



## **Technical Leadership Steering Workgroup**

**Thursday, December 6, 2007**

**10:00 a.m. to noon**

***Metropolitan Airports Commission***

6040 28th Avenue South

Minneapolis, MN 55450 / 612-726-8100

(See Attachment for Directions)

### **Suggested Agenda**

- 1) Introductions** – *Workgroup and a PlanGraphics Team*
- 2) Clarify Expectations:** *Questions from Consultant Team – Project Purpose, Charge to the Workgroup, etc.*
- 3) Forum Design and Logistics:** *(Continue work to mature the design concept)*
- 4) Next Meeting and Topics**
- 5) Adjourn**

**Directions to:**

**Metropolitan Airports Commission Offices**

6040 28th Avenue South

Minneapolis, MN 55450 / 612-726-8100

(North side of the Mpls.-St. Paul Airport)

MapQuest link:

<http://www.mapquest.com/maps/map.adp?searchtype=address&country=US&addtohistory=&searchtab=home&formtype=address&popflag=0&latitude=&longitude=&name=&phone=&level=&cat=&address=6040+28th+Avenue+South&city=Minneapolis&state=MN&zipcode=55450>

**or click on the icon**



Map.jpg



**TO:** Technical Leadership Steering Workgroup

**FROM:** MetroGIS Staff Support Team  
Contact: Randall Johnson (651-602-1638)

**SUBJECT:** Preparations for January Forum

**DATE:** December 4, 2007

## **INTRODUCTION:**

The Workgroup, including consultant team members, is requested to continue to develop/mature the design for a one-day forum proposed to be held in January (See Exhibit A). The purpose of this forum is to define MetroGIS's role related to addressing geospatial application needs and opportunities shared by the community. The role of the Workgroup will be to develop a proposal for how to achieve the defined application sharing roles for consideration by the MetroGIS Coordinating Committee at its March 2008 meeting.

## **PREVIOUS DIRECTION PROVIDED**

1. **Summer 2007:** The concept design was developed by the MetroGIS Coordinating Committee and Business Planning Oversight Team during their deliberations to develop the 2008-2011 Business Plan.
2. **November 27 Meeting:** The Workgroup elaborated on desired deliverables from Part 1 and concurred that the deliverables for Part 2 (primary reason for the forum) were acceptable as previously defined. Three assignments were made (see meeting summary for more information):
  - Identify a short list of examples of application related sharing to launch discussion of content for Part 1.
  - Post the Glossary developed for the new Business Plan on MetroGIS's SharePoint site for member modification as deemed appropriate to achieve a common definition of terms for Part 1.
  - Post a matrix on MetroGIS's SharePoint site to comment on desired perspectives to be represented at the forum.

## **LEVERAGE EXPERTISE OF FACILITATOR**

The Workgroup postponed discussion of methods to achieve the objectives of Parts 1 and 2 until the consultant team could participate in the discussion. See Exhibit B for a listing of expertise / support sought from the consultant team.

## **RECOMMENDATION**

That the workgroup members and consultant team:

- 1) Clarify expectations – address any questions or concerns with the forum design developed to date as presented in Exhibit A.
- 2) Discussion status of progress on tasks assigned at the last Workgroup meeting.
- 3) Agree on organizational and professional perspectives important to the definition of MetroGIS's role regarding shared application needs. (*See the SharePoint site for the latest comments by the members*)
- 4) Identify individuals to represent desired organizational and professional perspectives at the forum. (*See the SharePoint site for the latest comments by the members*)
- 5) Discuss facilitation methods appropriate to achieve defined outcomes.
- 6) Agree on support roles and who best to carry them out.
- 7) Other?

# EXHIBIT A

## Forum Design

(Last updated: November 27, 2007)

### ***“Defining MetroGIS’s Role – Addressing Shared Application Needs”***

**1. Date:** Agree on a date during week of January 16 or 23. Goal to send out invitations the week of Dec 17.

**2. Major Components of Forum Design - General:**

A. Full day. 8 a.m. to 4:30 p.m.

B. Part 1 - First two hours: Present examples of levels or types of sharing identified to date. Have presenters focus on problems encountered, solutions and in general, lessons learned that would be valuable to others.

C. Part 2 - Remainder of time: Expertly facilitated discussion of invited participants

D. Participants:

(1) Expertise: Possess expertise needed to accomplish the deliverables listed in Item B and representative of the broad stakeholder community (local and regional government state and federal government, non-profit, academic, utility, and for-profit interests).

(2) Total Number: 20 as suggested by PlanGraphics

(3) Candidate Participants: Workgroup members and (To be determined – See draft listing on SharePoint site)

E. Participant Briefing Materials: (To be determined)

**3. Purpose/Deliverables:** The results of this workshop will be documented and presented to the Policy Board as the recommended initial plan for addressing shared application needs of the MetroGIS community.

#### **Part 1- Demonstration/Communication of sharing options (first 2+/- hours):**

**Objective:** Achieve a clear understanding among Part 2 participants of known options/opportunities/ possibilities for sharing related to applications together with the costs, benefits, risks, and obstacles associated with each. The starting point for development of the content for this Part is as follows:

- (1) Hosting data services
- (2) Hosting applications and services for others to use
- (3) Sharing expertise and best practices in writing and implementing applications
- (4) Giving an existing application to others to use in their own environment
- (5) Writing modules that can be reused by others.
- (6) Write web-based services that can be used regardless of development environment
- (7) Sharing the writing and implementation of whole applications
- (8) Cooperating to agree to a common development environment (.NET, ASP, Geocortex, ArcServer, Open Source solutions, etc)
- (9) Sharing the cost of software purchases
- (10) Funding a portion of another organization’s development effort that will also benefit your organization

#### **Process Guidelines/Methods**

- This portion of the forum can be attended by individuals who will not be involved in the afternoon session as observers for educational purposes.
- Questions and comments will be encouraged to the extent they help the participants better understand the possibilities costs, who benefits, risks, and obstacles. The format should be similar to that associated with brainstorming – options identification without judgment as to viability for any particular organization or MetroGIS. The later will be topic of discussion in the afternoon.

- Use the demonstrations to assist in defining terms for use the remainder of the day. Update as needed the **glossary** developed for the 2008-2011 Business Plan as needed (For modifications to date see <http://sharepoint.co.dakota.mn.us/metrogis/Technical%20Leadership%20Steering%20Workgroup/Home.aspx>)
- Role of the facilitator will be to keep the pace moving by keeping the speakers on point and cutting off comments that drift into policy/judgments inappropriate to the brainstorming format
- Recorders with sufficient content expertise will be vital to capturing subtleties important for the consideration in the afternoon session of whether an option is realistic.

**Support Requirements:**

- Role(s) of Facilitator
- Role(s) of Support Staff (*To be determined*)
- Recorders (*To be determined*)
- Other Support Resources Needed (*To be determined*)

**Part 2 – Application Sharing Options Appropriate for MetroGIS**

**Objective -Reach Agreement on:**

- A. What is meant by geospatial “applications/services”?
- B. The universe of levels or types of inter organizational sharing related to geospatial applications / services (See Exhibit B)
- C. Those levels or types of sharing of related to applications / services, which are appropriate for MetroGIS to pursue
- D. Tactics or projects to accomplish each option appropriate for MetroGIS (haves and needs).
- E. Resources, roles, and any policies modifications needed to act on options appropriate for MetroGIS.
- F. Expected stakeholder behaviors for each type of application sharing that is appropriate for MetroGIS.
- G. A conceptual methodology to identify business information needs that:
  - (1) Are shared by multiple organizational interests that comprise the MetroGIS community **and** (2) Require an application(s) running on geospatial data to be fully satisfied.
- H. Summary document in which each deliverable is captured in a manner than can be acted upon. (*The facilitator’s role is to ensure the results presented in this document accurately reflect all aspects of the dialogue at the Workshop, in particular, the technical components.*)

**Process Guidelines/Methods**

*To be determined*

**Support Requirements:**

- Role(s) of Facilitator
- Role(s) of Support Staff (*To be determined*)
- Recorders (*To be determined*)
- Other Support Resources Needed (*To be determined*)

**4. Location:** Tentatively the Metropolitan Airport Commission facilities.

**5. Lunch and Breaks:** Define preferences an funding sources

**6. Other**

## **EXHIBIT B**

### **Assistance Sought from Consultant Team**

Demonstrated expertise sought from the facilitation team:

- 1) Understanding of ways that organizations can collaborate to address and support shared geospatial application needs.
- 2) Ability to facilitate consensus among the members of a group of individuals representing diverse professional and organizational perspectives (e.g., assist diverse stakeholders identify collaborative opportunities to address shared application needs).
- 3) Active listener with ability to:
  - Synthesize multiple comments into common themes.
  - React on the spot and adjust the workshop approach to achieve the desired outcomes (flexible).
  - Discover information important to adoption of workable strategies.
- 4) Ability to work under the general direction of a Project Steering Committee, collaborate with project staff in a timely manner; produce and summarize complex studies that succinctly and thoroughly frame issues and explain options; and present recommendations to advisory committees and decision bodies in the context of setting public policy.
- 5) Understanding of open systems and standards and open systems development concepts.
- 6) Understanding of application and web service development processes, technology and terms in the context of serving the needs of multiple organizations.
- 7) Familiarity with the endorsed regional data structures (<http://www.metrogis.org/data/index.shtml>) and major GIS software platforms used by the MetroGIS community, principally the 300 local and regional government interests that serve the Twin Cities metropolitan area.