



## Technical Leadership Workgroup (II) (formerly known as Shared Applications and Web Services Workgroup)

Minutes -- Wednesday, May 21, 2008

1:00 to 3:00 p.m.

MESB/Mosquito Control Offices

2099 University Ave. W., St. Paul

Present: Mark Kotz, Jim Maxwell, Chris Cialek, John Carpenter, Dave Bitner, Bob Basques, Nancy Read. Absent: Pete Henschel (or Carver Co. representative).

### 1. Welcome, Agenda, Charge

Mark Kotz called the meeting to order and members introduced themselves. The Agenda was approved as distributed prior to the meeting. Mark reiterated the charge to the workgroup:

- oversee process to identify and prioritize shared needs for applications and web services
- define and execute a plan in 2008 to create the greatest value from available resources
- leverage the findings of MetroGIS's Technical Leadership Steering Workgroup (which planned the Jan. 24, 2008 session)

### 2. Chair, Minutes

Mark Kotz was selected as chair by popular acclaim. Nancy Read agreed to take notes at this meeting, with the understanding that note-taking would rotate among members.

### 3. Group Name, Context

The group reviewed a diagram Mark presented on context and tasks (attached). The yellow box in the center labeled "Technical Leadership" was referring to the former Technical Leadership Steering Committee. We decided that, since the needs related to Applications & Services, Trust Issues, and Broker/Portal Implementation were interrelated, it is most effective for this group to oversee and integrate all of those, not just the "Apps & Services" box. Thus **we would like the group to remain the "Technical Leadership Workgroup"** (version II, maybe) and we are prepared to work on designing approaches for all 3 of the areas described.

### 4. Discussion of Possible Processes for Defining Shared Needs

We started with the question of whether the "Needs" are for ways of doing things, or what we're doing. The original Business Needs analysis in the mid-1990's involved ca. 150 people answering the question "what do I need in order to do my work" and then there was a process to sift out the most common data needs from the grand list. Apps & services may involve the same business needs, but be dealing with what is the most efficient way to get the information to the user—a web service, a local application, or even an organizational or political solution. Services can eliminate duplication of effort, avoid multiple organizations (public or private) spending time and effort on the same thing. Organizations may have different end goals for using information, but common needs (although doesn't have to be a common solution for everyone). Orgs. and companies may have concerns about how to provide public information and still maintain part as private.

We need to look at what are the priorities that need to be built (top down), what already exists (bottom up) (e.g., Geoservices Finder, social networking), and then connect these, identify gaps and direct resources, both to build new things or improve and expand existing. In the short term we need to provide some guidance for the Coordinating Committee by the June 18 meeting regarding project proposals and general expenditures.

## 5. Define Next Steps

The group listed the following areas and tasks. These are not sequential. The group agreed that we need prototypes and example projects to help both general users and core members develop a common understanding of what we are talking about. Thus **we recommend moving forward on some projects even before the full “priorities and needs” are defined.**

Area	General Actions	Specific Actions
A. Rapid Prototypes, Examples (enhances needs analysis)	<ul style="list-style-type: none"> <li>- Build</li> <li>- Need seed \$?</li> </ul>	Bob B. will submit RNC proposal (plus other good candidate projects already submitted)
B. Inventory existing services, apps (populate Geoservices Finder)	<ul style="list-style-type: none"> <li>- Fund a worker (student?)</li> <li>- use this to start listing needs and uses as well?</li> </ul>	Dave Bitner will make contacts
C. Define and prioritize needs Note: Group agrees we will stay with \$10,000 as allocated in 2008 revised budget, withdraw proposal for additional funds.	<ul style="list-style-type: none"> <li>- Workgroup start at next meeting</li> <li>- Consider reconvening Jan. 24 group for input, maybe this fall</li> <li>- Consider linking with future general Info Needs update work, possibly 2009</li> </ul>	<ul style="list-style-type: none"> <li>- Mark K. send out list of previous “Info Needs” to review</li> <li>- All members start our own list of “Needs” for discussion (including reliability)</li> </ul>
D. Develop entry point, links, etc: Broker /Datafinder /MetroGIS site, “Face” of Inventory, how to find people, content management system ( <i>is this a port-key like in Harry Potter? or a Concierge?</i> )	<ul style="list-style-type: none"> <li>- Start a sub-workgroup with additional people</li> <li>- Define needs</li> <li>- Coordinate with State</li> <li>- Crosswalk w/existing</li> <li>- Implement soon</li> </ul>	<ul style="list-style-type: none"> <li>- Mark K. will start assembling a group very soon, include folks from State</li> <li>- (May be time/ funding available?)</li> </ul>
E. Promotion – this work is only useful if people are aware of it, have some understanding of it, and use it	Activities in other areas listed will help. Work with MetroGIS Outreach activities?	
F. Trust Issues Reliability & other aspects	List what the issues are, some possible ways to deal with them	<ul style="list-style-type: none"> <li>- Mark K. will assemble a small workgroup</li> <li>- Mark K. talk for GIS/LIS</li> </ul>

**6. Next Meeting** - This group will meet again late June or July (Mark K. will organize).

Attachments: "Next Steps" from Technical Leadership Steering Committee, Context Diagram

## Approved Next Steps (from Technical Leadership Steering Committee (I))

Suggested Next Step	Priority	Strategy Remainder 2008-
1. Define a strategy to secure a Technical Coordinator and initiate negotiations	Very High	Establish dedicated staff position to work with Staff Coordinator and hire as soon as possible; Technical Leadership Steering Workgroup or mobility assignments cover tasks until hire.
2. Define and prioritize specific shared application and service needs. (Investigate do along with 2 <sup>nd</sup> -generation definition of priority shared data/information needs)	Very High	Timing and strategy will depend upon whether Technical Coordinator is secured Begin immediately, if possible, with oversight from the Technical Leadership Steering Workgroup.
3. Populate metadata for GeoServices Finder, including the creation of template to promote standardization	High	Use original project workgroup plus related state workgroups to define a strategy – <i>candidate 2008 Regional GIS Project?</i> Timing and strategy may depend upon whether Technical Coordinator is secured
4. Define a more fully developed geographic data, applications and services broker based on needs outlined by the forum, the state conceptual geospatial architecture plan and the GeoServices Finder project.	High	Develop a more mature, MetroGIS specific vision of what a full geo data and services finder and broker would be, what resources would be needed to support it, and candidate implementation scenarios. Begin to champion the concept. Leverage the state Broker project workgroup.
5. Explore methods for establishing trust in the reliability of shared services (e.g., multi-nodal systems, Service Level Agreements, etc.) and define appropriate role(s) for MetroGIS in establishing that trust	High	Timing and strategy will depend upon whether Technical Coordinator is secured; may involve Technical Advisory Team and/or special workgroup. Leverage the delivery of the Geocoder service as a test bed for developing documentation for custodial roles and responsibilities, in particular in the form of a Service Level Agreement that build on the current practice of documenting these aspects via Regional Solution Policy Statements.
6. Ensure “obstacles to sharing” defined at the January 24 <sup>th</sup> workshop do not become reality. [e.g., address security, licensing, cost recovery and budget cycles].	High	Staff coordinator develop strategy to deal with these issues (aided by Technical Coordinator and/or Workgroup) and present to Coordinating Committee.
7. Define communication and presentation needs related to shared applications, such as collaboration mechanisms, “One-Stop Shop” web site, linking between MetroGIS related sites.  (collaboration registry proposal from PlanGraphics)	High	Pass forum recommendations and related Workgroup discussions regarding creation of a “Collaboration Portal” and related components to those updating the Outreach Plan. Ask the Technical Advisory Team to expand scope to oversee a “mail list or list serve” mechanism as the initial strategy to foster partnering and knowledge sharing. A role of the proposed Technical Coordinator would be to moderate this communication mechanism
8. Create a forum for visioning, coordinating, finding and funding technical resources for the development and testing of applications and web services	Medium	Timing and strategy will depend upon whether Technical Coordinator is secured; may involve Staff Coordinator, Coordinating Committee, and Technical Advisory Team.
9. Incorporate recommendations related to applications into updated Outreach Plan. The nine categories of application-sharing activities should be a focus. Include ideas such as a recognition (award) program to highlight successful projects.	Medium	Pass this recommendation to those working on Outreach Plan. Efforts could be aided by input from Technical Coordinator
10. Incorporate discussion of Technical Leadership needs and recommendations of the PlanGraphics Team into the pending Leadership Development Plan (formerly referred to as Leadership Succession Plan)	Medium	Pass this recommendation to those working on Leadership Development Plan (described Agenda Item 5g, March 27 Committee meeting)

Suggested Next Step	Priority	Strategy Remainder 2008-
11. Incorporate the benefits evaluation-related recommendations of the PlanGraphics Team into the pending update of the Performance Measurement Plan	Medium	Pass this to those working on Performance Measurement Plan. Efforts could be aided by input from Technical Coordinator

