

## IWG – OCM Agenda

**September 11, 2007      8:30 am – 5:00 pm**

Timeframe	Topic/Process	Key Contributor(s)	Objective
<b>Session 1 – Clarifying our goal: What is the inventory going to look like?</b>			
8:30 am	Coffee and Conversation		
8:45 am	Welcome & Start-up	Margaret Davidson, CSC	
9:00 am	Introductions		
9:20 am	Perspectives from IWG-OCM Co-chairs	John Haines with Roger Parsons, Jeff Lillycrop & Steve Kopach	Clarify workshop goal, purpose of the inventory and general project timeline
10:00 am	Data Users – Perspectives and Requirements <ul style="list-style-type: none"> <li>• Fishbowl discussion</li> <li>• Small group discussions</li> <li>• Debrief</li> </ul>	Doug Vandegraft (FWS) John McDonough (NOAA) Greg Miller (USGS) Norm Froomer (MMS) Jeff Lillycop (USACE)	Identify features, capabilities and domain of use from the user's perspective  <b>Output:</b> List of user requirements of inventory
12:00 pm	Lunch		
<b>Session 2 – Reviewing existing agency data systems and inventories to identify requirements</b>			
1:00 pm	Survey Results <ul style="list-style-type: none"> <li>• Brief presentation and discussion of results of the pre-workshop survey</li> </ul>	Dave Stein	Provide a snapshot of the current situation of agencies' mapping activities, data sets, and data systems
1:45 pm	Sample inventories. <ul style="list-style-type: none"> <li>• PHINS</li> <li>• NDEP</li> <li>• RAMONA</li> <li>• Geospatial One-Stop</li> <li>• NOS DE</li> <li>• NCDB</li> </ul> Brief presentations / Q & A	Chris Crettini Dean Gesch Bill Burgess Rob Dollison Tony LaVoi Rose Dopsevic	Investigate existing inventories to identify features and requirements from data provider perspectives
3:15 pm	Break		
3:30 pm	Pros and Cons <ul style="list-style-type: none"> <li>• Small Group Task</li> <li>• Whole Group Debrief</li> <li>• Develop Matrix</li> </ul>	Presenters lead small group discussions	<b>Output:</b> Prioritized list of inventory requirements from both user and data- provider points of view.
4:45 pm	Wrap-up for the day <ul style="list-style-type: none"> <li>• Summary of accomplishments</li> <li>• Plus/Delta</li> </ul>		

## IWG – OCM Agenda

**Wednesday, September 12, 2007 8:30 am – 5:00 pm**

Timeframe	Topic/Process	Key Contributor(s)	Objective / Output
<b>Session 3 – Developing concrete recommendations for moving forward</b>			
8:30 am	Coffee and Conversation		
8:45 am	Welcome & Start-up	Jeff Lillycrop	
	Review accomplishments and agreements		
9:00 am	Plenary discussion: Review goal, priorities and agreement on general approach and architecture.  <b>Input:</b> Strawman for general approach and architecture		Develop agreements on general approach, priorities and architecture
10:30 am	<b>Concurrent Working Groups Session 1</b>		
	<b>Metadata Working Group</b> <ul style="list-style-type: none"> <li>• FGDC compliant</li> <li>• Minimal requirements</li> <li>• Preferred requirements</li> <li>• Tags?</li> <li>• Critical needs/Nice to have</li> <li>• Legacy, existing and planned acquisitions</li> <li>• Format</li> <li>• Defining taxonomy</li> <li>• Align with user/provider requirements</li> <li>• Linkages and next steps</li> <li>• Other key contributors</li> </ul>	Discussion Leads Eddie Wiggins & Dave Stein	<b>Output:</b> Recommendations for metadata standards and requirements – preferred and minimal; plan of action
	<b>Technical Working Group</b> <ul style="list-style-type: none"> <li>• Architecture</li> <li>• Front end components / user interface</li> <li>• Back end components</li> <li>• Parameters – within existing resources and/or funding as option</li> <li>• Critical needs/Nice to have</li> <li>• Align with user/provider requirements</li> <li>• Linkages and next steps</li> <li>• Other key contributors</li> </ul>	Discussion Leads Jim Fulmer & Robby Wilson	<b>Output:</b> Recommend options for design and components to meet high-priority requirements of the OCM Inventory
	<b>Project Management Working Group</b> <ul style="list-style-type: none"> <li>• Involving others – who &amp; how</li> <li>• Partnerships/MOU</li> </ul>	Discussion Leads Steve Kopach & Fran Lightsom	<b>Output:</b> Recommendations for management of the project

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Timeframe	Topic/Process	Key Contributor(s)	Objective / Output				
	<ul style="list-style-type: none"> <li>• Permissions</li> <li>• Agency resources</li> <li>• Funding options/support</li> <li>• Coordinating and leveraging resources across agencies</li> <li>• Project Plan and Project Manager</li> <li>• Interdependencies</li> <li>• Align with user/provider requirements</li> <li>• Linkages and next steps</li> <li>• Other key contributors</li> </ul>						
12:00 pm	Lunch						
<b>Session 4 – Developing concrete recommendations and next steps for moving forward</b>							
1:00 pm	<b>Group Report Out 1</b> Each group reports thinking/progress so far and validates with other participants. Participants provide feedback.	Session Leaders	Provide feedback to each group to refine recommendations				
2:00 pm	<b>Concurrent Working Groups Session 2</b> <ul style="list-style-type: none"> <li>• Continue and make modifications based on initial feedback from group.</li> <li>• Note: results of group’s work should be captured on a computer during the sessions.</li> </ul>		Assess risk, identify recommendations and next steps  <b>Output:</b> Document outlining results of each working group including recommendations and next steps				
3:00 pm	Break						
3:15 pm	Group Reports <ul style="list-style-type: none"> <li>• Focus on changes, risk assessment, recommendations</li> <li>• Next steps plan of action</li> </ul>						
4:15 pm	Developing the Blueprint <ul style="list-style-type: none"> <li>• Consider swim lane concept</li> <li>• Identify milestones</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Metadata</td> </tr> <tr> <td style="padding: 2px;">Technical Design/Activities</td> </tr> <tr> <td style="padding: 2px;">Project Management</td> </tr> <tr> <td style="padding: 2px;">Communications</td> </tr> </table>	Metadata	Technical Design/Activities	Project Management	Communications		
Metadata							
Technical Design/Activities							
Project Management							
Communications							
4:45 pm	Course Corrections – ID critical topics / to dos for tomorrow						
5:00 pm	Adjourn						

## IWG – OCM Agenda

**Thursday, September 13, 2007 8:30 am – 1:00 pm**

Timeframe	Topic/Process	Key Contributor(s)	Objective / Output
<b>Session 5 – Creating the blueprint – milestones and action plans</b>			
8:30 am	Coffee and Conversation		
8:45 am	Welcome & Start-up	Roger Parsons	
9:00 am	Review accomplishments: <ul style="list-style-type: none"> <li>• Requirements</li> <li>• Results from Working Groups</li> <li>• Blueprint</li> </ul>		Accept and commit to results so far
10:00 am	Brainstorm critical success factors and challenges <ul style="list-style-type: none"> <li>• For which of these can we take action to ensure our success?</li> </ul>		Identify critical success factors and challenges for which we can take action
10:30 am	Next Steps Action Plan What – How – Who – When		Develop next steps action plans with target dates
11:15 am	Communications Strategy <ul style="list-style-type: none"> <li>• Key Messages</li> <li>• Vehicles – Web site, Wiki, etc</li> <li>• Points of integration: who to inform, consult with, collaborate with, involve, or solicit support?</li> <li>• Elevator message</li> </ul>		Develop draft of communications strategy
11:45 am	Workshop Evaluation <ul style="list-style-type: none"> <li>• In workshop</li> <li>• After action –Survey Monkey</li> </ul>		Evaluate workshop results and process
12:00 pm	The Road Ahead – Perspectives from the Co-chairs <ul style="list-style-type: none"> <li>• Informal Panel Discussion</li> </ul>	Steve Kopach Co-chairs	Encourage collaboration and demonstrate support and commitment from key leaders of agencies
1:00 pm	Adjourn	Tech Team/Co-chairs	