

Annual Report

2008

Office of Resource Conservation (ORC) Management Activities Tracking System

(MATS Phase II)

T-15-P-1

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ILLINOIS DEPARTMENT OF NATURAL RESOURCES

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Project Number: T-15-P-1

Project Title: Office of Resource Conservation (ORC) Management Activities Tracking System (MATS) Phase II

Start Date: 30 September 2005

End Date: 01 August 2011

Project Coordinator: Chad Bartman, IDNR, Division of Wildlife Resources.

Amendment 3:

Effective Date: 29 July 2008

T-15-P-1, Amendment No. 3, documents a number of changes to T-15-P-1 over the past year. Though the prioritization of needs process (Job 1) it was determined that the Division of Wildlife Resource's WILDLIFEHABITATMATS would be the next MATS module to be constructed. As a result, project coordination was handed over to the Division of Wildlife Resources. Changes also include the deletion of the BATS component (Amendment 2, Job 3) and the injection of a Project Management Methodology (PMM) (Amendment 3, Job 3).

Current Jobs: (Amendment 3)

1. Prioritization of need among ORC divisions and / or programs

As reported in 2006 Annual Report for this project, Job 1 has been completed.

2. Functional analysis of chosen MATS module (component)

As put forth in Job 3, the functional analysis of MATS will be completed under the guidance of a contracted Project Manager (PM). As of this time, the Division of Wildlife Staff is in the process of collecting the required data from the division's numerous programs used to assess and place wildlife habitat on the landscape. The data collection and assessment includes the following:

- a. Assessment and detailed analysis of 30 Private Land Habitat Plans (Acres for Wildlife Program) from 30 different Wildlife Biologist.
- b. Assessment of required documentation for W-76-D Statewide Public Lands Wildlife Habitat Development Project.
- c. Assessment and detailed analysis of Public Land Habitat Development (Plan of Work Process).
- d. Creation of Geodatabase of Wildlife Division's Focus Areas and Conservation Opportunity Areas.
- e. Assessment and detailed analysis of ORC Burn Plan Policy and documentation.

3. Establish a Project Management Methodology.

Under T-15-P-1 Amendment No. 3, a (PMM) will be established to construct a systematic approach to IT development, design and deployment. Currently, a cost estimate, from a contracted vendor, for the first phase of the PMM (Requirements Analysis) has been produced and is under review by the Division of Wildlife (Appendix A). The Division of Wildlife Resources is proceeding to contract a PM through the State of Illinois Master Contract Technical Support Program (TSP) process. Specific PMM Tasks completed includes the following:

- a. Creation of WILDLIFEHABITATMATS Project Team, including private and public lands wildlife biologist, heritage biologist, and forestry biologist.
- b. Initial project evaluation by contracted PM Business Analyst.

4. Design of logical database structure as well as web-based interfaces (application server technology will be included at this time)

Job 4 will be implemented upon the completion of Job 2/3.

5. Construction, testing, and deployment of MATS module (testing of wireless services and equipment will be included at this juncture)

Job 5 will be implemented upon the completion of Job 4.

Wildlife - Habitat Requirements Analysis

For

Department of Natural Resources
Office of Resource Conservation
Division of Wildlife Resources

Submitted to

John Buhnerkempe,
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Submitted by



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Requirements Analysis – Wildlife – Habitat Project

Introduction

Capitol Strategies is the leading provider of IT related consulting, staffing, and recruiting services to State of Illinois government. While currently providing these services to various large and small agencies, Capitol Strategies has developed a long list of satisfied and impressed references.

The Office of Resource Conservation (ORC), Division of Wildlife, is seeking a business partner to assist them perform the requirements analysis and develop a solid requirements document identifying the requirements necessary to meet the needs of the Habitat Programming area.

This proposal, provided by Capitol Strategies, provides an overview of the information we will be seeking to build a requirements document. Also contained in this proposal is the estimated cost to complete the requirements analysis and develop a Requirements Analysis document. The basis for this estimate was a two hour “pre-analysis” meeting conducted on October 15, 2008, with the Division of Wildlife staff. The intent of this meeting was to get basic information about the project in order to provide a more accurate estimate to complete the Requirements Analysis. The scope of this Statement of Work may be change if additional information is discovered or requested; however, any changes in scope will be handled through the Change Management plan developed as part of the Project Management tasks and as required by the ORC Project Management Methodology.

Statement of Work

1. Requirements Analysis
 - a. Complete the necessary steps in cooperation with the staff from the Division of Wildlife, and other Divisions within ORC as deemed necessary by the Project Sponsor.
 - b. Refer to Attachment A for an overview and summary of the “pre-analysis” meeting.
 - c. Refer to Attachment B for the summary of estimated costs to complete the Requirements Analysis Document.
 - d. Refer to Attachment C for a detailed explanation of the estimated costs to complete the Requirements Analysis Document.

Deliverable for this Statement of Work: Business Requirements for Wildlife Habitat Project

Appendix A

Attachment A

Division Overview:

The Wildlife division of DNR consists of three main Programmatic Units:

1. Wildlife populations
2. Wildlife habitat
3. Customers

The Division has decided to prioritize the Wildlife Habitat Programmatic Unit. Habitat consists of three main Functional Units:

1. Farm and Prairie program.
2. Wetland program.
3. Forest program.

These Functional Units perform the same basic activities:

1. Purchase land with State funds.
2. Purchase land with Federal Funds.
3. Negotiate with private land owners, using incentive programs, to incorporate private land into adjacent State/Federally purchased land.
4. Monitor species in the incorporated areas.
5. Establish, manage and improve the habitat.
6. Evaluate the management of the incorporated area against original needs assessment and Divisional Strategic Plan.
7. Report activities and progress to interested parties.
8. Report activities and progress to Federal Agencies as part of Grant conditions and continued funding re-imbusement.
9. Partner with other DNR divisions, other State Agencies, Federal Agencies, NGO's and private entities to manage natural wildlife habitat and species.

Wildlife Division Goals:

1. Establish a manager/coordinator for each of the three logical units above.
2. Re-align field staff from district-based units (2-3 counties) to landscape-based units.
3. Proactively plan for the potential retirement of approximately 40% of the Wildlife Division field staff in the next 4-5 years.
4. Define and develop habitat units.
5. Standardize business processes associated with:

Appendix A

- a. Species monitoring and data collection (automation, SharePoint)
 - b. Effective resource planning and use
 - c. Efficient coordination and prioritization of habitat-management activities.
 - d. Effective, efficient, timely activity monitoring.
 - e. Link activities to Land Use Plan needs assessment.
 - f. Automate generation of Land Use Plans:
 - i. Standardize business rules
 - ii. Standardize planning process
 - iii. Standardize plan data fields
 - iv. Coordinate with W-76 D Projects (Federal); slightly different rules, often adjacent land parcels.
 - g. Effective, efficient, timely monitoring of Land Use Plans.
 - h. Effective information feedback to Wildlife Division and field staff (SharePoint; web).
 - i. Automate field data collection from University of Illinois.
 - j. Simplified yearly evaluation of managed land parcels.
 - k. Automate Habitat Reports for landowners.
 - l. Automate burn plans as outlined in the administrative rules.
 - m. Automate monitoring and data collection of landowner activities.
 - n. Plan land parcel connectivity to manage wildlife populations.
 - o. Monitor over-all success in order to predict impact(s) of present/future funding changes.
6. Share with other DNR Divisions where possible:
- a. Natural Heritage
 - b. Forestry
 - c. Program Support
 - d. Fisheries
7. Share with other DNR Offices
- a. Land Management

Appendix A

b. OREP

8. Non-Governmental Organizations in the future.

Constraints

1. Time

a. Field staff is remote. Travel time may be a limiting factor.

2. Cost

a. The Wildlife Division has a Federal Grant associated with Habitat that expires Jan 2011.

3. Resources – N/A

Business Requirements:

1. Integrate application into SharePoint:

a. Input

b. Output

c. reports

2. Collect species data.

3. Collect habitat data.

4. Generate Land Use document.

5. Activities monitoring

a. Activities may be unique to unit

b. Activities may include resource tracking (equipment)

c. Collect landowner activity data.

6. Display activity results to monitor Land Use goals.

7. Interface with University of Illinois for data collection.

Technical Requirements:

1. Discover SharePoint requirements for integration of application into SharePoint.

2. Discover data fields, field relationships, data field constraints, data field defaults & data edit rules required for Species tracking data.

3. Discover data fields, field relationships, data field constraints, data field defaults & data edit rules required for Habitat data.

Appendix A

4. Discover data fields, field relationships, data field constraints, data field defaults & data edit rules required for Land Owner track.
5. Discover data fields, field relationships, data field constraints, data field defaults & data edit rules required for Land Owner Activity Tracking data (DNR Activity Tracking).
6. Discover data fields, field relationships, data field constraints, data field defaults, data edit rules, and business rules (multi-functional multi-element rules) required for Land Use Plan data.
7. Discover if Land Use Plan business rules change on a regular basis (may require a separate rules engine).
8. Discover if people entering data will get feedback on quality of data. (Immediate or at end of data entry page).
9. Discover if people entering data will get help files.
10. Discover if any data will be address-verified.
11. Discover rules and relationships needed to generate Land Use Plan.
12. Discover printing requirements for Land Use Plan (print from browser?).
13. Discover expected process of collecting data in the field and adding to the application. Will this involve download of laptop data into the application? (browser based)
14. Discover if location data will be geo-coded.
15. Discover number of standard reports, data fields, data edits, report formatting requirements, user-defined data-range fields.
16. Discover if Ad Hoc reporting is required.
17. Discover number of users.
18. Discover number of user roles.
19. Discover type of application and data access for each user role.
20. Discover design constraints (use C#.NET, VB.NET, MS SQL Server, ArcSDE/ArcServer).
21. Discover presentation layer requirements.
22. Discover rules for displaying activity results.
23. Discover data security constraints (is user activity logging required?)

Appendix A

Attachment B

Below is the summary of estimated hours required to deliver this Statement of Work. The details behind this estimate can be found in Attachment C.

It is understood these estimates were made following a brief two hour pre-analysis session and are accurate give or take 10%. It is further understood that if at any time during this requirements gathering activity Capitol Strategies uncovers factors that impact this estimate, they will inform DNR immediately so that we can re-strategize. It is understood that in all such engagements, Capitol Strategies will make a best effort to complete the task ahead of schedule. Any unused funds can be reallocated at the discretion of DNR staff.

Statement of Work Activity	Role	Estimated Hours
Project Management Activities	Project Manager	100
Requirements Analysis Activities	Business Analyst	216
	Estimated Total Hours:	316

The estimated hours for the activities listed above will be performed by the roles identified. These roles will be billed at the following TSP rates.

Roles	TSP Level	Estimated Budget
Project Manager	4	16,439
Business Analyst	3	28,296
Total Estimated Budget:		\$ 44,735

Assumptions

The estimated cost to complete this Requirements Analysis phase is based upon the following assumptions. If these assumptions do not hold true, Capitol Strategies and DNR will discuss the impact to the cost estimates and make necessary adjustments.

1. Business Users will be available to meet with consultants.
2. Business Users will provide review and feedback on all documents in a reasonable amount of time as agreed upon and documented in the Project Management Plan.
3. Project funding will be sufficient to support the completion of this project.
4. The project deadline is realistic and will allow sufficient time to complete all tasks associated with this project.