

MONTANA ASSOCIATION OF GEOGRAPHIC
INFORMATION PROFESSIONALS

DRAFT
WORK PLAN

SEPTEMBER 2009

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TECHNICAL COMMITTEE WORK PLAN

NATE HOLM, CHAIR

I. Define a clear mission statement to focus and guide the Technical Committee's actions.

Current descriptions of the Technical Committee highlight its purpose as: responsible for planning and conducting the association's technical sessions as well as advising the board and membership on technical issues; works to encourage dialogue among members about GIS data development, data analysis, data access and training opportunities; to carry on the coordination activities previously undertaken by the Interagency Technical Working Group (ITWG) in promoting the development of the MSDI and data standards.

Estimated Timeline: Completion by October 21st, 2009 (MAGIP Fall Technical Session)

II. Formalize the process for developing best practices.

In order for the Technical Committee to be successful and efficient in its responsibility to coordinate standards, compile information, and then disseminate the resulting best practices to GIS users across Montana, a formal process to drive their creation must first be defined and implemented. This process would likely include the following:

- Topic Submission for Best Practice
- Technical Committee Review of Topic / Decision to Commit or Decline
- Call to "Experts" for Participation
- Develop and/or Document Best Practice
- Solicit Comment from MAGIP Members
- Best Practice Review / Edit
- Technical Committee Approval / Recommendation of Adoption by MAGIP Board
 - Advance to MLIAC for Endorsement

Estimated Timeline: Fall 2009 / Winter 2010

III. Standardize the documentation of best practices.

As best practices are developed by the Technical Committee, there should be a standard format through which the best practices are documented. This "template" will not only provide guidance as to what information should be included in the best practice, but it will also add a feel of cohesiveness and professionalism to the best practices when viewed as a whole. The "template" would likely include the following:

- A Short Background on MAGIP's Role in Creating Best Practices
- WHAT is the Best Practice
- WHY is it a Best Practice
- HOW Can the Best Practice be Implemented
 - o In addition to a write-up in the standard "template", the HOW portion may also need to incorporate additional materials (PowerPoint presentations, Webinars, How-To Documents, etc).

Estimated Timeline: Fall 2009 / Winter 2010

IV. Disseminate and Promote the Use of Best Practices.

Unless these best practices are put into use by the Montana GIS Community, a large amount of time and effort will have been wasted by the Technical Committee and its members in creating them. To this end, education will become a vital tool in promoting the best practices and might include:

- Use of the MAGIP Webpage to Compile Best Practices
 - o “One-stop-shop” to easily find all of the best practices.
 - o Each best practice might also incorporate PowerPoint presentations, Webinars and/or How-To Documents to promote its use.
- Increased Visibility of Best Practices as They Are Developed
 - o Announcements might be made via the MAGIP Listserv, the MAGIP Website, write-ups in *The Vector*, etc.
- Promotion of Best Practices at MAGIP Sponsored Events
 - o Technical Sessions, Intermountain GIS Conference, Regional GIS “Coffee-Talks” etc.

Estimated Timeline: Open-Ended, Occurs as Best Practices are Developed

V. Plan Fall Technical Session.

In order to host a successful Fall Technical Session that is beneficial to MAGIP members, planning should convene well in advance of the event. Planning for the 2009 Fall Technical Session began earlier than it has in years past and, from all accounts, is going quite well. Because of the variety of duties involved in planning such an event, it seems logical to involve individuals with a variety of backgrounds and specialties (whether on the Technical Committee or not).

*Estimated Timeline: 2009 Fall Technical Session Planning Completion – Fall 2009
2010 Fall Technical Session Planning Commencement – Spring 2010*

VI. Revitalize and Increase Participation on the Technical Committee.

The success of the Technical Committee hinges upon active participation by all of its members. Outreach to new members is vital, as is commitment from its current members. To build this foundation of committed individuals, the Technical Committee should work to welcome and include any interested parties. Means for outreach could include the MAGIP Webpage, write-ups in *The Vector*, and MAGIP Sponsored Events (such as Technical Sessions and Regional GIS “Coffee-Talks”).

Estimated Timeline: Open-Ended, On-Going

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PROFESSORIAL DEVELOPMENT COMMITTEE WORK PLAN
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STUART CHALLENGER, CHAIR

I. Mission statement from MAGIP web page.

The MAGIP Professional Development Committee is responsible for organizing the Intermountain GIS Conference in even-numbered years. It also plans workshops for other times, and is charged with ensuring that the continuing education needs of the membership are met.

II. Committee makeup.

The Professional Development Committee will be split into subcommittees responsible for specific programs. The subcommittees and timelines are identified below. The success of implementing the work plan will depend on volunteers coming forward to chair and serve on the subcommittees. The time line may vary depending on the interest and availability of subcommittee members.

III. Conferences subcommittee.

The PDC conference subcommittees are responsible planning the Intermountain GIS Conference and Spring Meeting on alternate years. Sub committees will be formed for planning each event. Following is a recommended time line for conference planning:

- Intermountain GIS Conference 2010, Bozeman. This subcommittee is active and planning is underway. The subcommittee will disband following the conference.
 - o Timeline; current
- Spring Meeting 2011. Identify location, chair and initial committee members at the 2010 Intermountain Conference. Subcommittee chair will recruit committee members and organize planning efforts.
 - o Timeline; 2010 Q2, Q3, Q4, 2011 Q1
- Intermountain GIS Conference 2012. Identify location, chair and initial committee members at the 2010 Intermountain Conference.
 - o Timeline; 2010 Q2 – 2012 Q2

IV. Web Training subcommittee.

The Web Training subcommittee will work closely with the Web Presence committee to identify and implement web based continuing education opportunities. Anticipated timeline:

- Recruit committee;
 - o Timeline; 2009 Q4, 2010 Q1
- Web enable existing content. Identify existing content that can be adapted for access from MAGIP web site;
 - o Timeline; 2009 Q4 – 2010 Q2
- Develop web based procedures;
 - o Timeline; 2009 Q4 – 2010 Q4
- Develop content;
 - o Timeline; 2010 Q1 - continuing

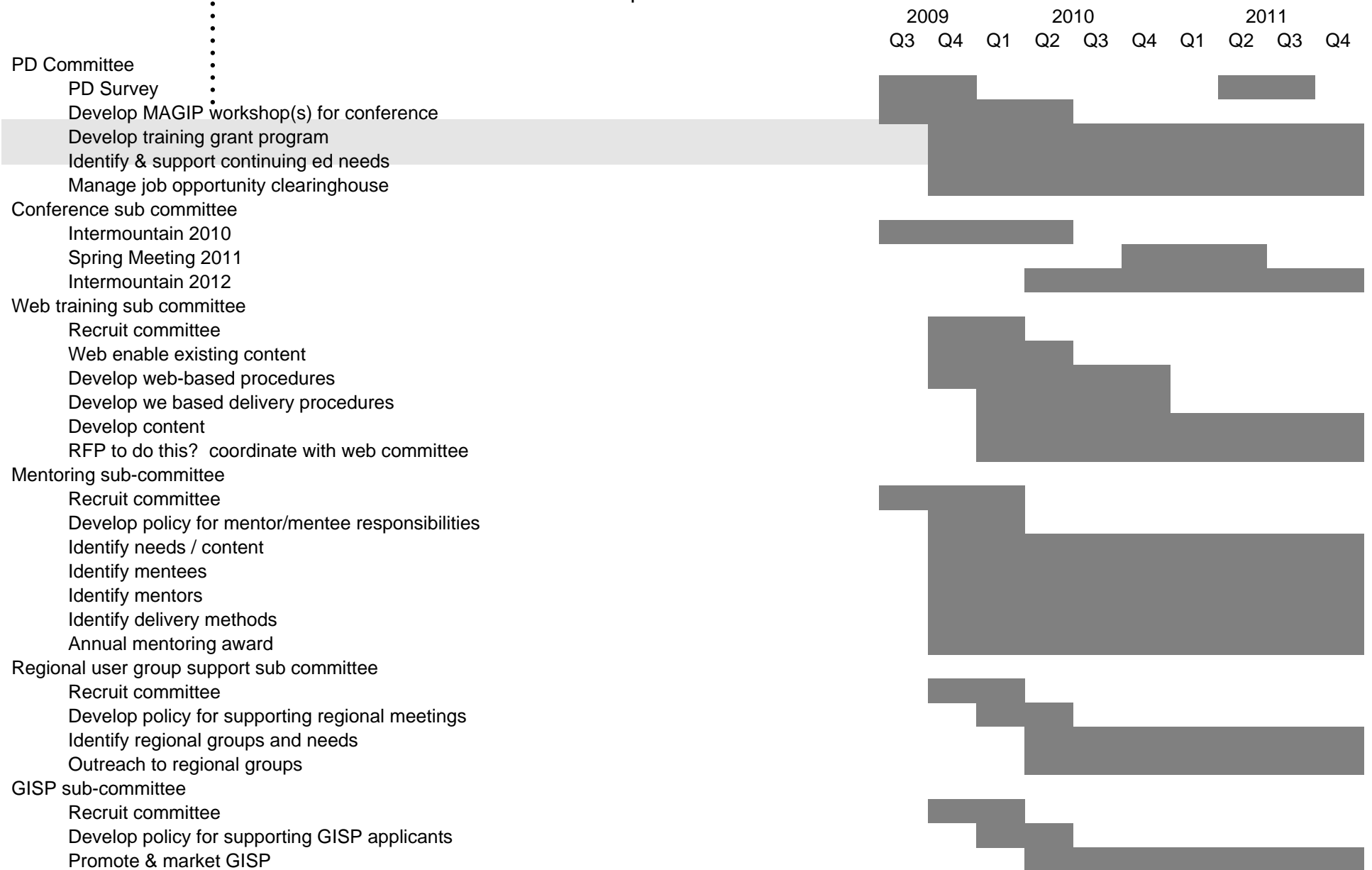


V. **Mentoring subcommittee. Chair, Diane Papineau**

The Mentoring subcommittee will identify and implement programs to assist members implement their projects and programs. Work will include identifying mentees and their needs, Identifying mentoring resources and constraints, and types of mentoring. Anticipated timeline:

- Committee recruitment
 - o Timeline; 2010 Q4
- Needs/process assessment. This will include a session at the Intermountain Conference for member research and input.
 - o Timeline; 2010 Q1, Q2
- Write draft proposal for MAGIP input and Board approval, including funding.
 - o Timeline; 2010 Q2
- Pilot project with a few mentors and mentees. This may result in a revised needs assessment leading to program guidelines and final Board approval.
 - o Timeline; 2010 Q3, Q4
- Publicity and implementation
 - o Timeline; 2011 Q1 – continuing

MAGIP Professional Development Committee Work Plan **DRAFT**





EDUCATIONAL COMMITTEE WORK PLAN

STEPHANIE ANDERSON, CHAIR

I. Define a clear mission statement to focus and guide the Education Committee's actions.

The current Education Committee mission can be found in the MAGIP Constitution and Bylaws as referenced below.

“Education. The Association shall (a) provide an objective educational forum without political, social, or financial bias, (b) foster the exchange of ideas and studies focused on the planning, operation, and consequences of geographic information, and (c) promote professional interaction, stimulate research, encourage publication, and generally aid the advancement of its members and other organizations having related objectives.” (Constitution, Article II, Section I).

“...to promote the exchange of Geographic Information Technology to K-12 schools, colleges, universities and the public through grants, scholarships, training and mentoring.” (Bylaws, Article X, Section I).

We would like to define a mission statement that clarifies the purpose of the Education Committee, in part by distinguishing it from the mission of the Professional Development Committee where the distinctions overlap.

Estimated Timeline: Completion draft for Board review by October 21st, 2009 (MAGIP Fall Technical Session)

II. Review/Continue Higher Education Scholarship Program.

We propose to review and possibly recommend revision to the scholarship award practices. One area for consideration is the affect of GIS related scholarship programs funded by individual Universities.

Estimated Timeline: Fall 2009 / Winter 2010 and again the following year if deemed necessary

III. Review/Continue K-12 Curriculum Grant.

We propose to review and possibly recommend revision to the curriculum grant practices. One area for consideration is the resolution of use of grant monies for a stipend to allow recipients to participate in the activities to be funded. This suggestion was made in committee last year and should be addressed before the next Grant Committee convenes.

Estimated Timeline: Fall 2009 / Winter 2010

IV. Explore potential areas for further development by the Education Committee.

We intend to increase involvement of the Education Committee and the MAGIP membership in pursuit of the education related goals of the MAGIP Constitution beyond the awarding of scholarships and grants. Suggestions to explore are:

- Geo mentoring
- Virtual trunk \$1k
- Web technologies
- Increased awareness of available datasets
- GIS Day

Estimated Timeline: On-going, with the exception of GIS Day which I would propose having a plan for by September 30th of each year.

V. Address state school license for ESRI products.

We propose to review the status of state school ESRI licensing. It our my understanding that ESRI would be willing to honor past payment arrangements. Our goal is to review the licensing situation and assist in exploring means of funding \$7,000-\$8,000 annually. Another goal is to identify an administrator who will be able and willing to provide consistent, long term support.

Estimated Timeline: Make contacts and review quarterly until all goals are met.

VI. Identify problems that inhibit the success of the Education Committee’s mission and possible solutions.

One problem identified by the Board is the lack of GIS in school curriculums. We would like to improve this situation by increasing outreach to teachers and youth programs as well as by encouraging teachers utilizing GIS in the curriculum to share their knowledge and experience with others. We will work with Board to develop a strategy. Then we would encourage the distribution of information about our programs and mission concurrently with the announcement of the upcoming year’s grants and scholarships.

Estimated Timeline: Open-Ended, On-Going, initial strategy development by October 21st (Fall Technical Session).

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PROPOSED MAGIP OPERATIONS/ADMINISTRATION/BUSINESS COMMITTEE WORK
PLAN
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2009-2010

Proposed Oversight Committee

Goal 1 – Create a new committee to have direction over MAGIP subcommittees and other MAGIP ongoing tasks/projects.

Objectives:

- 1) Create proposed committee – September 2009
 - a. Recruit committee members
- 2) Develop committee mission statement – December 2009
- 3) Review and further develop work plan to see if the committee needs to address other issues – Ongoing

Web Subcommittee

Goal 1 – Create a Website that fosters both organizational and individual professional development while providing current, easily accessible information.

Objectives:

- 1) Prepare a mission statement (Fall 2009)
- 2) Re-organize existing site and evaluate content (Fall/Winter 2009/2010)
 - a. User review – what do our users really want to get to and how can we organize the existing site to better provide it?
- 3) Design Database /content (Fall/Winter 2009/2010)
 - a. Web and admin content
- 4) Research hosting / maintenance / member administration options (Fall/Winter 2009/2010)
- 5) Achieve functionality (Spring 2010)
 - a. Prioritize and modularize
 - b. Public and administrative sides
- 6) Issue RFP for development (Summer 2010)
 - a. Development
 - b. Hosting
 - c. Maintenance
 - d. Functionality modules

Larger issues to consider:

- How much money is this going to require?
- How will we accomplish long-term maintenance?
- Consider formalizing a Marketing and Membership Committee and Web committee becomes a sub-committee of this



Marketing Subcommittee

Goal 1 – The Marketing Subcommittee will contract out for Graphic Design work and explore costs/opportunities for MAGIP printed materials.

Objectives:

- 1) Develop a Graphic Image for MAGIP
 - a. *RFP for Logo and Graphic Design Work – August 2009 – COMPLETE*
 - b. Contract & Logo in development – Sept 1, 2009
 - c. Introduce Logo at Tech Session – October 14, 2009
 - d. Work with contractor on other Graphic Design Projects – November 2009
 - i. Web Banner
 - ii. Stationary
 - iii. Letterhead
 - iv. Conference Posters
 - v. Vector Template
 - e. Research Printing costs for MAGIP paper products – November 2009
 - i. Stationary
 - ii. Vector
 - iii. Conference Mailings
 - iv. Conference Banners
 - v. Membership renewal letters
 - vi. Brochures
- 2) Incorporate the logo into our program to promote our organization overall (Goal 2)

Goal 2 – The Marketing Subcommittee will create and implement a MAGIP marketing strategy for the overall promotion of MAGIP.

Objectives:

- 1) Research Marketing Strategies for Nonprofit associations – December 2009
- 2) Create first draft of the Marketing strategy – February 2010
- 3) Obtain MAGIP Board approval of Marketing Strategy – March 2010
- 4) Implement Marketing Strategy – May 2010

Membership Subcommittee

Goal 1 – Create a new subcommittee to focus on advancing, developing, and increasing MAGIP membership and its benefits.

Objectives:

- 1) Create Subcommittee – November 2009
- 2) Recruit Members – December 2009

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- 3) Create mission statement – January 2010
- 4) Create Membership plan – April 2010
- 5) Develop work plan further - ongoing

The Vector

- 1) Create/Publish Quarterly Issues of the Vector – Annually
- 2) Work with Marketing Subcommittee for paper printing costs & Vector Template – December

Elections

- 1) Review bylaws and make recommendation to MAGIP Board – December 2009
- 2) Set elections time line – February 2010
- 3) Start recruitment for new Board representation – February 2010
- 4) Create 2010 elections committee – March 1, 2010
- 5) Complete elections