

3/9/99

**NATIONAL INTEGRATED LAND SYSTEM
(FORMERLY KNOWN AS ALP/ALMRS)
PROJECT CHARTER**

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1. TITLE

This interagency project shall be known as the National Integrated Land System (NILS).

2. SCOPE

(a) Overview

This Project incorporates tasks originally planned for separate, independent development in the Forest Service's ALP Project and in BLM's ALMRS Release 2 Project and in the cadastral programs into an integrated, collaborative effort. The criteria for determining the areas of overlap are based on the common business requirements of both agencies in the areas of realty and records and are identified as priorities for development in the Project Plan and supporting narratives. NILS will be tightly focused on development of parcel level interagency spatial land applications to integrate ALP and ALMRS Release 2 capability and meet basic user needs. The Project Team will actively seek input and validation from external customers and partners; however, the focus will be on business functions defined by ALP and ALMRS.

(b) Components of the Nation Integrated Land System include:

1. The essential data stores and data relationships of a parcel level cadastral database
2. Streamlined software processes directed by flexible agency business rules
3. Intelligent user interfaces populated with appropriate input/output tools for users in both agencies.

(c) The fourth component of an integrated land information system, technology (i.e., the computers, operating systems, networks, and communications), must accommodate and facilitate the other three developmental components and must be developed in partnership with this Project. As a major customer of each agency, NILS should be a factor in agency decisions concerning each agency's IT investments. This project will define technology requirements, network performance, disk space, etc to implement tools and applications. NILS also will need to evaluate and test new technology to support its own development needs and will present proposed solutions to each agency's IT Staffs.

This project incorporates development originally planned for ALP and ALMRS Release 2; this project integrates this development and overlaps both independent projects as well as maintenance requirements.

3. OBJECTIVES

- (a) Vision - A lands and resource user in either agency can access and process the parcel data they need that is current and consistent regardless of agency, office, location, or technology.
- (b) Goal - The Bureau of Land Management and the Forest Service will create a common

system that will support land management decision-making at the parcel level. This common system will share data, designs, processes and interfaces, and build on successes of both agencies.

(c) Project Objectives, in Priority Order:

1. Develop the capability to generate, maintain, and store a common parcel level Land data base for the depiction of historical and current realty activities.
2. Develop the capability to accurately determine and display the cumulative affect of realty transactions for a given parcel or area of land to determine status of land ownership, restrictions, agency jurisdiction, and authorized uses and activities.
3. Develop the capability to abstract case information from realty databases needed for generation of official agency records in support of land management analysis.
4. Develop case processing software tools that improve productivity, reinforce data and procedural standards, and reduce risk of realty litigation.

4. PROJECT DEVELOPMENT SITES

- (a) Primary Development Site - The Project Manager is located in Denver. The Deputy Project Manager and full-time development staff are located in joint BLM/FS office space in Portland, Oregon. During the project startup phase, emphasis at the Portland and Denver sites will be on completing discrete increments of Objective 1 tasks, selecting staff and structuring the design and development teams, working out roles and responsibilities, and developing demonstration prototypes of planned interoperability. When project management is satisfied that the skills, organizational structure, planning and communication protocols are in place and functioning effectively, simultaneous task development at other sites will be considered.
- (b) Satellite Development Sites - Project task development at other sites (Denver, Alaska, contract, etc.) will be considered after the startup phase, and established at the discretion of the Project Manager. Development at other sites will be contingent on the availability of qualified software developers and subject matter experts, on the availability of support services to the satellite development teams, on commitment to close integration with all other project development activities, on acceptance of assignments within the framework of the project plan, and strong local management support.
- (c) Demonstration Sites - Demonstration of system and application capabilities, field testing, and incremental deployment will be conducted at selected sites at appropriate milestones in the Project Plan.

5. PROJECT PERSONNEL, RESPONSIBILITIES AND RELATIONSHIPS

- (a) Project Sponsors - There are four sponsors, two from each agency. The Director for Information Resources Management and the Director for Lands represent the US Forest Service (FS). The Assistant Director for Information Resources Management and the

Assistant Director for Minerals, Realty & Resource Protection represent the Bureau of Land Management.

The Sponsors are responsible for oversight of Project activities. They approve the Project Charter and revisions. They approve the Project Plan, changes in scope and significant changes to tasks and priorities. The Sponsors ensure the Project direction is consistent with Bureau and Forest Service goals and objectives, and ensure that funding, FTE and required support services are allocated to the Project Manager. The Sponsors are liaisons for external communications and review with the Office of Management and Budget (OMB), General Services Administration (GSA), General Accounting Office (GAO), and other external agencies or entities. The sponsors will, at a minimum meet or have a conference call once a month.

- (b) System Owners - The FS Director for Lands and the BLM Assistant Director for Minerals, Realty & Resource Protection are the System Owners at the completion of the Project.
- (c) Project Manager & Deputy - The Project Managers are responsible to the Project Sponsors for the successful completion of the activities in the Project Plan. Specific duties are detailed in position descriptions, but generally include the full range of management responsibilities for budget, planning, communications, staff supervision, certification of project deliverables, and interagency coordination on those Project tasks that relate to ongoing activities in ALP and ALMRS.
- (d) Project Staff - The full-time Project Staff is a mix of government employees and contractors selected by project management for their expertise in lands and realty, system analysis, database development, GIS design and development, programming, technical writing, and system and database administration. Additional temporary staff, composed of contractors and government employees on detail, will be assigned to the project for the duration of specific developmental tasks.
- (e) Field User Group - A small team of subject matter specialists from both agencies will provide project direction with continuity of technical feedback throughout the project life cycle. They will review the Project Plan, validate requirements, conduct ad-hoc testing, generate recommendations, and ensure that the technical input from subject matter experts on the various development teams is consistent and meets the overall objectives of the two agencies. Individuals from this group may also serve on specific task design and development teams.
- (f) System Owners Council - This management advisory group will be made up of experienced field office realty and records managers from both agencies. The council provides feedback to the Project Managers and Project Sponsors on development priorities, identification of impacts of deployment on agency organization and procedures and will validate that the finished products will support agency business requirements.
- (g) Support Services Staff - Both agencies will provide professional and technical support

services to the Project, at the request of the Project Manager. Support services will be required for contract administration, IRM operations, budget analysis, major procurement buys, personnel actions, etc.

5. REFERENCES, GENERAL AUTHORITIES AND REPORTING RELATIONSHIPS

- (a) Memorandum titles “Bureau of Land Management – Forest Service Partnership for Land Management and Customer Services”, dated January 7, 1998, and signed by Michael Dombeck, Chief, Forest Service and Pat Shea, Director, Bureau of Land Management
- (b) Partnership Agreement between Bureau of Land Management and USDA Forest Service for and ALP/ALMRS Joint Development Project – dated June 11, 1998 and signed by the four Project Sponsors, Jack Arthur, and Jack Craven for the Forest Service and Gayle Gordon and Pete Culp for the BLM.

6. PROJECT MANAGEMENT GUIDELINES

(a) Rapid Application Development Approach

1. Active user involvement throughout the Project, and each task life cycle. Each work task will involve User Groups in developing functional requirements, testing, modifying, and validating tools and applications prior to release.
2. Product based (rather than process-based) view of requirements. The focus will be on the delivery of tools and applications.
3. Requirements base lined at a high level
4. Iterative and incremental development to converge on accurate business solution
5. Focus on frequent, incremental product delivery cycles. The Project Staff will establish version control and tracking processes to help validate, improve, and update products.
6. Cooperation of all stakeholders will be maintained by meeting real business needs, even as technology, organizations, or customer needs change.

(b) Process for Update, Modification, and Termination of the Charter:

1. Charter revisions are proposed by the Project Managers for Project Sponsors approval.
2. Charter is terminated and the Project is sunseted at the Project Sponsors’ discretion.

(c) Project Duration – Project is initially planned to take 3 years to accomplish Objectives 1 and 2 in the Project Plan.

(d) Resolution of Issues – The Project and Deputy Managers will have a high level of discretion and responsibility to resolve technical and administrative issues. Policy issue will be brought to the Project Sponsors for decisions.

(e) Controls

1. Federal Geographic Data Committee (FGDC) Cadastral Data Content Standard and Metadata Standard.
2. Professional standards, manual directives, regulatory requirements of both agencies (e.g., Life Cycle Management, etc.)
3. NILS Charter and Project Plan
4. Project Sponsor performance review, and feedback from System Owners Council.

(f) Linkages to Customers outside the BLM and USFS

NILS is an opportunity based project. It is a partnership that is taking advantage of extensive work done in both ALP and ALMRS. As the scope and priorities clearly show, this project is focusing on BLM and FS business functions. It is not our intent to exclude participation by other agencies or customers; in fact, business requirements of customers from other agencies and the private sector for access to and interaction with the common database will be addressed. NILS will include others:

1. as members of User Groups
2. as test and/or demonstration sites

External public access to Agencies' data is a primary concern of NILS; and is a technology issue, which will be addressed in the Project Plan.

(g) Success Criteria

Success can be measured by the tools, applications, and other products delivered to the agencies to meet business needs. The following are agency based criteria to measure the success of NILS:

1. Accurate information, universally accessible to all who need it.
2. Software extensibility and system scalability to timely meet changing customer needs and statutory requirement.
3. Increased staff productivity, and compliance with realty standards and guides.
4. Elimination of redundant data collection efforts, repetitive procedural reviews (checkers checking checkers), and overlapping developmental projects.
5. High degree of data, application software and support systems integration.
6. Consistent, reliable records that maximize the use of rule-based procedures in data analysis processes.

(h) Risk Management

NILS will be "pushing the envelope" of agency capabilities and working in a rapidly changing technology and business environment. There will be constant trade-offs and decisions on how and when tools and applications should be delivered. Questions like, should we deliver now knowing a better technology is right around the corner, or what is the cost/benefit to meeting a business need at a higher or lower level of user interaction, will be constant. The following rules will apply to NILS to assist in these decisions:

1. Maximum use of Commercial Off-The-Shelf (COTS) software will be made.

2. The critical path for major tasks will be closely monitored and frequently assessed.
3. Rapid Application Development model for prototyping, testing and adaptation of software applications will be the standard methodology.

8. PROJECT DELIVERABLES

- (a) Project Plan (continually updated)
- (b) Statement of work for each development task
- (c) Design document and requirements for each development task
- (d) Test and deployment plan for each development product including training plan and user guides
- (e) Fully documented tools and applications
- (f) Operational and maintenance instructions, computer operators' manual
- (g) Training materials and sessions

9. PROJECT RESOURCES

The recommendations for the following project resources will be provided to the Project Sponsors for appropriate action. Detail for these resources will be covered in the Project Plan.

- (a) Funding
- (b) FTE and Position Management
- (c) Facilities and Infrastructure

/s/ 3/9/99
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/s/ 3/10/99
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/s/ 3/11/99
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