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# WASHINGTON GEOSPATIAL PORTAL

**Operations**

**Roles and Responsibilities**

**Version 3.0**

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DOCUMENT REVISION HISTORY

Version Number	Date	Description
1.4	December 8, 2008	<ul style="list-style-type: none"> <li>• Final draft w/ GIT Committee member revisions</li> </ul>
2.0	December 9, 2011	<ul style="list-style-type: none"> <li>• Major revision</li> </ul>
2.1	March 18, 2014	<ul style="list-style-type: none"> <li>• Administrative revisions and governance modifications</li> </ul>
2.2	November 10, 2014	<ul style="list-style-type: none"> <li>• Administrative revision</li> </ul>
3.0	June 21, 2016	<ul style="list-style-type: none"> <li>• Organizational change revision</li> </ul>

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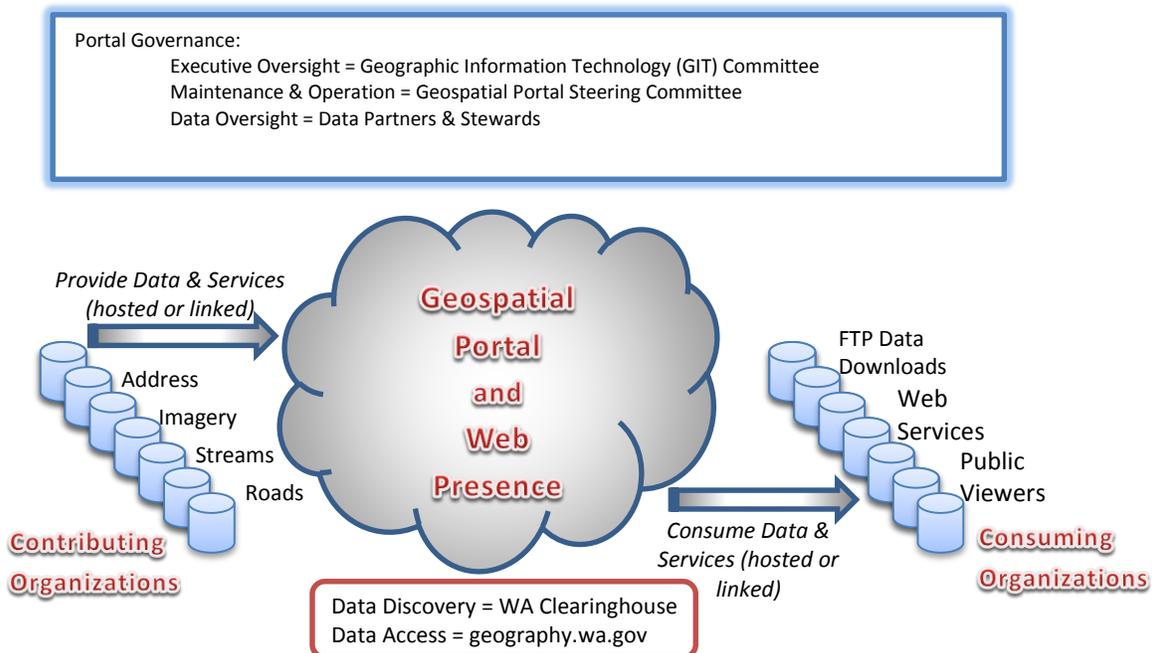
## 1.1 Overview

Having a common point of access for geospatial data, imagery and associated services increases efficiencies across the agencies and support transparency in state government.

We do this by reducing duplicate data and imagery maintenance by multiple agencies, and its associated infrastructure and data storage. It also improves data quality through the use and maintenance of shared corporate level data, imagery and service assets.

This document describes the significant roles and responsibilities for the operations of the Geospatial Portal. The roles and responsibilities described in this document are subject to change and further adjustment as experience is gained in the joint spatial data management on a shared enterprise infrastructure.

### Washington State Spatial Data Infrastructure



The Office of the Chief Information Officer’s (OCIO) Geospatial Program Office and Chair of the Committee on Geographic Information Technology (GIT) are the executive sponsor of this shared initiative.

Presently, the shared Geospatial Portal operational responsibilities are jointly supported by the following agencies:

- The Washington Technologies Services (WATECH) provide networking and infrastructure support;
- Department of Fish and Wildlife (DFW) provide technical consultation related to GIS software and services support to WATECH;
- and

- The Department of Ecology (ECY) provides data management assistance to agencies on how to prepare their data and services for publication on the Geospatial Portal.

## **1.2 Geospatial Portal Operational Scope**

The Geospatial Portal hosts geospatial data and imagery of statewide interest in Washington. Additional content will be added over time and will support additional functional capabilities. Presently, the Portal is accessible to twenty-five state agency funding partners. A public view into the majority of the state's geospatial data holdings was implemented in 2014.

## **1.3 Geospatial Portal Governance**

Careful coordination with state agencies was conducted in order to garner support for this initiative. On-going Geospatial Portal oversight is coordinated through the Geospatial Portal Steering Committee which hosts representative from the funding agencies. This committee is a subcommittee to the GIT Committee.

The Office of the Chief Information Officer's (OCIO) Committee on Geographic Information Technology (GIT) is the Geospatial Portal's executive decision making body and is responsible for staffing the Geospatial Portal Steering Committee

The Geospatial Portal Steering Committee represents the Portal interests and provides governance oversight to the Geographic Information Technology (GIT) Committee and data theme stewards. It also oversees the on-going operations of this shared, enterprise infrastructure and acts as the agency Points of Contact with its constituents insuring coordination and support.

The Committee is comprised of two subgroups: Management and Technical Operations.

- The Portal's Management Group handles the agency interests of the data theme partners and coordinates this work through Geospatial Portal Steering Committee
- The Portal's Technical Operations Group handles the day to day IT related issues and interface with the infrastructure support staff at Washington Technologies Services (WATECH).

The Portal Steering Committee is chaired by a representative from a member agency and the duties of the chair are rotated on a yearly or biennial basis. The term begins in July of each year and will be voted in by the Portal sub-committee attendees. The chair will be responsible for setting the agenda, conducting the meetings and assigning a recorder of the meeting notes. The Chair is also responsible for setting the voting procedures. In the event an issue cannot be resolved then it will be raised to the GIT for consideration and resolution.

## **1.4 Geospatial Portal Funding Model**

In 2012, DES (now WaTech) and OFM determined that the Geospatial Portal Operations would be included as part of the DES rate restructuring. A *GIS Central Services Allocation* (179-GIS)

was set up and OFM included overall rate adjustments into agency budgets for those who had not previously participated in the Geospatial Portal maintenance and usage. That way, ensuring it would be revenue neutral for both existing and new adopters. The rates are based on IT FTE's.

If agencies are interested in using these services then please contact Bill Moneer at WaTech (via the Solutions Center at [solutionscenter@watech.wa.gov](mailto:solutionscenter@watech.wa.gov)). To become involved in GIS or its governance committees please contact Joy Paulus at the OCIO [joy.paulus@ocio.wa.gov](mailto:joy.paulus@ocio.wa.gov).

### 1.5 Participating Groups

Outlined in the table below is a list of the Steering Committee functions that assist in maintenance and operation of the Geospatial Portal. There is a brief description of each of the groups and their associated roles and responsibilities. The support and participation of these groups is critical to the success of this initiative.

<b>Participants</b>	<b>Description</b>	<b>Role</b>
<b>Office of the CIO (OCIO)</b>	Is the executive sponsor for this Enterprise Geospatial Initiatives	Responsibilities: <ul style="list-style-type: none"> <li>● Executive oversight</li> </ul>
<b>Geographic Information Technology Committee (GIT)</b>	Provides executive leadership. This standing committee of the OCIO is charged with representing the strategic interest of a coordinated, enterprise approach to using geographic information technology and, providing leadership for the implementation of cost-effective, collaboratively-developed, spatial data management solutions.	Responsibilities: <ul style="list-style-type: none"> <li>● Executive decision makers</li> <li>● Provides necessary funding/resources</li> <li>● Provides oversight.</li> <li>● Serves as advocate for Geospatial Portal</li> <li>● Eliminates obstacles to success of the Geospatial Portal</li> <li>● Provides policy direction</li> <li>● Approves charters for framework governance groups</li> </ul>
<b>Geospatial Program Office</b>	Is currently staffed by the state GIS Coordinator located in the Office of the Chief Information Officer (OCIO).	Responsibilities: <ul style="list-style-type: none"> <li>● Statewide coordination of GIS activities in WA and Chair of the OCIO GIT Committee                             <ul style="list-style-type: none"> <li>○ Provide strategic direction &amp; support</li> <li>○ Enable standardization &amp; consolidation</li> </ul> </li> </ul>

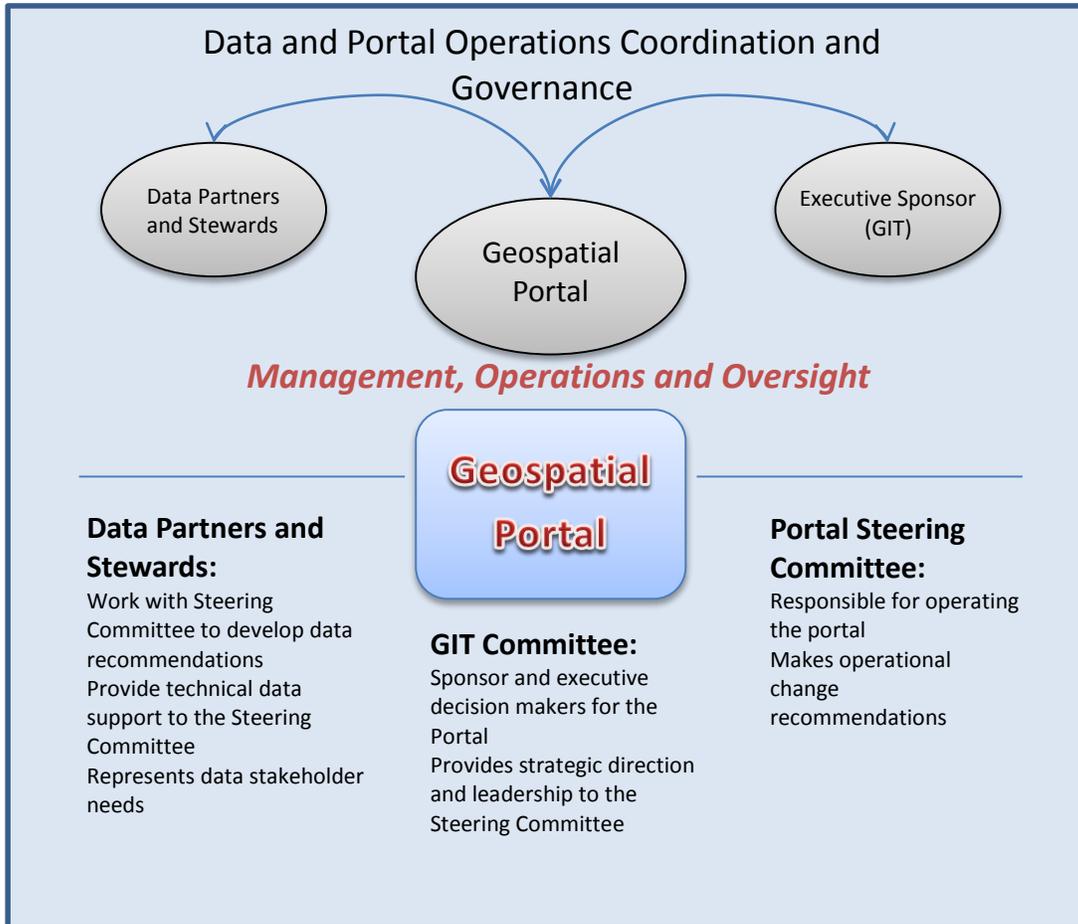
<b>Participants</b>	<b>Description</b>	<b>Role</b>
		<ul style="list-style-type: none"> <li>○ Bring technology expertise together to improve service delivery</li> </ul>
<b>Geospatial Portal Steering Committee</b>	<p>Represents the Geospatial Portal's interests and provides governance oversight to the GIT Committee and data theme stewards. Work with Department of Enterprise Services (WATECH) on the coordinated enhancements to the Portal and the deployment of data and services.</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>● Work with executive sponsors and data theme stewards on the operations and enhancements to the Portal</li> <li>● Identify common approaches to use in access and dissemination of theme data</li> <li>● Oversee portal operations</li> <li>● Coordinate infrastructure acquisition and loading of new data</li> <li>● Coordinate funding</li> <li>● Establish data distribution conditions</li> <li>● Develop and maintain its charter including sponsor acceptance of the charter</li> </ul>
<b>Portal Technical Operations Team</b>	<p><b>Operations and Staffing</b></p> <ul style="list-style-type: none"> <li>● <b>Operations Manager.</b> Technical manager that can coordinate with the infrastructure teams (network, security, server admin, mass storage) and independently make day-to-day operational decisions</li> <li>● <b>Application System Administrator.</b> An expert on application related software resident on the portal (Tech Team)</li> <li>● <b>Data Administrator (ECY)</b></li> <li>● <b>Systems Administrator (WaTech)</b></li> <li>● <b>Applications Programmer (contracted)</b></li> </ul>	<p><b>Operational Tasks</b></p> <ul style="list-style-type: none"> <li>● Administer the base platform hardware and operating system - WATECH</li> <li>● Administer the application software and associated database – WATECH with Agency support</li> <li>● Backup/Recovery procedure -WATECH</li> <li>● System performance monitoring, system tuning – WATECH with agency support</li> <li>● Security Administration logins, passwords, whitelist (WATECH)</li> </ul>

<b>Participants</b>	<b>Description</b>	<b>Role</b>
	<p>Members:</p> <p><i>David Wright</i> (DOR) Applications Software Technical Advisor to WATECH</p> <p><i>Rich Kim</i> (ECY) Data and Application Publishing Advisor and Support</p> <p>Bill Moneer (WATECH)</p>	<ul style="list-style-type: none"> <li>● Portal Help Desk &amp; communication with users – WATECH (tactical) &amp; Steering Communications (strategic)</li> <li>● Implementing new image sets &amp; transfer of disks – DNR &amp; ECY</li> <li>● Implement new vector data sets &amp; transfer of disks – ECY, DFW, OCIO, DNR, DOH</li> <li>● Create staffing plan – OCIO &amp; Steering Committee</li> <li>● Applications development and maintenance – Esri, ECY, DOR, DOH</li> <li>● Software installs and upgrades – WATECH with agency support</li> <li>● Decision to Upgrade software – Steering Committee</li> <li>● Publish services on Test - agencies &amp; on Production – WATECH with agency support)</li> <li>● Software License Administration – WATECH with OCIO</li> <li>● Architecture planning &amp; expansion – Steering Committee sub committee</li> </ul>

### 1.5 Stewards and Portal Coordination

The stewards coordinate the development of the framework data with external organizations including state, Federal, Tribal, county and local agencies, and universities. The Geospatial Steering Committee is the primary contact with the Portal Technical Operations Team and the data stewards.

Additional coordination will occur through a Geospatial Partner groups and with individual organizations as needed when exploring opportunities for continuous improvement of critically needed data layers.



For additional details on specific tasks and their association to the various committees and groups please refer the *Geographic Information Technology (GIT) Enterprise Architecture Conceptual Business Architecture Roles and Responsibilities*