National Geospatial Data Asset Management Plan

Portfolio Management Implementation Plan for the OMB Circular A–16 *Supplemental Guidance* as it relates to OMB Circular A–16, *Coordination of Geographic Information and Related Spatial Data Activities*

Federal Geographic Data Committee

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Federal Geographic Data Committee

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Executive Summary

Managing geospatial data as a capital asset is critical to our Nation's ability to leverage and target public investments and to make our tax dollars more effective, transparent, and accountable. Locational intelligence derived from geospatial data is driving modern technological advances in all fields, and the dynamic nature of our increasingly digital and sensor-based networked environment creates new management challenges across Federal agencies. The Office of Management and Budget (OMB) *Circular A–16, "Coordination of Geographic Information and Related Spatial Data Activities"*, provides guidance on improved national coordination and use of spatial data, and a recent addendum, *Circular A–16 Supplemental Guidance* (*Supplemental Guidance)* prescribes a "portfolio management" approach. Portfolio management is the process of tracking, maintaining, expanding, and aligning assets to address and solve the business needs of an enterprise. At a national level, this approach is intended to overcome the single agency, stovepipe model by applying consistent policy, improved organization, better governance, and public engagement to deliver outstanding results.

The *Supplemental Guidance* outlines an approach for instituting the portfolio management process. The Federal Geographic Data Committee (FGDC) Steering Committee will oversee this National Geospatial Data Asset Management Plan (Plan) to ensure that the identified goal is being met. Outcomes will include a robust and accessible set of core geospatial datasets, called National Geospatial Data Assets (NGDAs). The availability of and access to these NGDAs will improve support for individual Federal agency missions as, well as their partners and stakeholders. The Plan is derived from the following documents that were developed with extensive input by representatives from Federal agencies and a wide array of geospatial stakeholders:

- *OMB Circular A–16, Supplemental Guidance*, November 10, 2010, hereafter referred to as the *Supplemental Guidance*.
- *National Spatial Data Infrastructure Strategic Plan*: 2014–2016, December 2013, hereafter referred to as the *NSDI Strategic Plan*.

The Plan encompasses activities to support the following vision and goal for the A–16 NGDA Portfolio management.

Vision: A National Spatial Data Infrastructure Portfolio consisting of a core set of National Geospatial Data Assets (NGDAs) that are sufficiently complete, current, and accessible to support the critical business and mission requirements of the Federal Government, its partners and stakeholders.

Goal: Implement a systematic and efficient A–16 NGDA Portfolio management process that supports and optimizes investments in Federal geospatial assets for effective sharing, collaboration, and use of core geospatial data across Federal agencies and with their partners and stakeholders, in an environment that supports efficient and effective decisionmaking.

The Plan is divided into two sections: “Preparing the Management and Reporting Framework” and “Executing the Portfolio Management Process.” Each section contains a series of objectives and the associated action items necessary to establish and execute A–16 NGDA Portfolio management on an ongoing basis. Elements for continual assessment, planning, reporting, and setting of development and budget priorities are listed under each objective. Details on timelines, responsibilities, and metrics are included within each action item. The specific roles of actors at all levels of the A–16 NGDA Portfolio management process are also addressed.

Introduction

On November 10, 2010, the Executive Office of the President released Memorandum M–11–03, "*Issuance of OMB Circular A–16 Supplemental Guidance*" (*Supplemental Guidance*). Its purpose is to improve the implementation of *OMB Circular A–16, Coordination of Geographic Information and Related Spatial Data Activities* (*Circular A–16*). Both documents require a coordinated and effective Federal geospatial asset management capability. The *Supplemental Guidance* clarifies the roles and responsibilities for meeting *Circular A–16* responsibilities and, for the first time, requires the identification of specific datasets that are to be managed through the A–16 process. The *Supplemental Guidance* also outlines a process for portfolio management of datasets managed under *Circular A–16* (see appendix A for acronyms and appendix B for a glossary of terms).

This enhanced data management process will upgrade the support provided to Federal agencies as well as their respective partners and stakeholders as they implement their mission and business requirements. The intention is to execute a systematic portfolio management process that supports and optimizes efficient and effective sharing of, use of, and investment in geospatial assets critical across the Federal agencies as well as their partners and stakeholders.

The objectives and actions outlined in this Plan support the *National Spatial Data Infrastructure Strategic Plan*: 2014–2016 and incorporate the requirements established in the *Digital Government: Building a 21st Century Platform to Better Serve the American People (Digital Government Strategy)* and the *Open Data Policy—Managing Information as an Asset (Open Data Policy)* (see appendix C for referenced documents). The objectives and actions also promote the use of enterprise tools such as Data.gov and GeoPlatform.gov (an OMB Shared Service). The processes in this Plan help NGDA Dataset Managers comply with these requirements as well as manage Federal geospatial data as an asset throughout its lifecycle to promote interoperability and openness of Federal geospatial information.

Although this Plan focuses on managing A–16 geospatial datasets, the Federal Geospatial Portfolio includes many categories of multiple assets, including: non A–16 NGDA Portfolio data, infrastructure, hardware, software, personnel, applications, services, and products. A Federal portfolio of geospatial assets that is documented, reliable, and accessible:

- Increases the opportunities for shared use,
- Increases the value of data as more missions and partners use and rely upon it,
- Increases the opportunities for partnering in the data's creation, development, and maintenance,
- Quantifies data investment against its return (how much data for how much cost), and
- Provides mechanisms for identifying data gaps and investment requirements (a key aspect to aligning the portfolio's data holdings to meet mission and national needs).

Coordinated management of all components of the portfolio and leveraging activities and investments associated with them is critical for effectively supporting the business requirements of multiple partners and stakeholders. The investment in the various components of the Federal Geospatial Portfolio is tracked via several Federal IT reporting processes that enable measuring their effectiveness in meeting their development objectives. For example, hardware and software funding is tracked under the Capital Planning and Investment Control (CPIC) process developed in Division E—Information Technology Management Reform, also known as the Clinger-Cohen Act in Public Law 104–106. Likewise, investments in geospatial data and technology, as well as services and applications, can be coded in Office of Management and Budget "exhibits" using various budget codes to further track investment and spending.

Often a program investment contains programmatic elements and geospatial data, technology, and (or) service/application components that may be reflected via multiple budget codes. Budget codes and implementation of coding schematics are not consistent across Federal agencies, making the determination of total costs for the Federal Geospatial Portfolio and collective monetary and programmatic benefits and outcomes difficult.

The *Supplemental Guidance* references these types of multiple assets and how they relate to A–16 NGDA Portfolio management; the effective integration of all these geospatial assets is critical to the discovery and access of NGDAs. However, the focus of this Plan is on the management of geospatial **data** assets, which are not tracked as part of Federal Information Technology (IT) investments. Thus the discussion of other geospatial asset types centers on action items that define and develop the relationships between NGDAs and these other assets as well as the relationship between A–16 NGDA Portfolio reporting and other existing Federal reporting processes, such as IT.

The A–16 National Geospatial Data Asset (NGDA) Portfolio is organized by NGDA Themes made up of one or more associated NGDA Datasets (see fig. 1). Currently, 16 NGDA Themes and more than 200 NGDA Datasets make up the A–16 NGDA Portfolio; a list is available on the FGDC A–16 NGDA Portfolio management website.

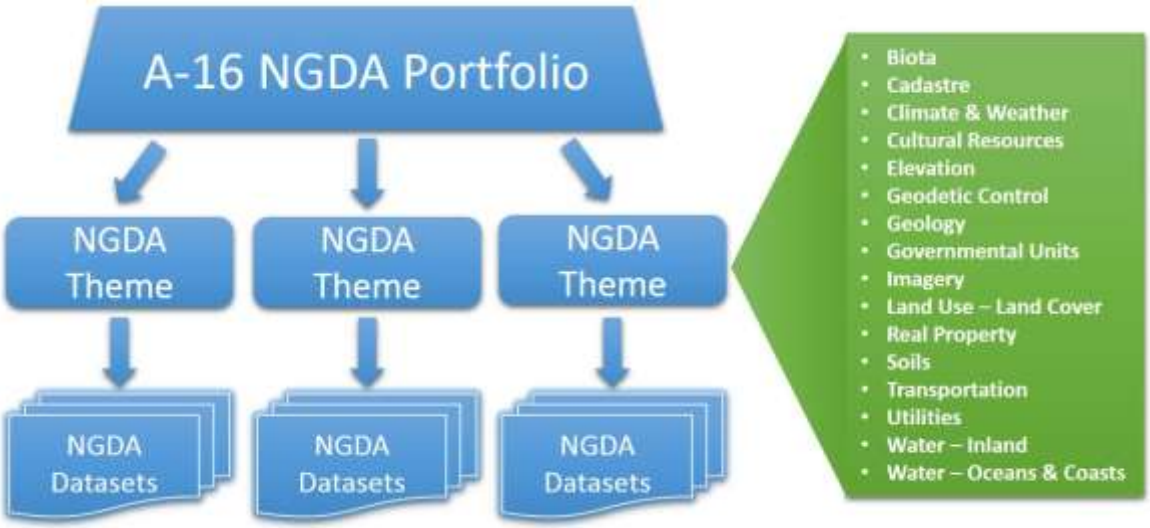

Figure 1. Structure of the A–16 NGDA Portfolio and list of NGDA Themes.

Although NGDA Datasets are a subset of the many geospatial datasets used daily, they account for a large portion of Federal geospatial data used across multiple programs, Federal agencies, and partner organizations. To be included in the A–16 NGDA Portfolio, potential geospatial datasets will be evaluated using guiding principles and selection criteria developed through the Geospatial Line of Business and as outlined in the *Supplemental Guidance*. Datasets that meet the requirements for inclusion in the portfolio are designated as NGDAs and are grouped under the appropriate NGDA Theme. NGDA Theme and NGDA Dataset composition is dynamic and will evolve over time to reflect emerging, new, or diminishing data requirements based on national priorities.

The A–16 NGDA Portfolio management process consists of three tiers, each having a set of management responsibilities (see fig. 2). These are:

- Dataset–Focuses on the management of individual sets of geospatial data by NGDA Data Managers and (or) Data Stewards to best meet the identified and funded data requirements and to document and register data for use. Provides reports to the Theme level.
- Theme–Focuses on the management of groups of datasets having similar characteristics (a theme of data), coordinating between themes and across managing programs. Provides reports to the Executive level.
- Executive–Focuses on management and decisionmaking for the health of the portfolio as a whole, aligning investment recommendations with mission and national priorities, issues, and events; coordinates across departments on actions and investments, and with the Chief Information Officer (CIO), budget staff, and OMB. Provides recommendations on investments.

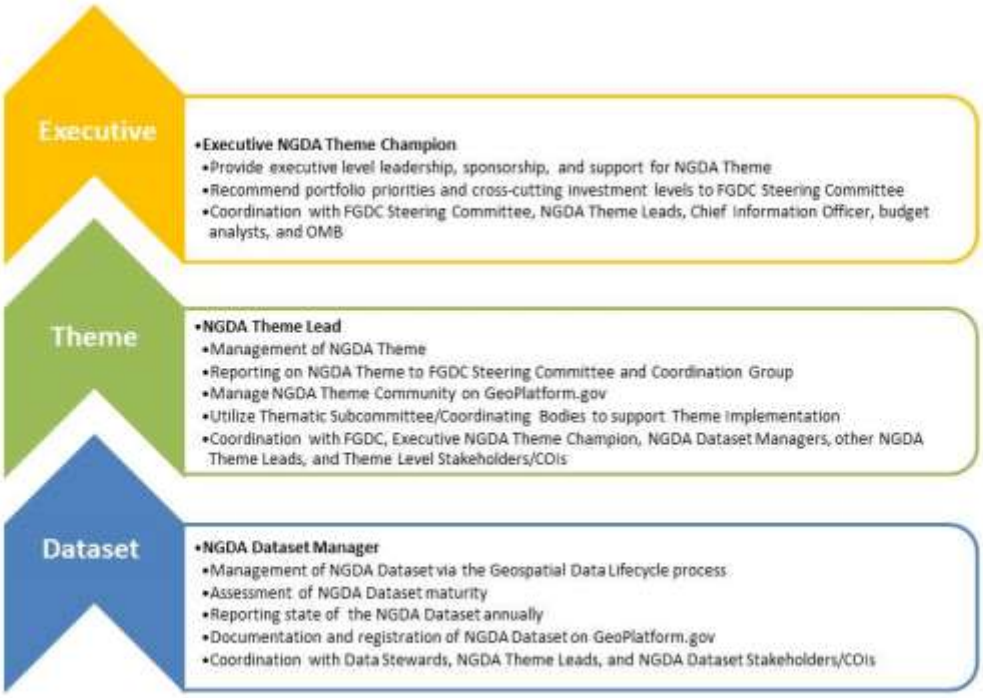

Figure 2. A–16 NGDA Portfolio management tiers and roles and responsibilities.

It is important to note that investment in geospatial applications, services, infrastructure, and other geospatial asset types may be required in tandem with activities at any tier of the Portfolio to support NGDA development, management, delivery, and use. Collectively, NGDA assets result from investments in geospatial data and metadata, as well as the applications, services, software, and hardware infrastructure that support access to and analysis of the data.

Management of the A–16 NGDA Portfolio is a complex matter. In order to efficiently manage, report on, and measure progress of the maturing portfolio, automated tools will be developed and made accessible to the NGDA Dataset Managers, NGDA Theme Leads, and Executive NGDA Theme Champions through the Geospatial Platform (hereafter referred to as GeoPlatform.gov). Dashboards and other services are planned that will enhance tracking the development, management, and reporting on the completion status of NGDAs. The timelines included in this Plan are based on factors known today and may be impacted by annual assessments and strategic planning. The Plan is a living document and the objectives, actions, and timelines are subject to change based on lessons learned during implementation.

The actions identified in this document do not attempt to include details about daily management activities of NGDAs by Federal agencies; these processes vary among agencies and datasets. Rather, this document focuses on consistent, critical actions required for successful development of processes related to A–16 NGDA data management, metrics reporting, and portfolio management. When possible,

agencies are strongly encouraged to leverage their existing business processes to meet A–16 NGDA Portfolio management goals and reporting requirements. The *Supplemental Guidance* defines the OMB-approved Geospatial Data Lifecycle to assess the maturity of NGDA Datasets with respect to quality, timeliness, completeness, and ability to support stakeholder business needs. A number of agencies already use efficient data management processes that are not consistent with those in the OMB-approved Geospatial Data Lifecycle, but in many cases do address the same types of management issues in a comparable manner.

Thus, the focus of the Plan is to identify uniform metrics and reporting requirements so agencies can provide consistent information while minimizing the short-term impact on management practices and investments. The intent is to enable agencies to report consistent information even if their current management processes vary slightly for the prescribed stages in the Geospatial Data Lifecycle. There is also an opportunity for existing agency best practices to be identified and leveraged to improve the effectiveness and efficiency of the Geospatial Data Lifecycle over time.

A key A–16 NGDA Portfolio management focus is the continuous improvement of the core NGDAs so that their utility to support stakeholders can continue to mature. Knowledge of the degree of individual NGDA maturity and the collective maturity of NGDAs within a theme is critical for executives as they set priorities on cross-government areas of focus and investment.

Purpose

This Plan lays out a framework and processes for managing Federal NGDAs as a single Federal Geospatial Portfolio in accordance with OMB policy and Administration direction. In addition, the Plan describes the actions to be taken to enable and fulfill the supporting management, reporting, and priority-setting requirements in order to maximize the investments in, and reliability and use of, Federal geospatial assets. This Plan encompasses activities to support the following vision and goal for the A–16 NGDA Portfolio management.

Vision: A National Spatial Data Infrastructure Portfolio consisting of a core set of National Geospatial Data Assets (NGDAs) that are sufficiently complete, current, and accessible to support the critical business and mission requirements of the Federal Government, its partners and stakeholders.

Goal: Implement a systematic and efficient A–16 NGDA Portfolio management process that supports and optimizes investments in Federal geospatial assets for effective sharing, collaboration, and use of core geospatial data across Federal agencies and with their partners and stakeholders, in an environment that supports efficient and effective decisionmaking.

The Federal Geospatial Portfolio will contain and utilize all elements of the NSDI—data, hardware, software, infrastructure, and personnel to access and use geospatial data, knowledge, and analysis to understand conditions, relationships, patterns, and effects in our interactions with, and management of, our natural and human-made environment.

Effective portfolio management requires:

- Ensuring the quality, currency, amount, and use of data as it relates to addressing national and Federal priorities,
- Having processes in place to facilitate its availability and efficient use,
- Having metrics and reporting tools to measure effectiveness, and
- Having a process in place to adapt strategies to align/realign investments with priorities.

The actions in this Plan (1) establish the framework for inventorying and qualifying the contents of the Federal Geospatial Portfolio and (2) develop the performance measuring, reporting, and investment decisionmaking processes. Some of these processes are complex and must take into account various existing intra- and inter-agency practices, policies, and timelines. The processes will have impacts if agencies do not have the resources required to implement new or alter existing practices accordingly.

The action descriptions include the relationships and dependencies required to be in place for an action to be completed. Action descriptions also identify parties responsible for executing actions, expected results from actions, metrics to measure performance, and each action's intended outputs and its overall outcomes.

Many of the actions in this Plan will require the development and use of supporting materials and tools for those responsible for implementing actions. Materials will vary based on the action and may include internal or external resources, "How-to" or "help" documentation that describes how to use support tools, training materials for explaining processes or for training staff, discussion forums for collaboration, supplemental materials, and other resources. It is intended that the majority of this material will be made available through public or password protected communities on GeoPlatform.gov. Each of these resources will be targeted to appropriate audiences (Data Stewards, NGDA Dataset Managers, NGDA Theme Leads, Executive NGDA Theme Champions, FGDC Coordination Group and Steering Committee members, and other groups) to create clear, concise workflows across and between the roles and responsibilities outlined in the *Supplemental Guidance*.

Timeline

This Plan outlines actions over a 3-year phased timeframe from fiscal years (FY) 2014 to 2016 (see fig. 3). Many actions included in the Plan were initiated prior to FY14 to support the framework. Each action is accompanied by a projected initiation date, completion date, and performance metrics for execution of portfolio management actions by Federal agencies. Because this is a living document, activities will continue beyond FY16. The Plan, as well as the timeline, will be updated as out years become budgetary and execution years. Updates will reflect the evolution and maturity of NGDA Portfolio management.

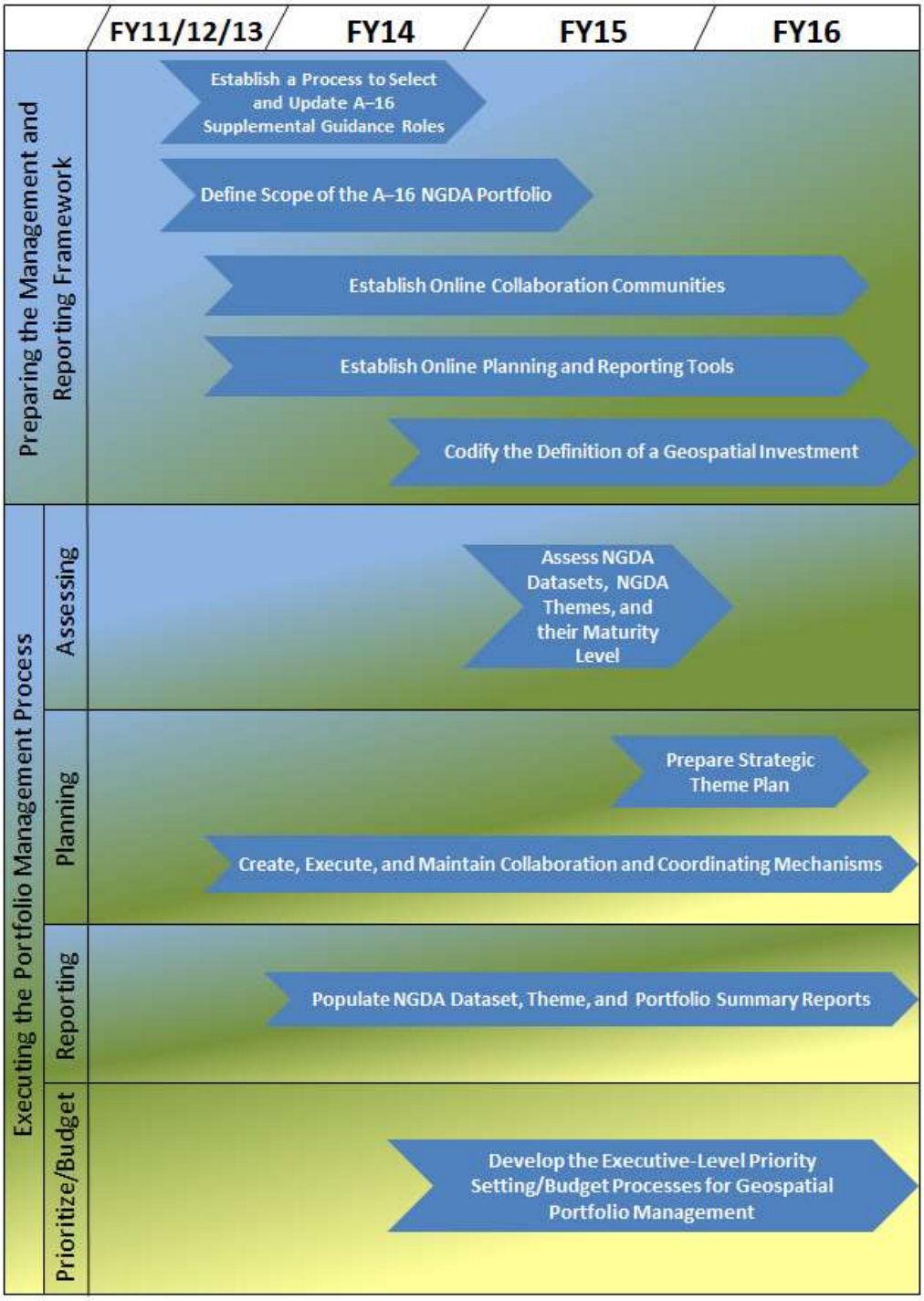

Figure 3. Objectives and projected timeframe for A–16 NGDA Portfolio management implementation.

***Note: For specific actions under the objectives listed in this timeline, refer to table 1 at the end of the "Preparing the Management and Reporting Framework" section and to table 2 at the end of the "Executing the Portfolio Management Process" section. Specific actions for each Portfolio management role can also be found in Appendix D: National Geospatial Data Asset Management Plan Actions—Responsibility Summary.*

Section 1: Preparing the Management and Reporting Framework

A–16 NGDA Portfolio management supports informed decisionmaking that evaluates and adjusts activities and investments to best meet the goals for which the portfolio was established. This requires knowing the contents of the portfolio and the quality of the assets, their fitness for use, existing and required investment levels, and effectiveness. Measuring and reporting tools are required to facilitate providing this information as inputs to the portfolio analysis and investment priority-setting process. Having a portfolio framework in place and knowing the scope and state of the A–16 NGDA Portfolio are essential before the portfolio management process can be effectively implemented to set and link investment priorities to the Federal budget processes.

The full implementation of A–16 NGDA Portfolio management can be accomplished only if a number of sequential steps are taken. This may require some agencies to redirect or request additional resources to fulfill portfolio management responsibilities and to align with Federal information management requirements in addition to this Plan. These requirements include the OMB's *Digital Government Strategy* and the *Open Data Policy*. Because not all agencies are at the same level of information management maturity and vary in resource availability, it is expected that full implementation of the A–16 NGDA Portfolio management process may require three to five budget cycles. This Plan outlines a framework for moving forward so some portfolio management benefits can be realized immediately, while providing the flexibility to integrate all agencies into the standardized process over several years.

Many actions are underway to establish the management and reporting framework necessary to perform portfolio management. Part of this framework is identifying personnel to fill and implement the roles and responsibilities established in the *Supplemental Guidance* to ensure there is a continuity of operations, both for the short term as well as for sustainability over time. During FY14 and FY15, most actions will involve establishing the infrastructure and capability foundation needed for ongoing portfolio management. This includes the establishment of processes for portfolio governance and the building, sustainment, and improvement of the portfolio management process over time. Dataset Managers will register metadata for their NGDAs on the GeoPlatform.gov/Data.gov Catalog and will conduct a baseline assessment of their NGDAs to establish the baseline maturity and status of the NGDA Dataset in all stages of its Geospatial Data Lifecycle. Establishment of A–16 Theme Communities and support tools on GeoPlatform.gov will facilitate coordination within and across Themes and will enable stakeholders to help shape a Theme's development direction—as well as the portfolio as a whole—during this critical period.

Agencies already executing internal activities that support portfolio management practices for geospatial information should continue to leverage those efforts to meet the Plan's objectives. The broader Federal community will benefit from the sharing of effective best business practices related to Federal Geospatial Portfolio management.

Described below are objectives and actions needed to establish roles, define responsibilities, and develop reporting requirements and tools that become the framework for the A–16 NGDA Portfolio management process.

Objective 1A: Establish a Process to Select and Update A–16 Supplemental Guidance Roles

- **Action 1A.1:** Develop a Process for Selecting and Maintaining Executive NGDA Theme Champions, NGDA Theme Leads, and NGDA Dataset Managers—Following the direction in the *Supplemental Guidance*, agencies must initially identify and then develop a process for replacing/updating the persons in these roles. When staff changes, Federal agencies will need to update their role designations and ensure all appropriate roles/permissions in GeoPlatform.gov are changed accordingly.
  - **Initiation Date:** FY12 Q1
  - **Completion Date:** FY14 Q4
  - **Responsibility:** NGDA Theme Lead Agency(s)
  - **Metric:** FY13, 50% process developed and roles filled; FY14 Q4, 100% process developed and roles filled; FY15 and beyond, Ongoing
  - **Dependencies:** Ability and (or) willingness of agencies to comply with process
  - **Output:** Documented process for replacing/updating individuals in these roles; list of Executive NGDA Theme Champions, NGDA Theme Leads, and NGDA Dataset Managers responsible for executing these roles; list of persons requiring logins into GeoPlatform.gov according to these roles
  - **Outcome:** Ensuring these roles are filled will enable the implementation of the A–16 NGDA Portfolio management process as outlined in this Plan
  - **References:** NSDI Strategic Plan: Goal 2. Ensure Accountability and Effective Development and Management of Federal Geospatial Resources; A–16 Supplemental Guidance: Section 4.2. Implementation of the Roles and Responsibilities Framework and Section 4.3. Roles and Responsibilities

Objective 1B: Define the Scope of the A–16 NGDA Portfolio

- **Action 1B.1:** Identify Initial Baseline of NGDA Datasets—NGDA Theme Leads and Dataset Managers incorporate datasets into the existing NGDA Theme/Dataset crosswalk tables. This initial compilation of NGDAs will be used as a baseline. Future changes to the NGDAs will need to go through the FGDC approval process and are part of the annual assessment process.
  - **Initiation Date:** FY12 Q1
  - **Completion Date:** FY14 Q3
  - **Responsibility:** NGDA Theme Leads, NGDA Dataset Managers with support from Stakeholders, and Community of Interest (COI)
  - **Metric:** FY14 Q3, 100% initial NGDA Datasets identified
  - **Dependencies:** NGDA Dataset Managers, NGDA Theme Leads, and support staff are identified; NGDA Theme Leads working with NGDA Dataset Managers and contributing agencies to incorporate datasets into the existing NGDA Theme/Dataset crosswalk tables

- **Output:** Initial baseline inventory of the NGDA Datasets comprising the A–16 NGDA Portfolio
- **Outcome:** Increased management attention to those geospatial datasets deemed critical for supporting Federal agency, partner, and stakeholder missions
- **References:** NSDI Strategic Plan: Action 2.1.1. Identify foundational NGDAs and high-priority data themes and datasets to be included in NSDI portfolio management; A–16 Supplemental Guidance: Section 3.4. Portfolio Management of National Geospatial Data Assets

- **Action 1B.2:** Register Baseline NGDA Datasets and Services Metadata on the GeoPlatform.gov/Data.gov Catalog with appropriate NGDA and Theme "tags"—This is the registration of the initial baseline set of NGDA Datasets with the shared catalog. "Tags" are search terms included in metadata records. The tags enable the records to be located utilizing online search tools that identify datasets associated with a Theme and as an NGDA of the portfolio. Registration of NGDAs is controlled by role-based logins for approved NGDA Theme Leads and NGDA Dataset Managers and support staff.
  - **Initiation Date:** FY12 Q1
  - **Completion Date:** FY15 Q1
  - **Responsibility:** NGDA Dataset Managers, NGDA Theme Leads, GeoPlatform.gov Team
  - **Metric:** FY14 Q2, 25% initial NGDA Datasets registered; FY15 Q1, 100% initial NGDA Datasets registered; FY16 and beyond, Ongoing
  - **Dependencies:** The completed initial baseline inventory of the NGDA Datasets comprising the A–16 NGDA Portfolio. NGDA Dataset Managers, NGDA Theme Leads, and support staff are identified and have permission to register data; NGDA Datasets are aligned with NGDA Themes; and catalog search capabilities are in place
  - **Output:** All initial NGDA Datasets that make up the Portfolio are discoverable with appropriate theme name and "NGDA" tags against which searches can be executed and the Portfolio's contents quantified
  - **Outcome:** Improved support for Federal agency, partner, and stakeholder missions through improved access to data; the ability to identify data partnering opportunities through "planned" tagged metadata records in the Marketplace. Adherence to goals of the *Digital Government Strategy* and the *Open Data Policy*
  - **References:** NSDI Strategic Plan: Action 2.1.1. Identify foundational NGDAs and high-priority data themes and datasets to be included in NSDI portfolio management; A–16 Supplemental Guidance: Section 3.2. Portfolio Management of National Geospatial Data Assets

- **Action 1B.3:** Develop an Approval Process for Nomination/Removal of NGDA Datasets within the A–16 NGDA Portfolio—The process will include a review of existing NGDA Datasets for relevance to the national interest as outlined in the *Supplemental Guidance* and will include prioritization for inclusion within or removal from the NGDA portfolio. The process will develop a mechanism for Federal agencies to recommend datasets that meet the criteria set in the *Supplemental Guidance* for inclusion in the NGDA Portfolio.
    - **Initiation Date:** FY14 Q3
    - **Completion Date:** FY15 Q2
    - **Responsibility:** FGDC Steering Committee, Executive NGDA Theme Champions, NGDA Theme Leads
    - **Metric:** FY15 Q2, 100% process in place and functioning
    - **Dependencies:** NGDA Theme Leads working with Executive NGDA Theme Champions, NGDA Dataset Managers, and contributing agencies to incorporate agency datasets into the recommendation process that is submitted to the FGDC Steering Committee
    - **Output:** List of new and retired NGDA Datasets in the A–16 NGDA Portfolio
    - **Outcome:** Transparent A–16 NGDA Portfolio management with targeted resources applied to geospatial datasets deemed critical for supporting Federal agency, partner, and stakeholder missions
    - **References:** NSDI Strategic Plan: Action 2.1.1. Identify foundational NGDAs and high-priority data themes and datasets to be included in NSDI portfolio management; A–16 Supplemental Guidance: Section 3. Portfolio Management of National Geospatial Data Assets

Objective 1C: Establish Online Collaboration Communities

- **Action 1C.1:** Activate the NGDA Theme Lead Collaboration Community on GeoPlatform.gov—This is the (single) community used by all NGDA Theme Leads to collaborate within and across themes on common issues and to share best practices.
    - **Initiation Date:** FY13 Q2
    - **Completion Date:** FY14 Q3
    - **Responsibility:** GeoPlatform.gov Team with input from the NGDA Theme Leads
    - **Metric:** FY14 Q3, design and implementation 100% complete; FY15 and beyond, Ongoing
    - **Dependencies:** GeoPlatform.gov community tools, templates, access roles, and permissions are established in GeoPlatform.gov; community management roles are filled
    - **Output:** NGDA Theme Leads have centralized tools for coordination and communication
    - **Outcome:** Increased efficiency in managing themes and meeting A–16 NGDA Portfolio management expectations by sharing lessons learned and best management practices, and increased ability to identify partnership opportunities

- **References:** NSDI Strategic Plan: Action 1.2.4. Implement communities of interest on the Geospatial Platform for collaboration, including a shared investment planning "Marketplace" and data theme communities, as outlined in OMB Circular A–16; A–16 Supplemental Guidance: Section 4.2. Roles and Responsibilities

- **Action 1C.2:** Develop A–16 Theme Collaboration Community Templates and Tools on GeoPlatform.gov—Each NGDA Theme will have a community presence on GeoPlatform.gov with tools that support collaboration among the Theme participants including the NGDA Theme Leads, the NGDA Dataset Managers, Stakeholders, and COIs. The tools, which include many of the assessment and reporting requirements outlined in this Plan, can be utilized to provide appropriate levels of information through role-based access. The Theme community will require a manager(s) for content, membership, and tool management.
  - **Initiation Date:** FY13 Q3
  - **Completion Date:** FY16 Q3
  - **Responsibility:** GeoPlatform.gov Team; NGDA Theme Leads with support from the Theme's Dataset Managers, Stakeholders, and COIs
  - **Metric:** FY15 Q4, 50% collaboration capability and tools complete; FY16 Q3, 100% collaboration capability and tools complete; FY17 and beyond, Ongoing
  - **Dependencies:** NGDA Theme Leads communicate requirements to the GeoPlatform.gov Team, and GeoPlatform.gov Community templates are complete
  - **Output:** Managed A–16 NGDA Theme collaboration communities on GeoPlatform.gov; increased exposure of NGDA Datasets, increased collaboration, partnerships, and participation in NGDA Theme development and requirements; increased use of the Theme's datasets
  - **Outcome:** Increased knowledge of NGDA Themes and the core NGDA Datasets available improve support for Federal agency, partner, and stakeholder missions and provide a consistent, predictable process for populating GeoPlatform.gov
  - **References:** NSDI Strategic Plan: Action 2.1.4. Develop a process for monitoring and reporting on the progress of Circular A–16 Data Theme and Geospatial Platform Community management responsibilities, including the use and proliferation of content and technology standards; A–16 Supplemental Guidance: Section 3. Portfolio Management of National Geospatial Data Assets

Objective 1D: Establish Online Planning and Reporting Tools

- **Action 1D.1:** Develop NGDA Dataset Maturity Annual Assessment Survey and Tool—NGDA Dataset Managers will regularly assess the maturity of their dataset(s). The survey and tool assist NGDA Dataset Managers in the evaluation of a dataset's maturity based on the *Supplemental Guidance's* Geospatial Data Lifecycle assessment process. The assessment tool will reside on GeoPlatform.gov to facilitate annual dataset maturity assessments and reporting progress on increasing the maturity of a dataset.
  - **Initiation Date:** FY13 Q2
  - **Completion Date:** FY14 Q4

- **Responsibility:** NGDA Dataset Managers and NGDA Theme Leads develop NGDA Dataset Maturity Annual Assessment Survey. GeoPlatform.gov Team builds NGDA Dataset Maturity Annual Assessment Survey Tool with input/requirements from NGDA Theme Leads and NGDA Dataset Managers
- **Metric:** FY14 Q4, 100% complete
- **Dependencies:** Availability of agency representatives to participate in the development team to complete the Maturity Annual Assessment Survey and to provide requirements for the tool. GeoPlatform.gov Team to develop survey tool
- **Output:** Initial dataset assessment survey maturity report; GeoPlatform.gov hosting NGDA Dataset Annual Assessment Survey with maturity metrics that can be included as part of the dataset report; GeoPlatform.gov hosting annual dataset maturity assessment tool
- **Outcome:** Informed baseline assessments for NGDA Datasets and initial tool that will provide inputs to other key actions within the A–16 NGDA Portfolio management process
- **References:** NSDI Strategic Plan: Goal 2. Ensure Accountability and Effective Development and Management of Federal Geospatial Resources; A–16 Supplemental Guidance: Section 3. Portfolio Management of National Geospatial Data Assets

- **Action 1D.2:** Develop NGDA Dataset Report Template and Tool—The annual report template is populated by NGDA Dataset Managers to report on the dataset's status, maturity, and other characteristics through this online capability. This is different from the dataset maturity report. Inputs from the dataset maturity report go into this annual dataset report, in addition to other dataset reporting elements such as registration of metadata and services and fulfilling dataset portfolio responsibilities.
    - **Initiation Date:** FY14 Q3
    - **Completion Date:** FY15 Q1
    - **Responsibility:** NGDA Theme Leads with input from the NGDA Dataset Managers to develop Report Template requirements. GeoPlatform.gov Team with input from NGDA Theme Leads and NGDA Dataset Managers develops Report Tool
    - **Metric:** FY15 Q1, 100% complete
    - **Dependencies:** NGDA Dataset Maturity Annual Assessment Survey, maturity report, and reporting tool are available. Availability of agency representatives to participate in the team to develop the requirements and the template. GeoPlatform.gov Team to build Report Tool
    - **Output:** Template and tool to create NGDA Dataset report used to inform NGDA Theme Leads, FGDC Coordination Group, FGDC Steering Committee, and OMB
    - **Outcome**: Consistent NGDA Dataset reporting to manage A–16 NGDA Portfolio
    - **References:** NSDI Strategic Plan: Action 2.1.4. Develop a process for monitoring and reporting on the progress of Circular A–16 Data Theme and Geospatial Platform Community management responsibilities, including the use and proliferation of

content and technology standards; A–16 Supplemental Guidance: Section 3.4.1. NGDA Dataset Management and Section 5.2. The Process

- **Action 1D.3:** Develop NGDA Theme Administrative Maturity Annual Assessment Survey and Tool—NGDA Theme Leads regularly assess the maturity of their Theme through this online capability. The initial interaction of this tool was as an online survey used to assist NGDA Theme Leads in the evaluation of a Theme's maturity. Feedback from this survey will be part of the requirements leveraged to develop a tool on GeoPlatform.gov to assist in annual theme maturity assessments and report on the outcomes.
    - **Initiation Date:** FY14 Q1
    - **Completion Date:** FY14 Q4
    - **Responsibility:** NGDA Theme Leads develop an NGDA Theme Administrative Maturity Annual Assessment Survey. GeoPlatform.gov Team builds survey tool from the survey and metrics
    - **Metric**: FY14 Q4, 100% complete
    - **Dependencies:** Availability of agency representatives to participate in the team to complete the Maturity Annual Assessment Survey and provide requirements for the tool. GeoPlatform.gov Team to build Survey Tool
    - **Output:** NGDA Theme Administrative Maturity Annual Assessment Survey Report; GeoPlatform.gov NGDA Theme Administrative Maturity Annual Assessment Survey Tool with maturity metrics
    - **Outcome:** Improved support for Federal agency, partner, and stakeholder missions through improved NGDA Theme management
    - **References:** NSDI Strategic Plan: Goal 2. Ensure Accountability and Effective Development and Management of Federal Geospatial Resources; A–16 Supplemental Guidance: Section 3.4. Manage, and 3.4.2. NGDA Theme Management

- **Action 1D.4:** Develop NGDA Strategic Theme Plan Template and Tool—This planning report template will outline the projected activities, programmed/required investments, planned/recommended changes, and other planning elements for a Theme and its NGDA Datasets.
    - **Initiation Date:** FY14 Q4
    - **Completion Date:** FY15 Q2
    - **Responsibility:** NGDA Theme Leads develop Theme Strategic Plan; GeoPlatform.gov Team with input from NGDA Theme Leads develops Theme Strategic Plan Tool
    - **Metric:** FY15 Q2, 100% complete
    - **Dependencies:** Availability of a team to develop templates for the plan and tool; list of required metrics; inputs from the Priority Setting/Budget Process
    - **Output:** Uniform, consistent, and standardized annual Strategic Theme Plans for each NGDA Theme that identifies key actions, issues, investment areas, data

development/management/service goals, and makes the case for prioritizing related actions

- **Outcome:** Improved support for Federal agency, partner, and stakeholder missions through improved NGDA Strategic Planning at the Theme level and to facilitate FGDC Steering Committee ability to manage the A–16 NGDA Portfolio
- **References:** NSDI Strategic Plan: Action 2.1.4. Develop a process for monitoring and reporting on the progress of Circular A–16 Data Theme and Geospatial Platform Community management responsibilities, including the use and proliferation of content and technology standards; A–16 Supplemental Guidance: Section 3.4.2. NGDA Theme Management

- **Action 1D.5:** Develop Annual NGDA Theme Report Template and Tool—This is the process to establish the annual report template populated by Theme Leads to report on the Theme status, maturity, and other characteristics. This is different from the Theme maturity report. Inputs from the Theme maturity report and the annual Dataset Report go into this annual Theme report, in addition to other Theme reporting elements such as fulfilling Theme portfolio responsibilities.
  - **Initiation Date:** FY14 Q4
  - **Completion Date:** FY15 Q3
  - **Responsibility:** NGDA Theme Leads develop Theme Report Template; GeoPlatform.gov Team with input from NGDA Theme Leads develops Theme Report Tool
  - **Metric:** FY15 Q3, 100% complete
  - **Dependencies:** NGDA Theme Administrative Maturity Annual Assessment Survey Report; availability of agency representatives to participate in the team to develop the requirements and the template
  - **Output:** Uniform, consistent, and standardized annual NGDA Theme Report for each NGDA Theme that identifies NGDA Theme and Dataset status and maturity
  - **Outcome:** NGDA Theme Report provides an aggregated Theme summary; improved support for Federal agency, partner, and stakeholder missions through informed transparent management of the NGDA Portfolio

    References: NSDI Strategic Plan: Action 2.1.4. Develop a process for monitoring and reporting on the progress of Circular A–16 Data Theme and Geospatial Platform Community management responsibilities, including the use and proliferation of content and technology standards; A–16 Supplemental Guidance: Section 3.4.2. NGDA Theme Management

- **Action 1D.6:** Develop NGDA Services and (or) Applications Investment Report Template, Tool, and Report—The template, tool, and report will utilize agency Capital Planning and Investment Control (CPIC) data to report Federal agency and NGDA services and (or) application investments. Supplemental information will be supplied by Theme Leads and Executive NGDA Theme Champions. The report will be an input into the Priority Setting/Budget Process.
    - **Initiation Date:** FY15 Q3
    - **Completion Date:** FY16 Q2
    - **Responsibility:** GeoPlatform.gov Team with input from Executive NGDA Theme Champions and NGDA Theme Leads
    - **Metric:** FY15 Q4, NGDA Services and (or) Applications Investment Report template 100% complete; CPIC harvesting algorithms 100% complete; FY16 Q2, NGDA Services and (or) Applications Investment Report 100% complete; FY17 and beyond, Ongoing
    - **Dependencies:** GeoPlatform.gov Team availability; Priority Setting/Budget Process requirements provided
    - **Output:** Uniform, standardized NGDA Services and (or) Applications Investment Report
    - **Outcome:** NGDA Services and (or) Applications Investment Report will help identify key service and (or) application investments within the NGDA Portfolio, enabling Federal agency, partner, and stakeholder missions to leverage service and (or) application investments
    - **References:** NSDI Strategic Plan: Goal 2. Ensure Accountability and Effective Development and Management of Federal Geospatial Resources; A–16 Supplemental Guidance: Section 5. National Geospatial Data Asset Portfolio Investment Strategy

- **Action 1D.7:** Develop NGDA Portfolio Summary Report Template and Tool—The Portfolio Summary Report outlines the prioritized/projected activities, programmed/required investments, planned/recommended changes, and other summary elements of the NGDA portfolio and is a primary input to the portfolio's Priority Setting/Budget Process.
    - **Initiation Date:** FY15 Q4
    - **Completion Date:** FY16 Q3
    - **Responsibility:** GeoPlatform.gov Team with input from FGDC Steering Committee, Executive NGDA Theme Champions, and NGDA Theme Leads
    - **Metric:** FY16 Q3, NGDA Portfolio Summary Report Template and Tool 100% complete
    - **Dependencies:** FGDC Steering Committee input from Priority Setting/Budget Process; availability of Theme report to harvest and summarize information into summary report

- **Output:** Uniform, consistent, and standardized annual NGDA Portfolio Summary Report of the NGDA Portfolio identifying key actions, issues, investment areas, data development/management/service goals
- **Outcome:** NGDA Portfolio Summary Report provides an aggregated portfolio-wide summary; improved support for Federal agency, partner, and stakeholder missions through the FGDC Steering Committee ability to manage A–16 NGDA Portfolio investments and make prioritized recommendations to OMB
- **References:** NSDI Strategic Plan: Goal 2. Ensure Accountability and Effective Development and Management of Federal Geospatial Resources; A–16 Supplemental Guidance: Section 5. National Geospatial Data Asset Portfolio Investment Strategy

Objective 1E: Codify the Definition of a Geospatial Investment

Application of a standard definition of a geospatial investment across the A–16 NGDA Portfolio must occur to facilitate reporting budgeted geospatial data investments as well as for budget planning and execution. Currently, different definitions are used by OMB, the FGDC community, and individual agencies. Investment tracking and reporting processes will utilize existing OMB and Federal agency budget reporting as much as possible. This will require the definition of geospatial investments, identification and direction for coding these investments, and use by Federal agencies of these codes in OMB reporting.

- **Action 1E.1:** Review/Revise the Definition of Geospatial Investment and Budget Reporting Codes—The consistent definition of geospatial investment and budget reporting codes will be used in Federal geospatial investment planning, budgeting, execution, and reporting.
  - **Initiation Date:** FY14 Q3
  - **Completion Date:** FY15 Q1
  - **Responsibility:** FGDC Steering Committee, OMB
  - **Metric:** FY15 Q1, 100% complete
  - **Dependencies:** Establish a chartered interagency team to develop a standard definition
  - **Output:** Standard definition of a Geospatial Investment and budget reporting codes that can be cross walked across agencies
  - **Outcome:** Improve reporting on geospatial data investments to enhance budget planning and execution by providing consistent definition and coding
  - **References:** NSDI Strategic Plan: Objective 2.1. Advance the Portfolio Management process for NGDA; A–16 Supplemental Guidance: Section 3. Portfolio Management of National Geospatial Assets

- **Action 1E.2:** Apply the Geospatial Investment Definition and Budget Reporting Codes—Once the consistent definitions of geospatial investment and budget reporting codes are developed, they will be incorporated into the Federal Government budget process.
    - **Initiation Date:** FY15 Q2
    - **Completion Date:** FY16 Q4
    - **Responsibility:** OMB, NGDA Theme Lead Agency(s) with support from FGDC Steering Committee
    - **Metric:** FY16 Q4, 30% of agencies have instituted revised definition and coding; FY17 and beyond, Ongoing
    - **Dependencies:** The availability of the standard definition and coding as well as the rate at which individual agencies can integrate them into their budget and CPIC business processes (as most of the investment is in data, there will need to be a change in the CPIC process that is system and not data focused); ability to take investments that are often not line items and link them to the budget levels
    - **Output:** Geospatial Investment definitions and budget reporting codes implemented in the Federal agencies
    - **Outcome:** An ability of FGDC to better align investment decisions to "real" agency investments and strategic goals, resulting in better support for Federal agency, partner, and stakeholder missions and enhance the A–16 NGDA Portfolio management process
    - **References:** NSDI Strategic Plan: Goal 2. Ensure Accountability and Effective Development and Management of Federal Geospatial Resources; A–16 Supplemental Guidance: Section 3. Portfolio Management of National Geospatial Assets

Table 1. Summary of actions for preparing the management and reporting framework.

Preparing the Management and Reporting Framework		
	Completion Date	**Responsibility**
Objective 1A: Establish a Process to Select and Update A–16 Supplemental Guidance Roles		
Action 1A.1: Develop a Process for Selecting and Maintaining Executive NGDA Theme Champions, NGDA Theme Leads, and NGDA Dataset Managers	FY14 Q4	NGDA Theme Lead Agency(s)
Objective 1B: Define the Scope of the A–16 NGDA Portfolio		
Action 1B.1: Identify Initial Baseline of NGDA Datasets	FY14 Q3	NGDA Theme Leads, NGDA Dataset Managers with support from Stakeholders, and Community of Interest (COI)
Action 1B.2: Register Baseline NGDA Datasets and Services Metadata on the GeoPlatform.gov/Data.gov Catalog with Appropriate NGDA and Theme "tags"	FY15 Q1	NGDA Dataset Managers, NGDA Theme Leads, GeoPlatform.gov Team
Action 1B.3: Develop an Approval Process for Nomination/Removal of NGDA Datasets within the A–16 NGDA Portfolio	FY15 Q2	FGDC Steering Committee, Executive NGDA Theme Champions, NGDA Theme Leads
Objective 1C: Establish Online Collaboration Communities		
Action 1C.1: Activate the NGDA Theme Lead Collaboration Community on GeoPlatform.gov	FY14 Q3	GeoPlatform.gov Team with input from the NGDA Theme Leads
Action 1C.2: Develop A–16 Theme Collaboration Community Templates and Tools on GeoPlatform.gov	FY16 Q3	GeoPlatform.gov Team; NGDA Theme Leads with support from the Theme's Dataset Managers, Stakeholders, and COIs
Objective 1D: Establish Online Planning and Reporting Tools		
Action 1D.1: Develop NGDA Dataset Maturity Annual Assessment Survey and Tool	FY14 Q4	NGDA Dataset Managers, NGDA Theme Leads, GeoPlatform.gov Team
Action 1D.2: Develop NGDA Dataset Report Template and Tool	FY15 Q1	NGDA Theme Leads, NGDA Dataset Managers, GeoPlatform.gov Team
Action 1D.3: Develop NGDA Theme Administrative Maturity Annual Assessment Survey and Tool	FY14 Q4	NGDA Theme Leads, GeoPlatform.gov Team
Action 1D.4: Develop NGDA Strategic Theme Plan Template and Tool	FY15 Q2	NGDA Theme Leads, GeoPlatform.gov Team
Action 1D.5: Develop Annual NGDA Theme Report Template and Tool	FY15 Q3	NGDA Theme Leads, GeoPlatform.gov Team
Action 1D.6: Develop NGDA Services and (or) Applications Investment Report Template, Tool, and Report	FY16 Q2	GeoPlatform.gov Team, Executive NGDA Theme Champions, NGDA Theme Leads
Action 1D.7: Develop NGDA Portfolio Summary Report Template and Tool	FY16 Q3	GeoPlatform.gov Team, FGDC Steering Committee, Executive NGDA Theme Champions, NGDA Theme Leads
Objective 1E: Codify the Definition of a Geospatial Investment		
Action 1E.1: Review/Revise the Definition of Geospatial Investment and Budget Reporting Codes	FY15 Q1	FGDC Steering Committee, OMB
Action 1E.2 Apply the Geospatial Investment Definition and Budget Reporting Codes	FY16 Q4	OMB, Theme Lead Agency(s) with support from FGDC Steering Committee

Section 2: Executing the Portfolio Management Process

Once the framework elements are in place for full A–16 NGDA Portfolio management implementation, cyclic assessments, annual planning, reporting, prioritization, and budgeting can begin. Each portfolio management stage (Assessing, Planning, Reporting, and Priority Setting/Budget Process) described below starts with establishing a process that will ultimately recur on a set cycle (see fig. 4) and that aligns with existing OMB and Congressional budget cycles and agency activities.

The A–16 NGDA Portfolio management process depends on the continual management of the NGDA Themes and their constituent datasets. It is these activities that the portfolio management process reports upon and supports. Additionally, an effective portfolio management process will also identify gaps in investments, data, and other resources so that decisions and actions to address deficiencies can occur. Being able to identify and address deficiencies in the portfolio are equally important for portfolio management.

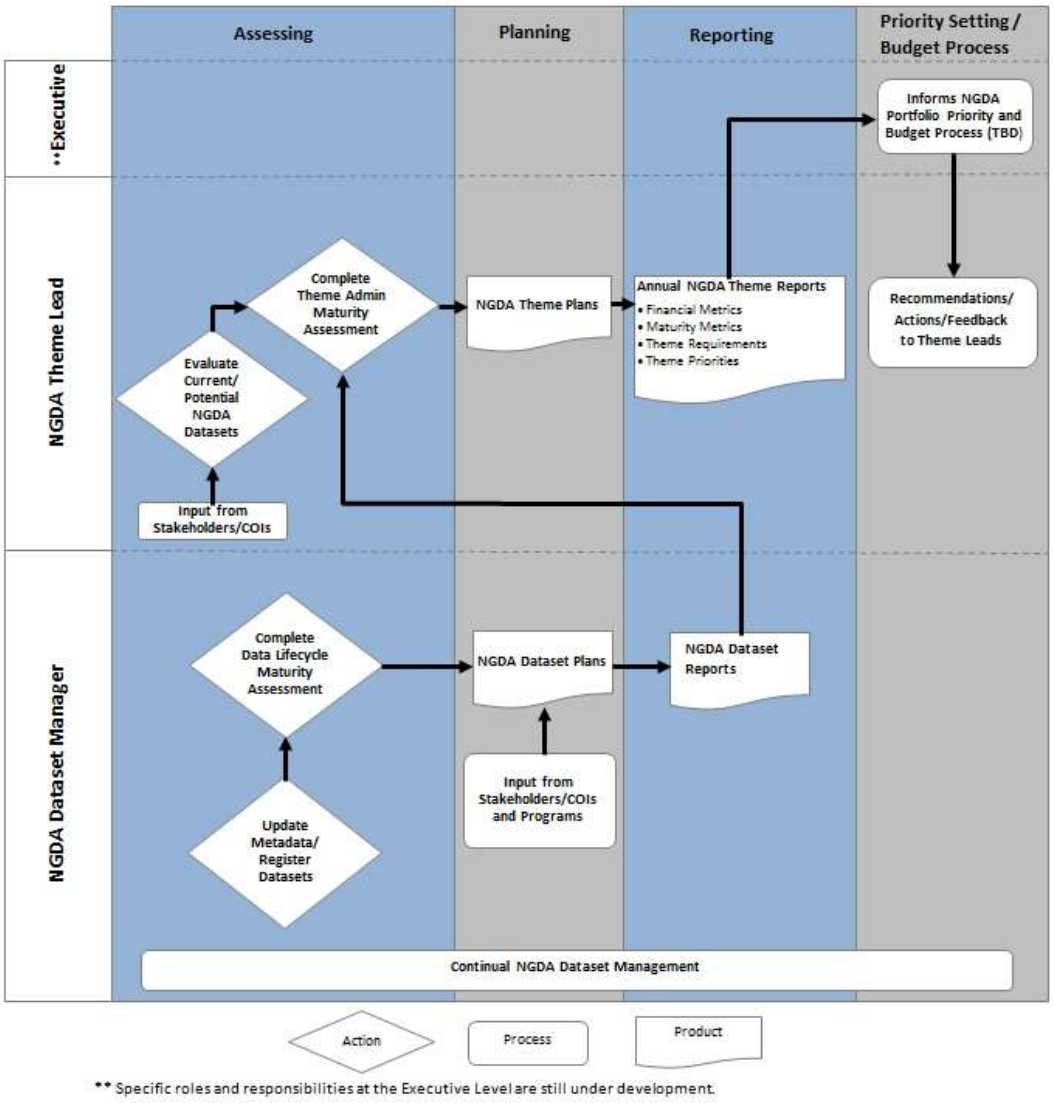

Figure 4. The A–16 NGDA Portfolio management process.

Assessing

Understanding the initial state of the individual NGDAs for each NGDA Theme and then being able to gauge progress toward achieving the desired state is critical for making effective portfolio investment decisions. It is envisioned that NGDA Theme Leads will annually assess and report on the state of their Theme's portfolio assets in order to inform their senior executives about current status, planned progress, and investment levels. This information can be leveraged by executives as they pursue opportunities for collaborative funding and formulate budget requests that align with agency, Federal, and national priorities. The completion of the Geospatial Data Lifecycle management assessment to determine the maturity of NGDA Datasets (as well as investments made and planned) is an important element in making informed A–16 NGDA Portfolio decisions. Theme administrative assessment informs the maturity of theme development and management. If duplication of datasets is identified, NGDA Dataset Managers or NGDA Theme Leads should inform their Executive NGDA Theme Champions and (or) agency Senior Agency Official for Geospatial Information (SAOGI) to address issues at the executive level.

Objective 2A: Assess NGDA Datasets, NGDA Themes, and their Maturity Level

- **Action 2A.1:** Complete and Submit NGDA Dataset Maturity Annual Assessment—Using the template and tool, NGDA Dataset Managers regularly assess the maturity of their NGDA Dataset and then provide a report on how it is progressing towards maturity.
    - **Initiation Date:** FY15 Q1
    - **Completion Date:** FY15 Q3
    - **Responsibility:** NGDA Dataset Managers
    - **Metric:** FY15 Q1, 30% NGDA Dataset Maturity Assessment complete; FY15 Q3, 100% NGDA Dataset Maturity Assessment complete; FY16 and beyond, Ongoing
    - **Dependencies:** NGDA Dataset Maturity Annual Assessment Survey complete; list of discoverable NGDA Datasets available on the GeoPlatform.gov/Data.gov Catalog; availability of Dataset Manager and (or) Data Steward to perform the maturity assessment; availability of GeoPlatform.gov tool to complete assessment
    - **Output:** Uniform, comprehensive, standardized Annual NGDA Dataset maturity report (a baseline for NGDA Dataset maturity) and then an annual summary of the progress toward full maturity. The report provides information such as whether an NGDA Dataset has reached the benchmarks within each lifecycle management phase that is outlined in the *Supplemental Guidance's* Geospatial Data Lifecycle, where there are gaps, and areas that might need additional investment
    - **Outcome**: Transparent A–16 NGDA Portfolio Management to prioritize and target NGDA investments where gaps occur in advancing NGDA Dataset maturity
    - **References:** NSDI Strategic Plan: Action 2.1.1. Identify foundational NGDAs and high-priority data themes and datasets to be included in NSDI portfolio management; A–16 Supplemental Guidance: Section 3.4. Manage, and 3.4.1. NGDA Dataset Management

- **Action 2A.2:** Complete and Submit NGDA Theme Administrative Maturity Annual Assessment—The NGDA Theme Leads regularly assess the maturity of their Theme and use the template and tool created for this process.
    - **Initiation Date:** FY15 Q1
    - **Completion Date:** FY15 Q4
    - **Responsibility:** NGDA Theme Leads
    - **Metric:** FY15 Q1, 40% NGDA Theme Administrative Maturity complete; FY15 Q4, 100% NGDA Theme Administrative Maturity complete; FY16 and beyond, Ongoing
    - **Dependencies:** Assessment questionnaire completed and available, NGDA Theme Leads complete assessment
    - **Output:** Completed NGDA Theme Administrative Maturity Annual Baseline Assessment and annual progress report for each NGDA Theme. An inventory of the progress towards addressing the number of Theme-level tasks required in the *Supplemental Guidance* that are complete for each NGDA Theme and where there are gaps
    - **Outcome:** Increased mission support to Federal agencies as well as their partners and stakeholders through transparent A–16 NGDA Portfolio management that prioritizes and leverages resources where NGDA Theme maturity can be enhanced
    - **References:** NSDI Strategic Plan: Action 2.1.2. Define Federal roles and responsibilities in national data management, including metadata and data delivery, taking into account OMB Circular A–16 Supplemental Guidance Portfolio management requirements, the Open Data Policy, the Geospatial Platform, Data.gov, and other relevant requirements; A–16 Supplemental Guidance: Section 3.4. Manage

Planning

Results of the initial NGDA Theme and Dataset baseline assessment and subsequent annual assessments are key inputs for setting both the strategic and annual directions of Themes and overall investment decisions at the executive level. Each NGDA Theme consists of multiple NGDA Datasets, NGDA Dataset Managers, and a myriad of diverse stakeholders. Thus, widespread and effective communication of actions and requirements between the NGDA Theme Leads with numerous stakeholder communities, by or with support from the Dataset Managers, will be critical for successful implementation of the A–16 NGDA Portfolio. A variety of communication mechanisms tailored to the needs of each Theme will need to be employed during the planning and execution portions of the portfolio management process to ensure this success. This communication will include use of the GeoPlatform.gov communities and recurring briefings/outreach to stakeholders and senior executives. NGDA Theme Strategic Plans identify key actions, issues, investment areas, data development/management/service goals and make the case for prioritizing related actions.

Once an NGDA Theme Strategic Plan is in place to set the course for meeting theme strategic goals, NGDA Theme Leads will report their progress through GeoPlatform.gov dashboards. These automated tools will enable aggregated portfolio-wide information to be reported for use in annual reports and (or)

by the FGDC Steering Committee to make decisions on portfolio investments and recommendations to OMB. The goal is to support the geospatial data for improved modeling, analysis, use, stewardship, access, delivery, and lifecycle management. This section describes the objectives and actions needed to launch the planning process.

Objective 2B: Prepare NGDA Strategic Theme Plan

- **Action 2B.1:** Complete and Submit NGDA Strategic Theme Plan—This planning report outlines the projected activities, programmed/required investments, planned/recommended changes, and other planning elements for a Theme and its NGDA Datasets. The plan provides input into the NGDA Theme Report.
    - **Initiation Date:** FY15 Q3
    - **Completion Date:** FY16 Q3
    - **Responsibility:** NGDA Theme Leads with support from the NGDA Dataset Managers, Stakeholders, and COIs
    - **Metric:** FY15 Q4, 30% of themes have completed strategic plans; FY16 Q1, 60% of themes have completed strategic plans; FY16 Q3, 100% of themes have completed strategic plans
    - **Dependencies:** The foundational elements are in place, baseline assessments are complete, supporting committees and communities are established, and strategic plan content and the template and tool are in place
    - **Output:** Clear vision/blueprint for evolving the NGDA Theme and associated NGDA Datasets from their current to desired state that can be used to measure progress
    - **Outcome:** Investment strategies that result in improved NGDA Dataset support for Federal agency, partner, and stakeholder missions
    - **References:** NSDI Strategic Plan: Action 2.1.4. Develop a process for monitoring and reporting on the progress of Circular A–16 Data Theme and Geospatial Platform Community management responsibilities, including the use and proliferation of content and technology standards; A–16 Supplemental Guidance: Section 3.4.2. NGDA Theme Management

Objective 2C: Create, Execute, and Maintain Collaboration and Coordinating Mechanisms

- **Action 2C.1:** Manage and Maintain Content for each A–16 Theme Public Website on GeoPlatform.gov—Each NGDA Theme has a public website that provides information about the NGDA Datasets and the Theme. The NGDA Theme public community needs to maintain a manager(s) for content, membership, and tool management.
    - **Initiation Date:** FY14 Q2
    - **Completion Date:** FY14 Q4
    - **Responsibility:** NGDA Theme Leads with support from the NGDA Dataset Managers, Stakeholders, and COIs
    - **Metric:** FY14 Q3, 50% of NGDA Themes have a presence on GeoPlatform.gov; FY14 Q4, 100% of NGDA Themes have a presence on GeoPlatform.gov; FY16 and beyond, Ongoing

- **Dependencies:** GeoPlatform.gov Community templates are complete; Community content manager identified
- **Output:** Public presence for all NGDA Themes and Datasets via GeoPlatform.gov
- **Outcome:** Increased visibility and use of NGDA Datasets to support Federal agencies, partners, stakeholders, and the public to meet business and mission implementations
- **References:** NSDI Strategic Plan: Action 2.1.4. Develop a process for monitoring and reporting on the progress of Circular A–16 Data Theme and Geospatial Platform Community management responsibilities, including the use and proliferation of content and technology standards; A–16 Supplemental Guidance: Section 3. Portfolio Management of National Geospatial Data Assets

- **Action 2C.2:** Establish and Engage the NGDA Theme Committees and Communities to Further Strategic Planning Efforts—Many NGDA Themes already have FGDC Thematic Subcommittees, FGDC Working Groups, Stakeholders, COIs, or other forums for engaging interested organizations in the NGDA Theme.
  - **Initiation Date:** FY13 Q2
  - **Completion Date:** FY16 Q1
  - **Responsibility:** NGDA Theme Leads with support from NGDA Dataset Managers and the GeoPlatform.gov Team
  - **Metric:** FY15 Q2, 50% of NGDA Themes engaging Committees and Communities in strategic planning; FY15 Q4, 75% of NGDA Themes engaging Committees and Communities in strategic planning; FY16 Q1 and beyond, 100% of the NGDA Themes engaging Committees and Communities in strategic planning
  - **Dependencies:** NGDA Theme Committees and Communities in place
  - **Output:** Consensus decisions on the strategic direction for the NGDA Themes and NGDA Datasets
  - **Outcome:** Increased ability to measure incremental progress at reaching the desired maturity level for the NGDA Themes and Datasets
  - **References:** NSDI Strategic Plan: Goal 2. Ensure Accountability and Effective Development and Management of Federal Geospatial Resources; A–16 Supplemental Guidance: Section 3.4.2. NGDA Theme Management

- **Action 2C.3:** Establish and Maintain Coordination Mechanism across NGDA Themes—The *Supplemental Guidance* recognizes that collaboration across the NGDA Themes addresses a need for leveraging resources, sharing information, and facilitating the A–16 NGDA Portfolio management process. This mechanism may involve meetings, sessions on key topics, or other types of activities that bring together the NGDA Theme Leads on a regular basis.
  - **Initiation Date:** FY13 Q2
  - **Completion Date:** FY14 Q2
  - **Responsibility:** NGDA Theme Leads
  - **Metric:** FY14 Q2, 100% of process complete

- **Dependencies:** NGDA Theme Leads establish and oversee regular meeting process
- **Output:** A team of NGDA Theme Leads, NGDA Dataset Managers, or other representatives that meet regularly to ensure the identification of crosscutting issues across NGDA Themes
- **Outcome**: Improved management of core NGDA Datasets and a unified approach to setting recommendations for crosscutting development and investment in NGDAs. Better input for FGDC Steering Committee decisions on setting A–16 NGDA Portfolio priorities, investments, and establishing and strengthening partnerships
- **References:** NSDI Strategic Plan: Action 2.1.4. Develop a process for monitoring and reporting on the progress of Circular A–16 Data Theme and Geospatial Platform Community management responsibilities, including the use and proliferation of content and technology standards; A–16 Supplemental Guidance: Section 3.4.2. NGDA Theme Management

Reporting

For the A–16 NGDA Portfolio management process, consistent metrics and reporting requirements provide an important foundation for the ability to make decisions. Federal agencies employ a variety of methods to manage geospatial data throughout the lifecycle of the data and leveraging existing mechanisms can support efforts to meet the reporting requirements. The availability of tools on GeoPlatform.gov will also facilitate the reporting process.

Information in the reports will focus on A–16 NGDA Portfolio requirements, gaps, and progress made in achieving overall A–16 NGDA Portfolio management. This information is based on the templates developed in Section 1: Preparing the Management and Reporting Framework.

Objective 2D: Populate NGDA Dataset, Theme, and Portfolio Summary Reports

- **Action 2D.1:** Complete and Submit Annual NGDA Dataset Report—This is the annual report populated by Dataset Managers to report on each dataset's status, maturity, and other characteristics. The content in this report includes the information described in the template and the tool used in this process.
    - **Initiation Date:** FY15 Q2
    - **Completion Date:** FY15 Q4
    - **Responsibility:** NGDA Dataset Managers
    - **Metric:** FY15 Q4 (Initial – First Report); 100% complete, FY16 and beyond, Ongoing
    - **Dependencies:** The summary of the NGDA Dataset maturity annual assessment; report templates are in place on GeoPlatform.gov
    - **Output:** Consistent NGDA Dataset Report for use in developing the Annual NGDA Theme Report
    - **Outcome**: Consistent reporting provides input for NGDA Theme Leads to report on NGDA Theme progress and ultimately to help manage the A–16 NGDA Portfolio
    - **References:** NSDI Strategic Plan: Action 2.1.4. Develop a process for monitoring and reporting on the progress of Circular A–16 Data Theme and Geospatial Platform

Community management responsibilities, including the use and proliferation of content and technology standards; A–16 Supplemental Guidance: Section 3.4.1. NGDA Dataset Management, and 5.2. The Process

- **Action 2D.2:** Complete and Submit Annual NGDA Theme Report—This is the annual report populated by NGDA Theme Leads to report on each Theme's status, maturity, and other characteristics. The content in this report includes the information described in the template and the tool used in this process.
  - **Initiation Date:** FY15 Q4
  - **Completion Date:** FY16 Q3
  - **Responsibility:** NGDA Theme Leads
  - **Metric:** FY16 Q1 (Initial – First Report); 50% complete; FY16 Q3 (Initial – First Report), 100% complete; FY17 and beyond, Ongoing
  - **Dependencies:** NGDA Theme Administrative Maturity Annual Assessment Survey, NGDA Theme Strategic Plan, NGDA Theme Report Template available on GeoPlatform.gov, NGDA Dataset Report
  - **Output**: Consistent NGDA Theme Report for use in the Portfolio Summary
  - **Outcome:** Facilitate transparent A–16 NGDA Portfolio management and enable NGDA Theme Leads to meet A–16 NGDA Portfolio management responsibilities
  - **References:** NSDI Strategic Plan: Action 2.1.4. Develop a process for monitoring and reporting on the progress of Circular A–16 Data Theme and Geospatial Platform Community management responsibilities, including the use and proliferation of content and technology standards; A–16 Supplemental Guidance: Section 3.4. Manage

- **Action 2D.3:** Report NGDA Theme progress to FGDC Steering Committee and FGDC Coordination Group—Executive NGDA Theme Champions and (or) NGDA Theme Leads provide informational reports to the FGDC Steering Committee on a regular basis. The reports are initially being completed as a single report per meeting using standard presentation materials. GeoPlatform.gov portfolio reporting tools are anticipated to help streamline this reporting process and increase reporting frequency.
  - **Initiation Date:** FY13 Q4
  - **Completion Date:** FY16 Q4
  - **Responsibility:** Executive NGDA Theme Champions, NGDA Theme Leads
  - **Metric:** FY14 Q4, 25% of themes reported progress; FY15 Q4, 75% of themes reported progress; FY16 Q4, 100% of themes reported progress; FY17 and beyond, Ongoing
  - **Dependencies:** Assessing, Planning, and Reporting mechanisms in place
  - **Output**: NGDA Theme progress report to the FGDC Steering Committee
  - **Outcome:** Facilitate transparent A–16 NGDA Portfolio management and enable NGDA Theme Leads to meet A–16 NGDA Portfolio management responsibilities

- **References:** NSDI Strategic Plan: Action 2.1.3. Finalize and implement the Circular A–16 Portfolio Implementation Plan to include reporting investments and defining investment requirements; NSDI Strategic Plan: Action 2.1.4. Develop a process for monitoring and reporting on the progress of Circular A–16 Data Theme and Geospatial Platform Community management responsibilities, including the use and proliferation of content and technology standards; A–16 Supplemental Guidance: Section 3.4. Manage, and 3.6. Identify and Execute Interagency Priorities

- **Action 2D.4:** Compile NGDA Theme Reports into an A–16 NGDA Portfolio Summary—While the aggregation of the NGDA Theme Reports provides a significant component of the NGDA Portfolio Summary, additional requirements will need to be addressed from the Priority Setting/Budget Process as well. Therefore, the A–16 NGDA Portfolio Summary will evolve over the course of implementation to address these requirements.
  - **Initiation Date:** FY16 Q4
  - **Completion Date:** FY17 Q3
  - **Responsibility:** GeoPlatform.gov Team with input from FGDC Steering Committee and Executive NGDA Theme Champion
  - **Metric:** FY17 Q3 (Initial – First Report), 100% complete; FY17 and beyond, Ongoing
  - **Dependencies:** GeoPlatform.gov Team establishes Executive Dashboard for integrating NGDA Theme Report information into the Portfolio Summary and additional requirements available from the Priority Setting/Budget Process
  - **Output:** A–16 NGDA Portfolio Summary
  - **Outcome:** Transparent A–16 NGDA Portfolio management and enable NGDA Theme Leads to meet A–16 NGDA Portfolio management responsibilities
  - **References:** NSDI Strategic Plan: Action 2.1.3. Finalize and implement the Circular A–16 Portfolio Implementation Plan to include reporting investments and defining investment requirements; A–16 Supplemental Guidance: Section 3.4. Manage, 3.4.2. NGDA Theme Management and 5.2. The Process

Priority Setting/Budget Process

The principle of A–16 NGDA Portfolio management is to provide senior executives with a process for taking a holistic view of the portfolio in order to determine which NGDAs should be the focus of cross-agency investment. The annual reporting on the progress of all NGDA Themes and NGDA Datasets to senior executives will provide a better sense of the impacts of investments. While this process needs to be developed, including the reporting requirements and portfolio summaries and tools, ultimately it will facilitate and identify potential opportunities for collaboration and resource pooling. This will also assist in the evaluation of opportunities for and implications of portfolio decisions. This process is inherent to developing a consistent way to determine what the critical geospatial investments are. A consistent, robust priority-setting process is critical to informing financial decisions, responding to requests from OMB, and enabling individual agency approaches to their budget planning process. This section describes the objectives and actions associated with the Priority Setting/Budget Process.

Objective 2E: Develop the Executive-Level Priority Setting/Budget Processes for Geospatial Portfolio Management

- **Action 2E.1:** Develop the A–16 NGDA Portfolio-level Processes, Reporting Requirements, and Roles and Responsibility Requirements for Federal Geospatial Portfolio Management—This will include identifying integration points with existing OMB and agency budget and investment reporting processes and timelines, portfolio summary reporting requirements in support of reporting tool development, and implementation planning.
  - **Initiation Date:** FY14 Q3
  - **Completion Date:** FY15 Q4
  - **Responsibility:** FGDC Steering Committee, Executive NGDA Theme Champions
  - **Metric:** FY15 Q4, 100% complete
  - **Dependencies:** NGDA Theme Leads and (or) NGDA Dataset Managers have access to pertinent financial information; geospatial investments are defined and coding implemented
  - **Output**: Executive-level priority setting/budget process and implementation requirements. Requirements for the Portfolio Summary report are developed
  - **Outcome**: An increased knowledge about investment in the NGDAs that enhances the ability to set priorities based on the areas that provide the most impact for supporting Federal agency missions
  - **References:** NSDI Strategic Plan: Goal 2. Ensure Accountability and Effective Development and Management of Federal Geospatial Resources; A–16 Supplemental Guidance: Section 3. Portfolio Management of National Geospatial Assets

- **Action 2E.2:** Develop a Process for Federal Agencies to Identify Resources Required for Managing Geospatial Data Beyond Their Agency's Mission—Several NGDA Themes have NGDA Datasets from multiple agencies. This process would help establish a mechanism for the NGDA Theme Lead Agency to facilitate the A–16 NGDA Portfolio management process.
  - **Initiation Date:** FY15 Q1
  - **Completion Date:** FY16 Q4
  - **Responsibility:** FGDC Steering Committee, Executive NGDA Theme Champions, NGDA Theme Lead Agency(s)
  - **Metric:** FY16 Q4, 100% complete
  - **Dependencies:** Existing collaborative environment among Federal agencies to support NGDA Datasets; financial and personnel requirements are forwarded through Executive NGDA Theme Champions and the FGDC Steering Committee for investment directed to meet agency requirements
  - **Output**: Defined process that supports NGDA Dataset requirements across Theme Lead Agency(s)
  - **Outcome**: Improved understanding of NGDA Themes and Datasets supports Federal agency missions through cross-agency collaboration

- **References:** NSDI Strategic Plan: Goal 2. Ensure Accountability and Effective Development and Management of Federal Geospatial Resources; A–16 Supplemental Guidance: Section 3.6. Identify and Execute Interagency Priorities

Table 2. Summary of actions for executing the portfolio management process.

Executing the Portfolio Management Process		
	Completion Date	**Responsibility**
Assessing		
Objective 2A: Assess NGDA Datasets, NGDA Themes, and their Maturity Level		
Action 2A.1: Complete and Submit NGDA Dataset Maturity Annual Assessment	FY15 Q3	NGDA Dataset Managers
Action 2A.2: Complete and Submit NGDA Theme Administrative Maturity Annual Assessment	FY15 Q4	NGDA Theme Leads
Planning		
Objective 2B: Prepare NGDA Strategic Theme Plan		
Action 2B.1: Complete and Submit NGDA Strategic Theme Plan	FY16 Q3	NGDA Theme Leads with support from NGDA Dataset Managers, Stakeholders, and COIs
Objective 2C: Create, Execute, and Maintain Collaboration and Coordinating Mechanisms		
Action 2C.1: Manage and Maintain Content for each A–16 Theme Public Website on GeoPlatform.gov	FY14 Q4	NGDA Theme Leads with support from the NGDA Dataset Managers, Stakeholders, and COIs
Action 2C.2: Establish and Engage the NGDA Theme Committees and Communities to Further Strategic Planning Efforts	FY16 Q1	NGDA Theme Leads with support from NGDA Dataset Managers and the GeoPlatform.gov Team
Action 2C.3: Establish and Maintain Coordination Mechanism across NGDA Themes	FY 14 Q2	NGDA Theme Leads
Reporting		
Objective 2D: Populate NGDA Dataset, Theme, and Portfolio Summary Reports		
Action 2D.1: Complete and Submit Annual NGDA Dataset Report	FY15 Q4	NGDA Dataset Managers
Action 2D.2: Complete and Submit Annual NGDA Theme Report	FY 16 Q3	NGDA Theme Leads
Action 2D.3: Report NGDA Theme Progress to FGDC Steering Committee and FGDC Coordination Group	FY 16 Q4	Executive NGDA Theme Champions, NGDA Theme Leads
Action 2D.4: Compile NGDA Theme Reports into an A–16 NGDA Portfolio Summary	FY17 Q3	GeoPlatform.gov Team with input from FGDC Steering Committee and Executive NGDA Theme Champions
Priority Setting/Budget Process		
Objective 2E: Develop the Executive-Level Priority Setting/Budget Processes for Geospatial Portfolio Management		
Action 2E.1: Develop the A–16 NGDA Portfolio-level Processes, Reporting Requirements, and Roles and Responsibility Requirements for Federal Geospatial Portfolio Management	FY15 Q4	FGDC Steering Committee, Executive NGDA Theme Champions
Action 2E.2: Develop a Process for Federal Agencies to Identify Resources Required for Managing Geospatial Data Beyond Their Agency's Mission	FY16 Q4	FGDC Steering Committee, Executive NGDA Theme Champions, NGDA Theme Lead Agency(s)

Next Steps

This National Geospatial Data Asset Management is the beginning of a coordinated effort to strategically manage those geospatial datasets most critical to carrying out and meeting Federal agency, partner, and stakeholder mission requirements. Managing Federal NGDAs as a single portfolio is a paradigm shift that requires more commonality in how Federal agencies manage, report, and make available their NGDAs. It formalizes the relationships between like datasets, the responsibilities of Theme leadership, and the reporting, evaluation, and planning of Federal geospatial assets to enable coordinated recommendations on how the portfolio may need to change or expand to ensure data and tools are available to support decisionmaking and missions execution. It requires Federal agencies to manage their NGDAs on behalf of the government, in addition to their own mission requirements. The next steps to implementing this plan include:

- This Plan incorporates the goals and objectives outlined within the *National Spatial Data Infrastructure Strategic Plan*: 2014—2016, December 2013, for establishing an A–16 NGDA Portfolio management process for National Geospatial Data Assets (NGDAs) Datasets. The FGDC Steering Committee will determine how they will oversee implementation of this Plan and the process for regularly reporting the status of this Plan's execution.
- The responsible parties identified for executing an action will meet and organize the execution of the action, aligning their activities and timelines with this Plan and its other actions.
- Actions in the "Framework" section of this Plan require the development of processes that enable efficient and effective reporting by responsible parties. These processes for and the content of these reports will need to be developed and vetted by the Federal agencies responsible for their implementation. Leads and team members for these actions will be identified to execute the actions.
- The development and implementation of reporting tools, help products, and metrics dashboards on the Geospatial Platform will require government staff, supported by contractor resources, to define, develop, and implement the required content and capabilities.
- Elements of this Plan may need to be altered as implementation progresses due to Federal priority changes, funding impacts, or implementation findings. Recommendations will be vetted through the FGDC Steering Committee to determine appropriate action.
- Federal agencies will need to establish internal coordination for these activities between their SAOGIs, Executive NGDA Theme Champion(s), NGDA Theme Lead(s), and NGDA Dataset Manager(s).
- Federal agencies will begin or continue execution of applicable actions.

Federal agencies vary in their ability to implement these activities based on how much they impact or change their current business processes and the resources available. Some Federal agencies are already successfully implementing key aspects of the actions in this Plan. The Plan utilizes a phased, multi-year approach, recognizing the challenges posed in implementing this governmentwide approach.

Appendix A: Acronyms

CIO	Chief Information Officer
Circular A–16	*OMB Circular A–16, Coordination of Geographic Information and Related Spatial Data Activities*
COI	Community of Interest
COIs	Communities of Interest
CPIC	Capital Planning and Investment Control
Digital Government Strategy	*Digital Government: Building a 21st Century Platform to Better Serve the American People*
FGDC	Federal Geographic Data Committee
FY	Fiscal Year
GeoPlatform	Geospatial Platform
IT	Information Technology
NGDA	National Geospatial Data Asset
NSDI	National Spatial Data Infrastructure
OMB	Office of Management and Budget
Open Data Policy	*Open Data Policy—Managing Information as an Asset*
Q1	Quarter 1 (October to December)
Q2	Quarter 2 (January to March)
Q3	Quarter 3 (April to June)
Q4	Quarter 4 (July to September)
SAOGI	Senior Agency Official for Geospatial Information
Supplemental Guidance	*OMB Circular A–16 Supplemental Guidance, November 10, 2010*
TBD	To Be Determined

Appendix B: Glossary of Terms

A–16 NGDA Portfolio: The A–16 NGDA Portfolio is envisioned as a group of NGDA Themes, each of which is comprised of related NGDA Datasets selected from a much larger and continually changing universe of geospatial datasets. Only a select subset of these will rise to the significance required for NGDA Dataset designation as recommended by the relevant NGDA Theme Lead, concurred on by the FGDC Coordination Group, and designated by the FGDC Steering Committee. OMB Circular A–16 Supplemental Guidance

Baseline Assessment: The process to determine the initial maturity of A–16 NGDA Themes and National Geospatial Dataset Assets (NGDAs). The process is based on a series of benchmarks and associated maturity ranking metrics derived from the Stages of the Geospatial Data Lifecycle pursuant to OMB Circular A–16, sections 8 (e)(d), 8 (e)(f), and 8 (e)(g). Activities or investments necessary to reach a fully developed or mature dataset are identified and progress in attaining maturity is measured at recurring intervals. Stages of the Geospatial Data Lifecycle pursuant to OMB Circular A–16, sections 8(e)(d), 8(e)(f), and 8(e)(g)

Community of Interest (COI): A COI may include any interested person, government or non-government. Group of individuals and (or) agencies that exchange information in pursuit of common goals, missions, or business processes. Lexicon of Geospatial Terminology

Dashboard: The concept of the Dashboard comes from other Federal government efforts to organize and present information in a consolidated view such as the IT Dashboard and the Open Government Dashboard. The purpose of the Dashboard as related to this Plan is to provide information on the status the NGDA Themes and Datasets. It is a tool to show the effectiveness of A–16 NGDA Portfolio management and to support decisions regarding the investment and management of resources. The information in the Dashboard comes from the Theme Leads and Dataset Managers who are responsible for evaluating and updating select data on a regular basis, which is accomplished through interfaces provided by the Dashboard. IBM Center for The Business of Government: Use of Dashboards in Government and Open Government Dashboard

Data Steward: Data Stewards manage that part of an NGDA Dataset that their organization contributes to a seamless national dataset. They work with the NDGA Dataset Managers to provide coordination support, implement needed changes to data, inform and cooperate with stakeholders, perform field work, ensure data standards are followed, and perform data maintenance. Data Stewards are often not Federal employees and come from other levels of government, academia, or the private sector. OMB Circular A–16 Supplemental Guidance

Executive NGDA Theme Champion: A member of the Senior Executive Service or a senior level individual designated by a Theme Lead Agency's Senior Agency Official for Geospatial Information (SAOGI) who advocates for, raises awareness of, and promotes the implementation of an NGDA Theme and its NGDA Datasets. An Executive NGDA Theme Champion provides recommendations and advises the SAOGI on

important matters relative to the NGDA Theme's role in the A–16 NGDA Portfolio. OMB Circular A–16 Supplemental Guidance

FGDC Thematic Subcommittees: OMB *Circular A–16* enumerates 34 data themes of national significance and assigns responsibility for each of the themes to one or more Federal agencies. FGDC Thematic Subcommittees are established for nine of the data themes. Federal agencies have responsibility for, and lead, the thematic subcommittees. FGDC Structure and Federal Agency and Bureau Representation

FGDC Working Groups: FGDC Working Groups crosscut the subcommittees and focus on infrastructure issues common to many of the NSDI data themes, such as standards and common services. FGDC Structure and Federal Agency and Bureau Representation

GeoPlatform: The Geospatial Platform, also known as GeoPlatform and (or) GeoPlatform.gov (website), provides a suite of well-managed, highly available, and trusted geospatial data, services, and applications for use by Federal agencies—and their State, local, Tribal, and regional partners. Business Plan for the Geospatial Platform (redacted)

GeoPlatform.gov/Data.gov Catalog: Unified open source government data catalog and search engine shared by both Data.gov and GeoPlatform.gov Web portals. Geospatial Platform / CKAN Publisher Webinar

GeoPlatform Community: Interactive, topically focused sections of the GeoPlatform.gov website that are managed and used for collaboration by specific communities of interest. 2013 Annual Report

GeoPlatform Marketplace: The Geospatial Platform Marketplace [consists of] a listing of datasets that are planned for acquisition by one or more of the FGDC member agencies. This listing [is used to] determine whether a potential partner is already trying to acquire data that [other agencies] have an interest in. As time goes on, [the GeoPlatform.gov Team] will be expanding the functionality of the Marketplace to help Federal agencies and their partners get their geospatial data needs met in the most time and cost effective manner possible. Geospatial Platform Marketplace

GeoPlatform Portfolio Management: A set of processes by which the Geospatial Platform will manage geospatial assets that are contained within the offering. The Geospatial Platform will strategically manage existing geospatial assets as a portfolio to maximize business value, solve problems, and increase accountability and transparency across Federal, State, Tribal, local, and private partners. Business Plan for the Geospatial Platform (redacted)

GeoPlatform Portfolio Management Metrics: The GeoPlatform Portfolio will be measured and reported based on the following: Data maturity based on maturity model scores; IT dashboards [support for Dataset and Theme maturity and investments and investment prioritization]; Investment review criteria and investment review scores; Implementation of roles and responsibilities specific to portfolio management (for example, roles and responsibilities in the OMB A–16 *Supplemental Guidance* for data portfolio management). Geospatial Platform Roadmap v4

GeoPlatform Team: The GeoPlatform Team will be responsible for the governance and operational management of the Geospatial Platform based upon the strategic direction provided by the FGDC Steering and Executive Committees. The GeoPlatform Team, consisting of members of Federal agencies with platform experience, the Geospatial Platform Managing Partner, and the FGDC Office of the Secretariat, with input from support contractors, will execute the design, operations, maintenance, and management of the Geospatial Platform. Business Plan for the Geospatial Platform (redacted)

Geospatial Data Lifecycle: The stages outlined in the Geospatial Data Lifecycle enables NGDA Dataset Managers to obtain a better understanding of the current maturity of NGDA Datasets for planning, developing, maintaining, evolving, and archiving the NGDA Dataset(s) for which they are responsible. OMB Circular A–16 Supplemental Guidance

Geospatial Line of Business (GeoLoB): A shared investment initiative of FGDC agencies to develop policy, guidance, and shared technology solutions supporting Geospatial Shared Services. Also, aims to further refine the opportunities for optimizing and consolidating Federal geospatial-related investments to reduce the cost for government and, at the same time, improve services to citizens. FGDC Geospatial Line of Business (GeoLoB)

NGDA Dataset: A geospatial dataset that has been designated as such by the FGDC Steering Committee and meets at least one of the following criteria: (1) supports mission goals of multiple Federal agencies; (2) statutorily mandated; or (3) supports Presidential priorities as expressed by Executive Order or by OMB. OMB Circular A–16 Supplemental Guidance

NGDA Dataset Inventory: To identify geospatial datasets that comprise the A–16 NGDA Portfolio universe, the FGDC Steering Committee must know what geospatial data exist and how they support the business requirements of the Federal Government and its partners. Datasets compare to each other in characteristics such as definition, content, quality, application, and validity. Obtaining this information requires a recurring inventory and selection process. An initial inventory activity is used to create a baseline portfolio that will be routinely maintained on at least an annual basis. OMB Circular A–16 Supplemental Guidance

NGDA Dataset Management: NGDA Dataset Managers should evaluate their NGDA Dataset(s) against the Geospatial Data Lifecycle stages in order to report on their maturity and status. They should also report on how they are conforming to the NGDA Dataset Managers' responsibilities, expended resources (dollars and full-time equivalent (FTE) staff), and other performance measures concurred upon by the FGDC Steering Committee. If funding information is not currently available, NGDA Dataset Managers should work with their agency leadership to develop a way to track this financial information. The NGDA Dataset Manager will annually submit an NGDA Dataset Report to the relevant NGDA Theme Lead and will assist with incorporation of that information into a comprehensive annual NGDA Theme Report. OMB Circular A–16 Supplemental Guidance

NGDA Dataset Manager: Individuals who provide coordination and standards for NGDA Datasets at a national level. NGDA Dataset Managers provide information to their NGDA Theme Lead for management and reporting. OMB Circular A–16 Supplemental Guidance

NGDA Theme: Representations of conceptual topics describing digital spatial information for the Nation. Each Theme contains associated datasets (with attribute records and coordinates) that are documented, verifiable, and officially designated to meet recognized standards. A NGDA Theme contains one or more datasets of geographic information to be used in common and from which other datasets can be derived. NGDA Themes are codified in OMB Circular A–16. OMB Circular A–16 Supplemental Guidance

NGDA Theme Lead: Individuals who provide interdepartmental leadership and coordination at the NGDA Theme level. They work with component NGDA Dataset Managers to develop standards and provide guidance. The NGDA Theme Lead, or designee, chairs the NGDA Theme's Thematic Committee and manages the annual process of providing NGDA Dataset collaboration and funding recommendations to the FGDC Steering Committee for those NGDA Datasets within their NGDA Theme. Additionally, the NGDA Theme Lead reports to the Executive NGDA Theme Champion and the FGDC Coordination Group on the NGDA Theme's activities and investments (both current and planned). OMB Circular A–16 Supplemental Guidance

NGDA Theme Management: NGDA Theme Leads should comprehensively coordinate with their NGDA Dataset Managers to provide overall management for the NGDA Datasets associated with the NGDA Theme. Coordination and integration of NGDA Dataset management will frequently occur across Federal agencies, making interagency coordination a key responsibility of the NGDA Theme Lead. NGDA Theme Leads will also coordinate with other NGDA Theme Leads to ensure that NGDA Datasets applicable to more than one NGDA Theme are effectively co-developed. The baseline and subsequent annual NGDA Dataset Reports comprise a key foundational element of the NGDA Theme Lead's ability to collaborate with the NGDA Dataset Managers associated with the NGDA Theme, and to identify and execute common practices and shared services across NGDA Datasets within the NGDA Theme. OMB Circular A–16 Supplemental Guidance

Outcome: In performance assessment in government, outcomes are defined as the impacts on social, economic, or other indicators arising from the delivery of outputs. Organization for Economic Cooperation and Development (OECD), Glossary of Statistical Terms

Output: In performance assessment in government, outputs are defined as the good or services produced by government agencies. Organization for Economic Cooperation and Development (OECD), Glossary of Statistical Terms

Portfolio Management: Geospatial portfolio management is the process of tracking, maintaining, expanding, and aligning or realigning assets to address and solve the business needs of an enterprise. To understand what assets exist and to ensure their quality and usability, data must be: (1) Reliable – coordinated by a recognized national steward; (2) Consistent – supported by defined and understood content definitions to ensure their integrity; (3) Current and applicable – maintained regularly and adaptable to current needs; and (4) Resourced – established and recognized as an enterprise investment. Although geospatial portfolio management is much broader than just these few described aspects, these form the foundation on which geospatial portfolio management is built. Lexicon of Geospatial Terminology

Register: A set of files containing identifiers assigned to items with descriptions of the associated items. Lexicon of Geospatial Terminology

Services: Automated program, interface, application, or engine that performs a defined action that can be found, invoked, and executed over the Web. A geospatial Web-based service is a service that performs an action on geospatial data or information to transform, translate, or convert it to a more usable format or to update, distribute, or integrate it into an existing database or dataset for use. Lexicon of Geospatial Terminology

Stakeholders: Also known as the A–16 Stakeholder Community, this term represents a group of individuals and (or) agencies that affect or are affected by A–16 themes and associated datasets. This group is composed of Federal agency partners, including State, tribal, and local governments, the private and nonprofit sectors, academia, and the public at-large. Lexicon of Geospatial Terminology

Strategic Planning: Planning that focuses on longer range objectives and goals. Lexicon of Geospatial Terminology

Appendix C: References

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Appendix D: National Geospatial Data Asset Management Plan Actions—Responsibility Summary

NGDA Dataset Manager Actions			
Preparing the Management and Reporting Framework			
	Initiation Date	**Completion Date**	**Responsibility (Role)**
Objective 1B: Define the Scope of the A–16 NGDA Portfolio			
Action 1B.1: Identify Initial Baseline of NGDA Datasets	FY12 Q1	FY14 Q3	NGDA Dataset Managers (Support)
Action 1B.2: Register Baseline NGDA Datasets and Services Metadata on the GeoPlatform.gov/Data.gov Catalog with Appropriate NGDA and Theme "tags"	FY12 Q1	FY15 Q1	NGDA Dataset Managers (Lead)
Objective 1C: Establish Online Collaboration Communities			
Action 1C.2: Develop A–16 Theme Collaboration Community Templates and Tools on GeoPlatform.gov	FY13 Q3	FY16 Q3	NGDA Dataset Managers (Support)
Objective 1D: Establish Online Planning and Reporting Tools			
Action 1D.1: Develop NGDA Dataset Maturity Annual Assessment Survey and Tool	FY13 Q2	FY14 Q4	NGDA Dataset Managers (Lead)
Action 1D.2: Develop NGDA Dataset Report Template and Tool	FY14 Q3	FY15 Q1	NGDA Dataset Managers (Support)
Executing the Portfolio Management Process			
Assessing			
Objective 2A: Assess NGDA Datasets, NGDA Themes, and their Maturity Level			
Action 2A.1: Complete and Submit NGDA Dataset Maturity Annual Assessment	FY15 Q1	FY15 Q3	NGDA Dataset Managers (Lead)
Planning			
Objective 2C: Create, Execute, and Maintain Collaboration and Coordinating Mechanisms			
Action 2C.1: Manage and Maintain Content for each A–16 NGDA Theme Public Web Site on GeoPlatform.gov	FY14 Q2	FY14 Q4	NGDA Dataset Managers (Support)
Action 2C.2 Establish and Engage the NGDA Theme Committees and Communities to Further Strategic Planning Efforts	FY13 Q2	FY16 Q1	NGDA Dataset Managers (Support)
Reporting			
Objective 2D: Populate NGDA Dataset, Theme, and Portfolio Summary Reports			
Action 2D.1: Complete and Submit Annual NGDA Dataset Report	FY15 Q2	FY15 Q4	NGDA Dataset Managers (Lead)

NGDA Theme Lead Actions			
Preparing the Management and Reporting Framework			
	Initiation Date	**Completion Date**	**Responsibility (Role)**
Objective 1B: Define the Scope of the A–16 NGDA Portfolio			
Action 1B.1: Identify Initial Baseline of NGDA Datasets	FY12 Q1	FY14 Q3	NGDA Theme Leads (Lead)
Action 1B.2: Register Baseline NGDA Datasets and Services Metadata on the GeoPlatform.gov/Data.gov Catalog with Appropriate NGDA and Theme "tags"	FY12 Q1	FY15 Q1	NGDA Theme Leads (Support)
Action 1B.3: Develop an Approval Process for Nomination/Removal of NGDA Datasets within the A–16 NGDA Portfolio	FY14 Q3	FY15 Q2	NGDA Theme Leads (Support)
Objective 1C: Establish Online Collaboration Communities			
Action 1C.1: Activate the NGDA Theme Lead Collaboration Community on GeoPlatform.gov	FY13 Q2	FY14 Q3	NGDA Theme Leads (Support)
Action 1C.2: Develop A–16 Theme Collaboration Community Templates and Tools on GeoPlatform.gov	FY13 Q3	FY16 Q3	NGDA Theme Leads (Support)
Objective 1D: Establish Online Planning and Reporting Tools			
Action 1D.1: Develop NGDA Dataset Maturity Annual Assessment Survey and Tool	FY13 Q2	FY14 Q4	NGDA Theme Leads (Support)
Action 1D.2: Develop NGDA Dataset Report Template and Tool	FY14 Q3	FY15 Q1	NGDA Theme Leads (Support)
Action 1D.3: Develop NGDA Theme Administrative Maturity Annual Assessment Survey and Tool	FY14 Q1	FY14 Q4	NGDA Theme Leads (Lead)
Action 1D.4: Develop NGDA Strategic Theme Plan Template and Tool	FY14 Q4	FY15 Q2	NGDA Theme Leads (Lead)
Action 1D.5: Develop Annual NGDA Theme Report Template and Tool	FY14 Q4	FY15 Q3	NGDA Theme Leads (Lead)
Action 1D.6: Develop NGDA Services and (or) Applications Investment Report Template, Tool, and Report	FY15 Q3	FY16 Q2	NGDA Theme Leads (Support)
Action 1D.7: Develop NGDA Portfolio Summary Report Template and Tool	FY15 Q3	FY16 Q3	NGDA Theme Leads (Support)
Executing the Portfolio Management Process			
Assessing			
Objective 2A: Assess NGDA Datasets, NGDA Themes, and their Maturity Level			
Action 2A.2: Complete and Submit NGDA Theme Administrative Maturity Annual Assessment	FY15 Q1	FY15 Q4	NGDA Theme Leads (Lead)
Planning			
Objective 2B: Prepare NGDA Strategic Theme Plan			
Action 2B.1: Complete and Submit NGDA Strategic Theme Plan	FY15 Q3	FY16 Q3	NGDA Theme Leads (Lead)
Objective 2C: Create, Execute, and Maintain Collaboration and Coordinating Mechanisms			
Action 2C.1: Manage and Maintain Content for each A–16 Theme Public Website on GeoPlatform.gov	FY14 Q2	FY14 Q4	NGDA Theme Leads (Lead)
Action 2C.2: Establish and Engage the NGDA Theme Committees and Communities to Further Strategic Planning Efforts	FY13 Q2	FY16 Q1	NGDA Theme Leads (Lead)
Action 2C.3: Establish and Maintain Coordination Mechanism across NGDA Themes	FY13 Q2	FY 14 Q2	NGDA Theme Leads (Lead)
Reporting			
Objective 2D: Populate NGDA Dataset, Theme, and Portfolio Summary Reports			
Action 2D.2: Complete and Submit Annual NGDA Theme Report	FY15 Q4	FY16 Q3	NGDA Theme Leads (Lead)
Action 2D.3: Report NGDA Theme Progress to FGDC Steering Committee and FGDC Coordination Group	FY13 Q4	FY16 Q4	NGDA Theme Leads (Lead)

Executive Level and GeoPlatform.gov Team Actions			
Preparing the Management and Reporting Framework			
	Initiation Date	**Completion Date**	**Responsibility (Role)**
Objective 1A: Establish a Process to Select and Update A–16 Supplemental Guidance Roles			
Action 1A.1 Develop a Process for Selecting and Maintaining Executive NGDA Theme Champions, NGDA Theme Leads, and NGDA Dataset Managers	FY12 Q1	FY14 Q4	NGDA Theme Lead Agency(s) (Lead)
Objective 1B: Define the Scope of the A–16 NGDA Portfolio			
Action 1B.2: Register Baseline NGDA Datasets and Services Metadata on the GeoPlatform.gov/Data.gov Catalog with Appropriate NGDA and Theme "tags"	FY12 Q1	FY15 Q1	GeoPlatform.gov Team (Support)
Action 1B.3: Develop an Approval Process for Nomination/Removal of NGDA Datasets within the A–16 NGDA Portfolio	FY14 Q3	FY15 Q2	FGDC Steering Committee (Lead), Executive NGDA Theme Champions (Support)
Objective 1C: Establish Online Collaboration Communities			
Action 1C.1: Activate the NGDA Theme Lead Collaboration Community on GeoPlatform.gov	FY13 Q2	FY14 Q3	GeoPlatform.gov Team (Lead)
Action 1C.2: Develop A–16 Theme Collaboration Community Templates and Tools on GeoPlatform.gov	FY13 Q3	FY16 Q3	GeoPlatform.gov Team (Lead)
Objective 1D: Establish Online Planning and Reporting Tools			
Action 1D.1: Develop NGDA Dataset Maturity Annual Assessment Survey and Tool	FY13 Q2	FY14 Q4	GeoPlatform.gov Team (Support)
Action 1D.2: Develop NGDA Dataset Report Template and Tool	FY14 Q3	FY15 Q1	GeoPlatform.gov Team (Support)
Action 1D.3: Develop NGDA Theme Administrative Maturity Annual Assessment Survey and Tool	FY14 Q1	FY14 Q4	GeoPlatform.gov Team (Support)
Action 1D.4: Develop NGDA Strategic Theme Plan Template and Tool	FY14 Q4	FY15 Q2	GeoPlatform.gov Team (Support)
Action 1D.5: Develop Annual NGDA Theme Report Template and Tool	FY14 Q4	FY15 Q3	GeoPlatform.gov Team (Support)
Action 1D.6: Develop NGDA Services and (or) Applications Investment Report Template, Tool, and Report	FY15 Q3	FY16 Q2	GeoPlatform.gov Team (Lead), Executive NGDA Theme Champion (Support),NGDA Theme Leads (Support)
Action 1D.7: Develop NGDA Portfolio Summary Report Template and Tool	FY15 Q4	FY16 Q3	GeoPlatform.gov Team (Lead), FGDC Steering Committee (Support), Executive NGDA Theme Champions (Support), NGDA Theme Leads (Support)
Objective 1E: Codify the Definition of a Geospatial Investment			
Action 1E.1 Review/Revise the Definition of Geospatial Investment and Budget Reporting Codes	FY14 Q3	FY15 Q1	FGDC Steering Committee (Lead), OMB (Support)
Action 1E.2: Apply the Geospatial Investment Definition and Budget Reporting Codes	FY15 Q2	FY16 Q4	OMB (Lead), NGDA Theme Lead Agency(s) (Lead), FGDC Steering Committee (Support)
Executing the Portfolio Management Process			
Planning			
Objective 2C: Create, Execute, and Maintain Collaboration and Coordinating Mechanisms			
Action 2C.2: Establish and Engage the NGDA Theme Committees and Communities to Further Strategic Planning Efforts	FY13 Q2	FY16 Q1	GeoPlatform.gov Team (Support)

Reporting			
Objective 2D: Populate NGDA Dataset, Theme, and Portfolio Summary Reports			
Action 2D.3: Report NGDA Theme Progress to FGDC Steering Committee and FGDC Coordination Group	FY13 Q4	FY16 Q4	Executive NGDA Theme Champion (Support)
Action 2D.4: Compile NGDA Theme Reports into an A–16 NGDA Portfolio Summary	FY16 Q4	FY17 Q3	GeoPlatform.gov Team (Lead), FGDC Steering Committee (Support), Executive NGDA Theme Champions (Support),
Priority Setting/Budget Process			
Objective 2E: Develop the Executive-Level Priority Setting/Budget Processes for Geospatial Portfolio Management			
Action 2E.1: Develop the A–16 NGDA Portfolio-level Processes, Reporting Requirements, and Roles and Responsibility Requirements for Federal Geospatial Portfolio Management	FY14 Q3	FY15 Q4	FGDC Steering Committee (Lead), Executive NGDA Theme Champions (Support)
Action 2E.2: Develop a Process for Federal Agencies to Identify Resources Required for Managing Geospatial Data Beyond Their Agency's Mission	FY15 Q1	FY16 Q4	FGDC Steering Committee (Lead), Executive NGDA Theme Champions (Support), NGDA Theme Lead Agency(s) (Support)