

Data Standardization Process Project Plan

Themes to be Standardized

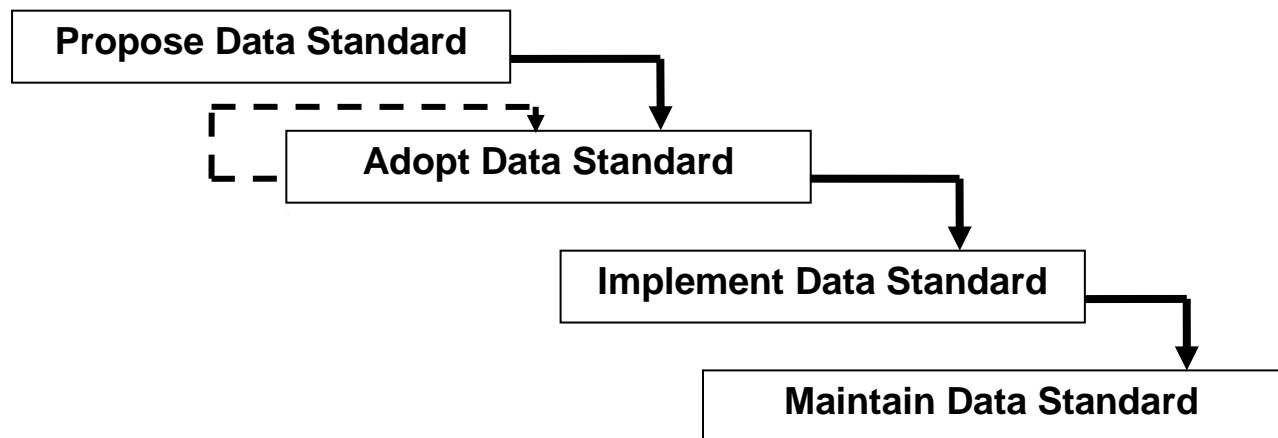
- 1) Recreation; SO Data Steward: Chris Miller
- (2) Fire; SO Data Steward: Phil Gill
- (3) Cultural Resources; SO Data Steward: Gary Smith
- (4) Fisheries; SO Data Steward: Gayle Sitter
- (5) Wildlife; SO Data Steward: Gayle Sitter
- (6) Vegetation; SO Data Steward: John Simons

Theme in Progress

Surface Management Agency / Ownership; SO Data Steward: Tami Lorenz

Standardization Process

The Bureau of Land Management (BLM) data standards process includes procedures for the development of alpha-numeric and geospatially-enabled data standards and requires the development of at least three documents. This BLM data standards process is in alignment with the Department of the Interior (DOI) process. The following is a diagram of the steps in the BLM process:



The State Office Data Steward for each discipline and the Data Administrator will prepare a project plan for developing the data standard. The project plan will follow the steps outlined in the BLM data standardization process. Each plan will be approved by the Deputy State Directors.

1. Data Steward / Data Administrator Organizational Meeting
 - a. Review standardization process
 - i. Provide examples of existing standards
 - ii. Review any existing standard
 - b. Data Steward names team members

- c. Develop proposed schedule
 - i. Adjust for field season
 - ii. Adjust for team members fire assignments
 - d. Prepare project plan
 2. Submit Project Plan to DSDs
 - a. Review / Edit timeframes
 - b. Review / Edit staff commitments
 - c. Approve plan after any modifications
 3. Data Steward schedules Kickoff Meeting with Team and Data Administrator
 - a. Review standardization process
 - b. Identify where team members will be involved
 - c. Identify time commitments and workload
 - d. Identify travel costs, if any
 - e. Agree on schedule
 - i. Any changes to schedule will be reviewed by DSDs
 - ii. Notify supervisors / Field Office Managers
 4. Data Steward Issues Proposal to Establish the Data Standard
 - a. Instruction Memorandum to SMT
 - b. Due Date dependent on Project plan timeframe
 5. Field office submit existing spatial data
 - a. Data Stewards coordinate with GIS staff to submit examples of spatial data
 - b. FO GIS Staff will coordinate with SO GIS staff
 - i. Insure that all data in FO is represented
 - ii. Provide schema and raw data
 - iii. Describe any known anomalies or areas of no data coverage
 - c. SO GIS staff, Data Administrator and Data Steward review data
 - i. Search for commonalities
 - ii. Identify differences
 - iii. Prepare an estimate of the time needed for data cleanup
 6. Data Steward and Data Administrator prepare Data Standard Report
 - a. Contains the Draft data standard
 - b. Incorporate commonalities of Field data
 - c. Account for differences if required

- i. Unique issues in a geographic area
 - ii. Large quantities of “different” data
 - d. Follow BLM template
- 7. Field Office data stewards and subject matter experts review draft data standard report
 - a. Timeframe: 30 days
 - b. Comments back to SO data Steward
 - c. Supervisors aware of additional workload
- 8. Data Steward and Data Administrator edit data standard report
 - a. May require additional Field review
 - b. May require review from other States or National Data Steward
- 9. Data Steward issues Final Data Standard Report
 - a. Instruction Memorandum to SMT
 - b. Establishes the data standard and requires FO to comply
- 10. Data Steward and Data Administrator establish review process
 - a. Review data set once per year
 - b. Document any changes needed in standard
 - c. Re-convene team if required to review proposed changes