
GEOSPATIAL PORTAL

Operations

Roles and Responsibilities

Version 2.0

DOCUMENT REVISION HISTORY

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1.0	Dec. 12, 2007	<ul style="list-style-type: none"> Initial draft created.
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1.4	December 8, 2008	<ul style="list-style-type: none"> 4th draft w/ GIT Committee member revisions
2.0	December 9, 2011	<ul style="list-style-type: none"> Major revision

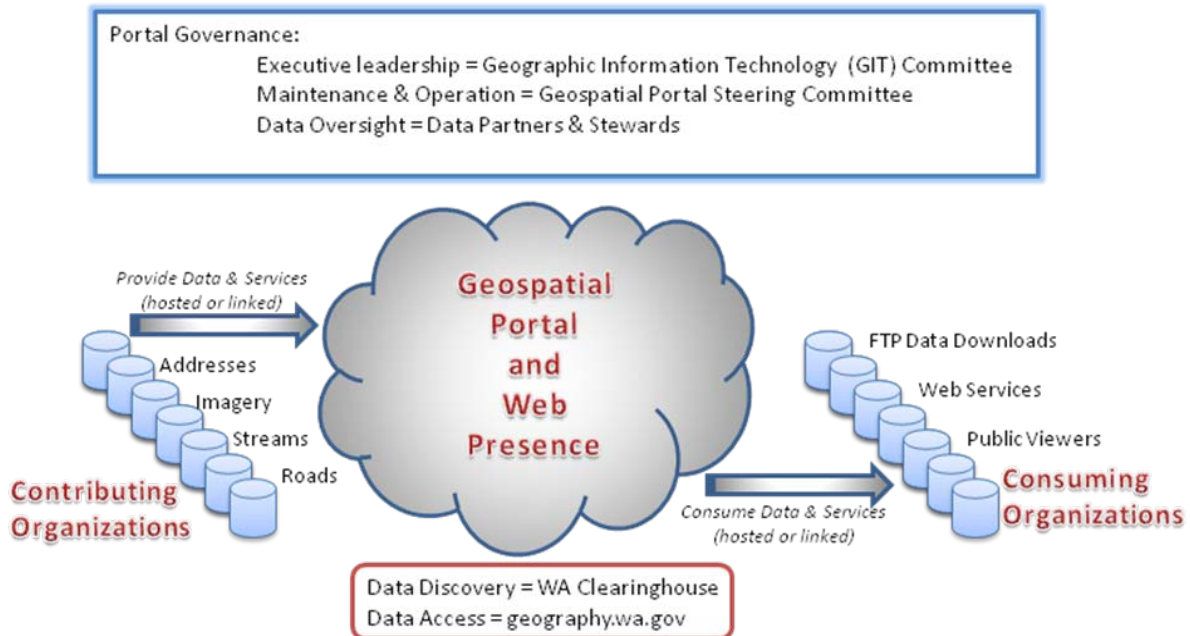
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1.1 Overview

This document describes the significant roles and responsibilities for the operations of the Geospatial Portal. The roles and responsibilities described in this document are subject to change and further adjustment as experience is gained in joint spatial data management and managing a shared access infrastructure.

Washington State Spatial Data Infrastructure



The Office of the Chief Information Officer's (OCIO) Committee on Geographic Information Technology (GIT) is the executive sponsor of this initiative. The Departments of Fish and Wildlife (DFW), Enterprise Services (DES) and Consolidated Technology Services (CTS) share portal operational responsibilities while the Dept. of Ecology (ECY) provides direct data management support which requires coordination of the data stewards and portal operations teams.

1.2 Portal Operational Scope

The Geospatial Portal hosts spatial data of statewide interest in Washington. Additional content will be added over time and will support additional functional capabilities. Portal data is accessible to funding partners only. Public viewing of data is available via the Orthoimagery Clip 'n Ship mapping application at <http://geography.wa.gov/ortho/>

1.3 Portal Governance

The Office of the Chief Information Officer’s (OCIO) Committee on Geographic Information Technology (GIT) is the Portal’s executive sponsor and executive decision making body. The GIT will consider recommendations and requests from Data Stewards and the Geospatial Portal Operations Steering Committee. The Geospatial Portal Operations Steering Committee handles the day to day business related issues and interface with the infrastructure support staff at Consolidated Technology Services (CTS). The Data Stewards represent the interests of the data theme partners and coordinate through Geospatial Portal Operations Steering Committee.

1.4 Portal Funding Model

Presently, the Portal’s operation and maintenance is funded through a consortium of eleven state agencies. Funding is provided by either direct financial contributions and/or with in-kind service support.

1.5 Participating Groups

Outlined in the table below is a list of the groups that assist in maintenance and operation of the Geospatial Portal. There is a brief description of each of the groups and their associated roles and responsibilities. The support and participation of these groups is critical to the success of this initiative.

<i>Participants</i>	<i>Description</i>	<i>Role</i>
Geographic Information Technology Committee (GIT)	Provides executive sponsorship and leadership. This standing committee is charged with representing the strategic interest of a coordinated, enterprise approach to using geographic information technology and, providing leadership for the implementation of cost-effective, collaboratively-developed, spatial data management solutions.	Responsibilities: <ul style="list-style-type: none"> • Executive decision makers • Provides necessary funding/resources • Provides oversight. • Serves as advocate for Geospatial Portal • Eliminates obstacles to success of the Geospatial Portal • Provides policy direction • Approves charters for framework governance groups
GIS Program Office	The GIS Program Office is currently staffed with the state GIS Coordinator housed in the Office of the Chief Information Officer (OCIO).	Responsibilities: <ul style="list-style-type: none"> • Statewide coordination of GIS activities in WA and staff to the OCIO GIT Committee <ul style="list-style-type: none"> ○ Provide strategic

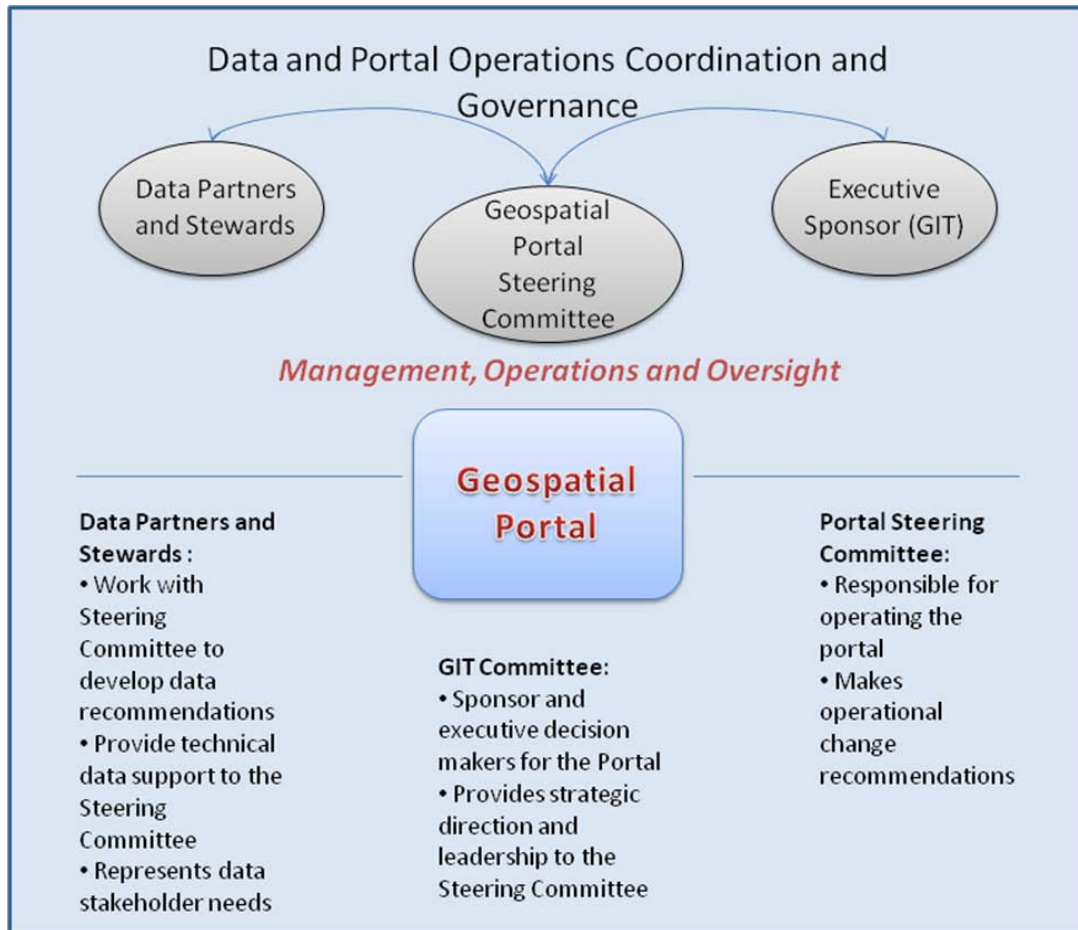
<i>Participants</i>	<i>Description</i>	<i>Role</i>
		direction & support <ul style="list-style-type: none"> ○ Enable standardization & consolidation ○ Bring technology expertise together to improve service delivery
Geospatial Portal Steering Committee	Represents the Portal interests and provides governance oversight to the GIT Committee and data theme stewards. Work with Consolidated Technology Services (CTS) and Department of Enterprise Services (DES) on the coordinated enhancements to the Portal and the deployment of data and services. Portal Contributing Members include: <ul style="list-style-type: none"> ● Transportation ● Natural Resources ● Fish and Wildlife ● Ecology ● Financial Management ● Health ● Military ● Revenue ● Agriculture ● Recreation and Conservation ● Puget Sound Partnership ● Office of the Chief Information Officer 	Responsibilities: <ul style="list-style-type: none"> ● Work with executive sponsors and data theme stewards on the operations and enhancements to the Portal ● Identify common approaches to use in access and dissemination of theme data ● Oversee portal operations ● Coordinate infrastructure acquisition and loading of new data ● Coordinate funding ● Establish data distribution conditions ● Develop and maintain its charter including sponsor acceptance of the charter
Portal Technical Operations Team	Operations and Staffing <ul style="list-style-type: none"> ● Operations Manager. Technical manager that can coordinate with new name infrastructure teams (network, security, server admin, mass storage) and independently make day-to-day operational decisions (DFW) ● Application System Administrator. An expert on application related software resident on the portal (DFW) 	Operational Tasks <ul style="list-style-type: none"> ● Administer the base platform hardware and operating system ● Administer the application software and associated database ● Backup/Recovery procedure ● System performance monitoring, system tuning ● Security Administration

<i>Participants</i>	<i>Description</i>	<i>Role</i>
	<ul style="list-style-type: none"> • Data Administrator (ECY) • Systems Administrator (CTS) • Applications Programmer (ESRI) <p>Members: Don Saul, WDFW Applications Software Support Rich Kim – ECY, Data Support James Fecteau – CTS, Systems Administration</p>	<p>logins, passwords</p> <ul style="list-style-type: none"> • Portal Help Desk • Implementing new image sets • Create staffing plan • Applications development and maintenance • Software development and maintenance

1.5 Stewards and Portal Operations Coordination

The stewards coordinate the development of the Framework data with external organizations including state, Federal, Tribal, county and local agencies, and universities. The Geospatial Steering Committee is the primary contact with the Portal Technical Operations Team and the data stewards.

Additional coordination will occur through a Geospatial Partner groups and with individual organizations as needed when exploring opportunities for continuous improvement of critically needed data layers.



For additional details on specific tasks and their association to the various committees and groups please refer the *Geographic Information Technology (GIT) Enterprise Architecture Conceptual Business Architecture Roles and Responsibilities* at <http://wagic.wa.gov/GITEA/GITEA%20Conceptual%20Architecture.ht>