begin the process to update the Performance Measurement plan

- 8) Oct. 17th Policy Board Meeting**
 - a) Adopt Next-Generation Business plan
 - b) Adopt 2008 Work Plan and Preliminary 2008 Budget
 - c) Begin process of stakeholder endorsement of the Plan