

# **Incident Based Automation Phase II Strategic Planning Project Charter**



*May 7, 2004*

**1. Background**

This project, the Interagency Incident Based Automation Strategic Planning Project, is the second phase in a series of multiple projects that are intended to put in place an Interagency Incident Based Automation System.. The focus of this phase is to identify key business areas, conduct business area analyses, conduct strategic planning, and to provide a prioritized list of automation recommendations.

The following graphic displays the conceptual layout of the projects.

**NWCG Incident Based Automation Project Phases**

<b><u>Phase 1 - Project 1</u></b>	<b><u>Phase 2 - Project 2</u></b>	<b><u>Phase 3 - Multiple Component Projects (Modules)</u></b>
I-Suite Stabilization and Support Project (IRSS, ICARS, ITS, IAP)	Incident Based Automation Strategic Planning Project	Incident Based Automation Component Projects
<ul style="list-style-type: none"> <li>- Stabilize Application</li> <li>- Initiate Change Management</li> <li>- Provide User Support</li> <li>- Provide Application Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>- Identify Key Business Areas</li> <li>- Conduct Business Area Analysis</li> <li>- Conduct Strategic Project Planning</li> <li>- Prioritize and Recommend Phase 3 Projects</li> </ul>	<ul style="list-style-type: none"> <li>- Infrastructure Components</li> <li>- Business Area Components</li> </ul>

This project is chartered by of the National Wildfire Coordinating Group (NWCG). The NWCG was formed to expand operational cooperation and coordination of federal and state wildland fire agencies.

The expected duration of this project is 18 months from the date of charter signature. The current estimated costs for this project at the time of chartering range from \$1,000,000 to \$1,500,000. The cost does not include participating agency contributed salaries and travel.

**2. Project Name**

The name of this project is the Incident Based Automation Strategic Planning Project hereinafter referred to as the IBA – Phase 2 Project.

The name of the project team is the IBA – Phase 2 Project Team.

**3. Authority**

The IBA – Phase 2 Project Team is established by direction of the National Wildfire Coordinating Group. .

#### **4. Objectives and Goals**

The objectives of this study are to:

- 1) Identify and obtain agreement from NWCG Agencies on key incident business areas to be included in the strategic analysis and resulting planning documents.
- 2) Conduct business area analyses for the business areas identified by the IBA – Phase 2 Project Team and agreed upon by NWCG Agencies.
- 3) Develop a strategic plan that identifies recommended priorities for incident business area automation.
- 4) Utilize cost efficiencies by coordinating and sharing information with groups that are already formed for working on issues relating to incident processes.

#### **5. Organization**

The IBA – Phase 2 Project Team is under the direction of the Incident Business Practices Working Team (IBPWT) of the NWCG. The IRMWT will provide technical advice and guidance to the project. The IOSWT will be kept apprised of the actions and findings of the project, and will provide advice or guidance as appropriate. A business lead representing the interests of the business stakeholder community and operating under the authority of these groups will provide business direction and support to the Project Manager. The Project Manager has overall responsibility for the project.

The Forest Service is the Managing Partner Agency for the project. The Forest Service will fund the project; advertise, award and manage associated contracts; and accept financial and/or personnel contributions from other participating agencies.

#### **6. Organizational Staffing**

The IBA – Phase 2 Project Team will consist of representatives from the incident business and operations community. The Team will provide direction and support to a contractor that is conducting the study.

Team members from the incident business and operations community will be recruited through general interagency informal announcements. Team Members will complete project work as a supplement to their normal work. Team Member commitments include weeklong meetings, fieldwork in an incident setting, and follow-up work tasks related to each meeting. During the project, this equates up to 40% of a team member's work time.

The Project Manager is Jon Skeels; the Business Lead is Mary Ann Szymoniak.

The US Forest Service Information Systems Project Office on a fee-for-service basis will

provide all project administrative support.

## **7. Authority and Responsibilities**

The IBA – Phase 2 Project Team has the following authority and responsibilities:

- To travel, hold meetings, and develop materials pursuant to the completion of the IBA – Phase 2 Project.
- To award contracts in support of the project.
- To spend appropriated dollars to complete the project.

## **8. Deliverables**

The deliverables for this strategic planning project include:

- 1) **Project Plan.** The Project Plan will be used to:
  - a. Guide project execution
  - b. Document assumptions
  - c. Facilitate communication among stakeholders
  - d. Define key management reviews as to content, extent and timing
  - e. Provide a baseline for progress measurements and project control
- 2) **Listing of Key Business Areas to be analyzed.** The Project team will develop a list of recommended business areas to be analyzed based on historical documents that lead to the chartering of the team and input from the business community. The Team will also enhance the National Wildland Fire Enterprise Architecture (NWFEA) through close coordination with the NWFEA Steering Group.
- 3) **Document that provides NWCG approval of the business areas to be analyzed.** The NWCG parent group will approve the scope of the analysis.
- 4) **Strategic Plan** - a holistic review and high level analysis of the business areas will result in a strategic plan that will identify the needs for changes to current incident practices that may or may not be currently automated, as well as the interconnectivity requirements of the various incident management functions. The plan will display the “as is” and the “to be” functionality and will identify the strategies that are part of a business modernization plan and overall agency strategic goals. This plan will describe a modular approach to future development, providing management with the “big picture” of the interrelated incident management business requirements.
- 5) **Prioritized recommendations of opportunities for future process change and/or incident base automation.** By providing management with a prioritized list, decisions can be made based on available funding or resources; ability to contribute to efficiency and cost containment goals; and other influences that affect decisions.
- 6) **Prepare CPIC pre-select documentation** as appropriate to facilitate decisions by management.

## **9. Reports and Evaluation**

The IBA – Phase 2 – Project Team shall provide on a quarterly basis to the NWCG, a Project Status Report using the approved NWCG Status Report format.

The Project Manager will receive a written performance evaluation from the Business Lead with input from the NWCG IRM Program Manager that will be forwarded to the Project Manager's supervisor of record. The Project Manager will provide a written performance evaluation of each team member that will be forwarded to his or her supervisor of record.

**10. Approvals**

This charter is effective as of the date of approval by the NWCG membership. This charter may be amended upon recommendations of the IBA – Phase 2 Project Manager with the concurrence of the NWCG.

**Prepared & Submitted By:**

<i>/s/ M.A. Szymoniak</i>	<i>5/7/2004</i>	<i>/s/ Jon C. Skeels</i>	<i>5/22/2004</i>
_____	_____	_____	_____
Mary Ann Szymoniak, Business Lead	Date	Jon Skeels PMP, Project Manager	Date

**Recommended By:**

	<b>6/8/2004</b>		
<i>/s/ Hallie Locklear</i>			
_____	_____	_____	_____
Hallie Locklear, Chair Incident Business Practices Working Team	Date	Shari Shetler, Chair Information Resource Management Working Team	Date
		<i>/s/ Alice. R. Forbes</i>	<b>6/15/2004</b>
_____	_____	_____	_____
Mike Long National Association of State Foresters; Eastern States	Date	Alice Forbes, AD, Operations Fire & Aviation Management, USDA Forest Service	Date
_____	_____	_____	_____
Larry Hamilton, Director Office of Fire & Aviation, Bureau of Land Management	Date	Edy Williams Rhodes, AD Park Operations & Education National Park Service	Date

**Recommended By (Continued):**

**/s/ Lyle Carlile**

**6/15/2004**

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Phillip Street, Director  
Fire Management  
Fish & Wildlife Service

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Date

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Lyle Carlile, Director  
Fire & Aviation  
Bureau of Indian Affairs

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Date

**Approved By:**

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Kirk Rowdabaugh, Chair, NWCG  
National Association of State  
Foresters; Western States

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Date