ISO IMPLEMENTATION WORK FLOW MODEL
For agencies interested in ISO metadata implementation, it’s difficult to know where to start and perhaps, more importantly, where you are going.
WHY A WORK FLOW MODEL?

The following model is meant as a general roadmap. Agencies are encouraged to:

- **Review the model**
- **Identify relevant components**
- **Adapt the model**

*Don’t be limited by linear presentation, move forward on implementation where you are able*
WORKFLOW STAGES

Assess & Establish Geospatial Metadata Foundation

Develop ISO Metadata Implementation Plan

Initiate ISO Metadata Implementation
ESTABLISH METADATA FOUNDATION

Inventory

- Metadata Holdings – what to keep & improve
- Staff – create and manage data and metadata, technical, management, a champion
- Policies – to create, publish and promote metadata
- Tools – support metadata creation & management
- Community - provide insight & dialog
- Training – needs, capabilities, opportunities
- Infrastructure – creation, review, manage, distribute
- Standards – in use & value/shortcomings

Address Shortcomings
DEVELOP AN IMPLEMENTATION PLAN

- Build a team
- Select ISO standards
- Select ISO tools
- Build an organizational template
- Build component library
- Determine UUID approach
- Determine transform approach
- Establish an ISO policy & timeline
- Establish training & outreach plan

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IMPLEMENT ISO METADATA

- Participate in community
- Educate staff
- Create ISO metadata
- Train creators
- Revise plan
- Pilot implementation

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THE MODEL

Planning Team
- Include:
  - tech & management staff
  - varied units/disciplines
  - champion
- Assign roles
  - planning
  - implementation

Establish Geospatial Metadata Foundation
- Inventory metadata resources
- Address shortcoming

Develop ISO Metadata Implementation Plan
- Establish planning team
- Select ISO standards
- Select ISO editor
- Build organizational metadata record templates
- Build metadata component library
- Determine UUID assignment
- Establish approach
- Establish implementation policy & timeline
- Establish training & outreach plan

Initiate ISO Geospatial Metadata Implementation
- Educate staff
- Train metadata creators
- Pilot implementation
- Revise plan based on pilot outcomes
- Create & publish ISO geospatial metadata
- Actively participate in ISO metadata aware community

Metadata Resource Inventory
- Metadata Holdings
- Staff
- Policies
- Tools
- Community
- Training
- Infrastructure
- Standards

Metadata Templates
- Incorporate standards into single record
- Include:
  - custom domains
  - fixed content
  - value restrictions

Metadata Components
- Include key:
  - contacts
  - sources
  - methods
- Identify component registry

Transform Approach
- Which metadata
  - all
  - select
  - none
- Made via
  - Metadata editor import
  - XSLT
  - publication e.g. GePlatform
  - ID post transformation edits

ISO Standards
- See ISO Standards Overview

ISO Editor
- See FGDC ISO Editor Review

UUID Assignment
- Identify & explore UUID Options

Policy and Timeline
- Directive or guidance
- Applicable agencies/units
- Required plan components
- Staged timeline
  - apply to new metadata
  - transform existing metadata

Training Plan
- Existing online training
- Available training materials
- Develop or procure custom training
Learn from the experiences of others (agency use cases)

Take what is relevant

Proceed in a manner that supports your operations and community

Participate in the dialog – share your experience
NEXT UP: AGENCY ISO IMPLEMENTATION
USE CASE STUDIES

- **US Geological Survey (USGS)**
  Vivian Hutchison

- **Environmental Protection Agency (EPA)**
  David Parrish

- **Census Bureau**
  Lynda Liptrap

- **National Oceanic & Atmospheric Administration (NOAA)**
  Jaci Mize
  Kathy Martinolich

Questions?

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