ENTERPRISE GEOGRAPHIC INFORMATION SYSTEM (GIS)
2003 PROJECT STATUS UPDATE

Recommendation

The Commissioner of Economic/Technology Development and Communications, in consultation with the Director of Information Technology (IT) Services, recommends:

1.   That this report be received for information.

Purpose

The purpose of this report is to provide Council with quarterly updates on the status of the Geographic Information System (GIS) development, and related activities. This update covers the period from January 2003 to June 2003. The next update will be presented to Council in September/October of this year.

Background - Analysis and Options

In general, all GIS development projects and related activities progressed in conformity with the Council-approved Enterprise GIS Strategy. Based on the experience gained last year, some adjustments to the overall GIS development team structure, project management approach, and corporate stewardship were implemented. These adjustments are designed to improve the overall effectiveness of the Enterprise GIS Strategy implementation.

GIS Development Team Structure

The Web and GIS Development team was moved from the Economic/Technology Development Department to the Information Technology (IT) Services Department. This change was implemented in response to the need to have rigorous IT standards and methodologies applied in the implementation of enterprise GIS solutions. Reporting to the Director of Information Technology (IT) Services, the Web and GIS Development group is now fully integrated with the rest of the IT Services Department, ensuring that the GIS solutions are subjected to proven IT industry systems development, deployment, integration and quality assurance practices and standards.

Project Management Approach

The Project Management methodology for GIS functionality development, GIS vendor/consultant management, and GIS budget administration was redefined and formalized. This improvement in Project Management methodology was necessary to ensure that the ever increasing volume of GIS project activities were effectively managed and continued to be completed on time and within budget. Based on this approach, the Enterprise GIS Year 2003 Projects were clearly defined and all have a standard set of tangible deliverables. For each project, expectations and deliverables are established through workshops with end-users, ensuring user expectations are being reflected in the GIS work plan. Regular meetings with the GIS vendor/consultant are being held to ensure clear understanding of expectations, and conformity to the established work plan and deliverables. The GIS project budget is now directly linked with the work plan and projects deliverables. Project expenditures are now tracked against project deliverables and payments are made that are commensurate with the GIS vendor/consultant's work effort against the work plan.

Corporate Stewardship

A corporate GIS Steering Committee is in its final stages of being established. The establishment of this committee is essential for ensuring effective implementation of the Enterprise GIS Strategy and continuing stewardship of the GIS related activities beyond the implementation stage. The corporate GIS Steering Committee will be made-up of senior decision makers, representing key users of the enterprise GIS. The committee will ensure that the GIS related activities have relevance to the City's strategic objectives and/or organizational operational objectives, and that appropriate resources are secured and committed to achieve short-term and long-term Enterprise GIS Strategy objectives.

Current GIS Projects Status

The Enterprise GIS Year 2003 Projects Schedule (Attachment A) has been finalized in April 2003. In total, 16 distinct projects have been identified in the schedule. These projects are directly related to the Enterprise GIS Strategy and emerging end-user requirements. Each project has a set of consistently defined deliverables that are compiled in close consultation with end-users, and are being reviewed on regular basis with the GIS vendor/consultant for compliance. To date, all project deliverables are in compliance with expectations in terms of quality and value.

Work activities by the GIS vendor/consultant, internal GIS staff and users are progressing on time. There are no notable delays, despite a recent departure of one GIS (contract) team member. The staffing situation is expected to improve, once the approved GIS job vacancies are filled. This process is currently underway and is expected to complete before the next GIS Project Status Update to Council.

Of the $733,000 approved budget for this year's GIS projects, $100,000 have been approved for payment. This amount represents an agreed to retainer in order for the GIS vendor/consultant to begin their work. Further payments will be approved, once specific project deliverables are completed and accepted by the City.

Conclusion

In general, all GIS development projects and related activities are progressing in conformity with the Council-approved Enterprise GIS Strategy. The improvements to the GIS development team structure, project management approach, and corporate stewardship were implemented. These adjustments are showing improvements to the overall effectiveness of the Enterprise GIS Strategy implementation. Specifically, GIS deliverables are now more tangible and comply with user expectations, the GIS project expenditures are directly linked with project deliverables to ensure quality and value of GIS solutions, and there is an increasing end-user commitment to ensure effectiveness and sustainability of GIS benefits, as envisioned in the Enterprise GIS Strategy.

The overall GIS Year 2003 Project Schedule is being implemented on time and within the approved funding limits.

Attachments

Attachment A – GIS Year 2003 Project Schedule (as of end of May)
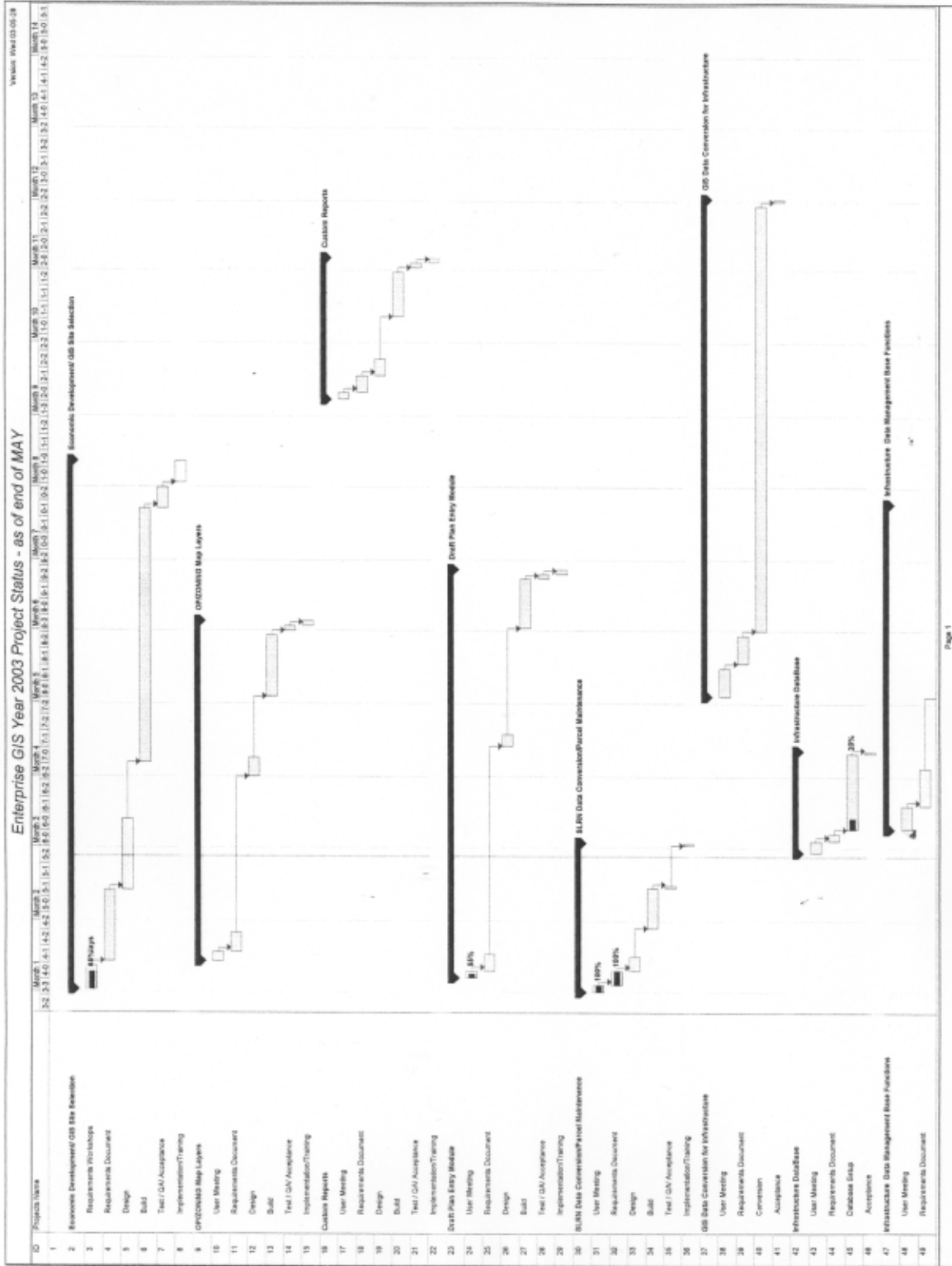
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Respectfully submitted,

FRANK MIELE, Commissioner
Economic/Technology Development
and Communications

DIMITRI YAMPOLSKY, Director
Information Technology (IT) Services

Attachment A- GIS Year 2003 Project Schedule (as of end of May)

Attachment A - GIS Year 2003 Project Schedule (as of end of May)

Enterprise GIS Year 2003 Project Status – as of end of MAY

ID	Projects Name
50	Design
51	Build
52	Test / QA/ Acceptance
53	Implementation/Training
54	Infrastructure Data Management GIS Functionality
55	User Meeting
56	Requirements Document
57	Design
58	Build
59	Test / QA/ Acceptance
60	Implementation/Training
61	Infrastructure Data Management Support Tools
62	User Meeting
63	Requirements Document
64	Design
65	Build
66	Test / QA/ Acceptance
67	Implementation/Training
68	GTA Enhancements and Upgrades
69	User Meeting
70	Requirements Document
71	Design
72	Build
73	Test / QA/ Acceptance
74	Finance Department Implementation of GTA Application
75	User Meeting
76	Requirements Document
77	Design
78	Build
79	Test / QA/ Acceptance
80	Implementation/Training
81	GIS Development Tool Adoption
82	Implement
83	Production Cutover
84	Information Resource Management (IRM)
85	Workshops
86	Report
87	Building Permit Spatial Enable
88	User Meeting
89	Design
90	Build
91	Test / QA/ Acceptance
92	Customer Complaints Tracking Spatial Enable
93	User Meeting
94	Requirements Document
95	Design
96	Build
97	Test / QA/ Acceptance