

Project Status Report

Project Name: Imagery Business Plan and Best Practices Report
Focus Area: California
Product/Process: Reports

Prepared By:

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1 PROJECT STATUS REPORT PURPOSE

The Project Status Report will be a document that we use as a means of formal regular reporting on the status of the Imagery Business Plan and Best Practices Report project to key project stakeholders.

2 PROJECT STATUS REPORT - 02/01/2008 – 02/29/2008

Online Survey

In order to gather a sense of how imagery has been collected by groups of interested agencies, we conducted a focused survey with those entities that had completed or were in the process of gathering imagery through various collaborative processes. We received a total of 16 responses. We prepared a preliminary report on the online survey discussing several key elements from the survey which included participants, region & size of the collaborative, resolution & accuracy of the project, additional products, project implementation and project duration.

Workshops

For the Workshop Phase we conducted a total of five workshops with the following five collaboratives:

- Channel Islands Regional GIS Collaborative
- Los Angeles Regional Imagery Acquisition Consortium
- Sacramento Area Council of Governments
- Association of Monterey Bay Area Governments
- San Diego Association of Governments

Each of these collaboratives had recently had an imagery acquisition project or was just beginning a new imagery acquisition project so they had valuable information about the critical success factors and lessons learned that we were looking for to build a business plan and best practices report. The following is a sample agenda for the work sessions:

Workshop – CA Imagery Business Plan & Best Practices Project

Date: February 21, 2008

Time: (1-2) hours

Location: San Diego

Participants: SANDAG members

Proposed Meeting Agenda for Workshops

Workshop Purpose: The workshop will explore criteria such as digital imagery standards, scope, stakeholder participants, project staffing, project management, project schedule, data sharing, costs, funding considerations, etc. The purpose of the workshops in five locations will be to have the audience in attendance provide more in depth discussion of the issues encountered during your imagery acquisition project.

- Introduction of Participants
- Review Brief Description of the Work Plan
- Review Online Survey – Identification of key individuals that relate to the success of this project.
 - Review the list of participants (20) included in the online survey and the list of potential case studies (4 to 5) throughout California.
 - Report on the findings from the survey.
- Interactive Discussion re. Business Plan Themes
 - Business Plan Development
 - Project Implementation Management
 - User Access and Distribution
 - Success Criteria Identification
 - Lessons Learned
- Meeting Recap & Next Steps

We have gathered an immense amount of valuable information from these five case studies. We need to analyze this data and find the common threads that we can then develop into a preliminary outline of the elements necessary to build an effective imagery acquisition business plan and best practices report. That is our next step.

During the first two weeks of March we will develop this outline and have it posted on the CGIA website for review.

- **Budget Report** – 70% of budget used to date
- **Risk Management** – No apparent risks to manage at this time
- **Issues Report** –No apparent issues at this time
- **Project Recommendations** - None

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