Existing Vegetation Technical Guide Implementation Management Team Charter

Date: May 02, 2014

To: Existing Vegetation Technical Guide Implementation Management Team

From: Associate Deputy Directors

Cc: Sustainable Landscape Management Board of Directors

Executive Sponsor(s)	Resource Areas
Associate Deputy Directors	NFS, S&PF, R&D

Team Name	Project Name/Job Code	Term
Existing Vegetation Technical Guide Implementation Management Team	_____	May 02, 2019

This team is chartered to coordinate technical implementation of the Existing Vegetation Classification, Mapping and Inventory Technical Guide (GTR WO-90) including identification of necessary updates and revisions resulting from change management requests.   Specifically, the team will coordinate:

- Review of proposed national policy and guidance for consistency with the Technical Guide
- Stakeholder communications regarding existing vegetation classification, mapping, and inventory methods
- Training content and delivery programs
- Review proposed changes to FS corporate information system application business requirements for consistency with the Technical Guide
- Proposed changes to FS geospatial standards and geo-database design

SCOPE

The scope of this charter covers activities implementing methods and techniques described in the Technical Guide, including coordination of stakeholder communications, user training, FS analysis and data management applications, geospatial management standards, and change management. Identifying changes in data repository and application requirements are within the scope of this charter. Development of those program support elements necessary to implement data repository systems or applications are outside the scope of this effort.

OPERATING PRINCIPLES

Team operations will adhere to a combination of operating principles established in FSM 1940 - Inventory, Monitoring, and Assessment Activities, Information Systems Strategic Framework (2010) and the Inventory, Monitoring, and Assessment Process Improvement Strategy (2013).

Key elements of these strategic documents and the Information Resources Decision Board funding review and authorization for the Management Team's operations are based on the Performance Reference Model[1]. This model emphasizes:

Mission Results: Strategic Alignment with Agency Business Requirements

Classification and mapping of existing vegetation is fundamental to the stewardship, conservation, and appropriate use of National Forest System and State and private resources within the United States. Similar business needs extend to and are an important aspect of addressing an emerging issues associated with international forest and rangeland conservation efforts and practices. Accurate, consistent, and high quality classification and mapping of existing vegetation is critical for meeting agency business requirements for planning, assessments, inventory, and monitoring at various operational scales.

Methods, standards and protocols must be compliant with the FGDC Vegetation Classification Standards and the National Vegetation Classification System supporting the FGDC standards to provide the foundation for conservation of resources across larger landscapes and between conservation partners. A comprehensive analysis of current and emerging agency business requirements is documented in the *Existing Vegetation Classification, Mapping and Inventory Business Requirements Analysis* (v2.2) - November 10, 2011. As agency and Federal standards and business requirements change, this reference will be updated to serve as a foundation for the Management Team's change management process.

An important role of the Management Team will be to identify emerging business needs and their relationship to existing guidance and policy that serves as the framework for methods described in the Technical Guide. This includes (1) identification and framing of policy issues and options for the SLMBOD's consideration and (2) identification of revisions and updates to methods described in the Technical Guide to ensure they are aligned with agency business requirements.

Business Results: Project Risk Management

Funding authorization for implementation, including operations and maintenance (i.e., steady-state) by the Information Resources Decision Board places emphasis on effective management of project resources and risks associated with project goals and objectives. This emphasis includes (1) the use of established project management principles and techniques to ensure task and activity coordination are accomplished efficiently and are transparent to affected stakeholders and (2) involvement and

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[1] FEA Consolidated Reference Model Document, V2.3. October 2007.
http://fsweb.wo.fs.fed.us/irm/bao/IRGov/documents/FEA_CRM_v23_Final_Oct_2007.pdf

engagement of technical experts and scientists needed to address technical and policy issues identified during implementation or change management procedures.

Technology and Process/Activity Solutions: System Coordination

Proposed revisions or updates to protocols and related standards should be managerially relevant, financially feasible, and scientifically valid. Implementation must remain focused on and coordinate the relationships between (1) vegetation resource information standards established to meet agency business needs at multiple mapping levels as defined in the Technical Guide, (2) use of best available science, technology, and methods to develop vegetation classifications, maps, and to design and conduct inventories, (3) enterprise information management systems and applications supporting agency business needs, and (4) stakeholder communications and training.

Customer Results: Stakeholder Engagement and Support

Given the ubiquitous need for accurate and consistent information on existing vegetation resources within the agency and its domestic and international conservation partners, continued involvement and representation of stakeholders is essential. Reduction of duplicate systems and greater efficiency in developing and analyzing existing vegetation data and information can only be achieved if stakeholders are engaged and participate in standardization efforts. Implementation efforts must ensure (1) involvement and engagement of affected agency staff and key conservation partners, (2) readily accessible and current technical information resources, (3) improved access to existing vegetation data and information, and (4) an integrated training program and delivery system.

GOVERNANCE AND ORGANIZATION

Within the Forest Service there are a number of technical experts in the field of vegetation classification, mapping, and inventory that reside in different Deputy areas and organizational levels.   To assure business needs are adequately addressed, representatives from other disciplines, such as wildlife biology, range management, fire/fuels management, and agency partners must be engaged in the implementation and maintenance of the revision Technical Guide.

The composition of various teams or groups involved is designed to foster representation of the breadth of expertise and perspectives in the agency and partner organizations and to encourage efficient operations by managing time commitments required of participants.

Executive Sponsor: Oversight and Decision Authority

The **Sustainable Landscape Management Board of Directors** (SLMBOD) is comprised of Washington Office Directors with direct responsibilities in vegetation management or strong program relationships to existing vegetation data and information in their respective mission areas. As the Executive Sponsors of the Technical Guide revision effort, the SLMBOD desires to: (1) ensure consistent and coordinated implementation of the revised technical methods and standards across multiple Deputy and program areas and (2) maintain consistency with Federal Geographic Data Committee Standards, use of best available science, and

technological advances by implementing and supporting a robust change management system.

Collectively, the members of SLMBOD provide oversight and have decision authority required to achieve these goals.

Management Team: Implementation Coordination

The ***Existing Vegetation Technical Guide Implementation Management Team*** (***Management Team***) provides technical and policy review of products being developed, monitors project progress, and provides policy recommendations and resolves technical and coordination issues identified by the Technical Working Groups.

The Management Team will foster external conservation partner engagement and reviews as appropriate and maintain a list of associated organizations and contacts that should be involved and consulted. Representatives on the Management Team will provide updates on progress and issue resolution to their respective communities of interest/practice.

The Management Team includes representatives agency Deputy programs and key conservation partners from:

National Forest System
- Forest Management
- Range Management
- Ecosystem Management Coordination – Resource Information AD
- Engineering - Remote Sensing Applications Center
- Natural Resource Manager – User Support Program Manager

Research and Development
- Quantitative Sciences -FIA Program Manager
- Northern Research Station FIA - National Inventory and Monitoring Applications Center)

State and Private Forestry
- Fire and Aviation Management (LANDFIRE Program Manager)
- Forest Health Protection (FHTET Director)

National Forest System Regions
- Regional Natural Resources Director
- Regional Resource Information Officer

To facilitate coordination efforts the following ad hoc members are encouraged to participate as full members of the Management Team:

- FS FGDC subcommittee chair for Vegetation Classification
- National Association of State Foresters

This team will be lead by a ***Management Team Chair*** who will be a National Program Manager, serve as the project manager, and keep the Executive Sponsors informed of policy issues and recommendations, team operations, and coordination needs

The tenure of the Management Team Chair will be for one year and will rotate among National Program Managers who are members of the Management Team. The

current Development Steering Team Co-Chair(s) will serve a one-year term as Management Team Chair to provide continuity between the development effort and implementation. A **Vice-Chair** will assist the Management Team Chair with team operations and provide backup and ascend to the role of Management Team Chair to assure continuity of operations with the exception of the first term, which will span two years

The Management Team Chair will work with the Technical Work Group Leaders to establish the membership of Technical Working Groups, provide logistical support, meeting planning and execution, and provide technical expertise as necessary to support successful and timely completion of work assignments.

Technical Working Groups: Coordinated Technical Solutions

The Management Team may charter **Technical Working Groups** to address specific issues, develop recommendations, and draft technical materials. Technical Working Groups will draft changes and additions to the technical guide, review interim work products, and address change management requests. Working Groups will ensure internal reviews are obtained from Regional, Station, and Area staffs, and other organizational levels as appropriate.

Members of these Technical Working Groups will be drawn from various sources, including Regions and WO Technical Centers. Technical specialists from conservation partners will participate on technical working groups, as appropriate. Technical Working Groups should have at least one member from the Management Team. The Technical Working Groups will coordinate through, as well as provide updates and reports to, the Management Team.

Management Team and Technical Working Group members' participation will be approved in writing by their supervisors prior to engaging in this project.

The Technical **Working Group Leaders are** responsible for accomplishment of the assigned issues and objectives. Additional responsibilities include: meeting management, facilitating agreements with Work Group members on task assignments, scheduling, and monitoring. The Work Group Leader will participate in Management Team meetings to provide updates on progress and bring forward issues and recommendations identified by the Work Group.

EMC and NFS BASS staff will provide project support for web services, contract administration, financial management, and administrative support.

Consultation with attorney advisors from the Office of the General Counsel may occur during the course of this effort and must be coordinated with the EMC staff and the SLMBOD.

DELEGATION OF RESPONSIBILITY AND AUTHORITY

The Management Team Chair and Vice-Chair for the Vegetation Technical Guide Implementation Management Team and are authorized to ensure team products and operations adhere to the scope and principles described in this Charter. They are responsible for internal communication among project team members and for cooperation with responsible resource staff and other Forest Service business areas.

Responsibilities: The Management Team Chair and Vice-Chair are responsible for:

- Serving as the primary point of contact for the NFS Resource Information Portfolio Manager and agency resource staff areas
- Ensuring that team members know their responsibilities
- Identifying key stakeholders and planning an appropriate communication strategy
- Monitoring team member performance
- Tracking overall project performance and reporting performance metrics
- Preparing a detailed project plan and gaining agreement from the Executive Sponsor
- Maintaining a project record with all project correspondence and work products.
- Providing quarterly status reports to Executive Sponsor representatives.

Authorities: The Management Team Chair and Vice-Chair are delegated the following authorities:

- Authority to direct the efforts of the management team and supporting work groups.
- Access to Executive Sponsors or their representatives on all matters related to this effort.
- Management and allocation of the project budget, including access to financial reports related to project expenditures and team member participation records.
- Negotiate directly with supervisors of team members to secure approval for participation and resolve issues regarding work priorities and schedules.

TEAM BUDGET AND RESOURCES

Funding and resources available to support team operations will be outlined in the Information Resources Portfolio Manager (IRPM) funding request, recommended annually by the Information Resources Decision Board, and subject to approval by the FS Executive Team. The following funding profile was submitted for FY15 and will be updated annually as needs are identified and funding review/decision making occurs.

Steady-State Life Cycle Budget Profile (Thousands of Dollars)

Life Cycle Cost Element	FY15	FY16	FY17	FY18	Total
Services					
Support Services					
Supplies					
Staff Personnel					
Non-Staff Personnel					
Intra Government Agreements					
Total					

AUTHORIZATION

Name: _[signature]_ Date: 5/2/14

Title: Associate Deputy Chief, NFS

Name: _[signature]_ Date: 5/5/14

Title: Associate Deputy Chief, R&D

Name: _Debra S. Pressman_ Date: 5/7/14

Title: Associate Deputy Chief, S&P