



# Project Charter

## Wisconsin AOC BUI Project Database

Tracking Number:

This Charter documents and secures an understanding with the project sponsors of the scope, responsibilities and objectives of the project. Once approved by Division Management and ITOB, this charter formally authorizes the project, and provides the project manager with the authority to apply organizational resources to project activities.

### Authorization Statement

The Office of the Great Lakes (OGL) has oversight responsibilities for the five Great Lakes Areas of Concern (AOCs) within Wisconsin. The Director of the Office of the Great Lakes is in support of a more efficient mechanism to track progress towards addressing sources of impairments within Wisconsin's Areas of Concerns. This would greatly improve our ability to respond to requests by USEPA Great Lakes National Program Office, the Secretary's Office, or other upper management requests for status on progress made towards removing impairments within AOCs. USEPA relies on the States for this information and uses it to allocate GLRI funding to projects that have been vetted through a local AOC Advisory Committee. Having the ability to respond to their requests for a list of critical projects necessary to address impairments, will better position Wisconsin to receive much needed funding to implement the projects.

Prepared by:   
Date:

### Executive Sponsor(s): *(Required for ITOB review)*

Title/Role:

### Business Sponsor(s):

Position:

### Steering Committee Members:

- Not established at this time but would include our State AOC Policy Coordinator and several if not all AOC Coordinators

### Project Manager:

### Charter Completion Status

- Draft:** The document is being used for "conceptualization" purposes and the content is not yet ready for ITOB review.
- ITOB Idea Review** - Not complete, but ready for idea/concept review
- Complete and ready for ITOB project authorization**
- Approved by ITOB** (approval section is "signed") Approved Date:  *(as entered in SharePoint)*

## Project Profile

This project fits into the following structure: *(hint - mouse-over buttons for a description)*

- Single Project  Project Series  Pilot Project

Project Type: System Development - Single Division

Anticipated Project Start Date: 03/03/2014

Anticipated Project End Date: 08/29/2014

### Project Executive Summary / Mission Statement

*This brief Statement summarizes the overall vision for the project and focusses attention on the key objectives by indicating: what problem or need is being resolved and why; how the team will accomplish the goal; and what activities have to take place.*

The Office of the Great Lakes Program (OGL) is responsible for overseeing the remediation and restoration of Wisconsin's Great Lakes Areas of Concern and is expected to provide annual reports to USEAP on progress made towards removing beneficial use impairments (BUI). OGL also responds to ad hoc requests from Secretary's Office or Governor's Office for similar information using different filters (ex: summarize by Lake basin rather than a statewide summary, the total costs for projects to address contaminated sediment). Currently, we compile the information manually into Excel spreadsheets from data collected through the Remedial Action Plan process (proposed projects) and USEPA's GLAS (Great Lakes Accountability System projects already funded through GLRI). We do not currently have access to GLAS and also do not feel it is reliable. To access GLAS data we call to request the data and the filters used do not always include the same information. OGL needs a more efficient and reliable system to generate these reports and to respond to ad hoc requests in a reasonable amount of time.

Our current process depends on data compiled from 2 separate flow processes. One utilizes a periodic download (Excel format) from USEPA's Great Lakes Accountability System for a list of projects funded in Wisconsin through GLRI. Using this list, we add columns to track information specific to our program needs, cross check against projects identified in AOC Remedial Action Plans (RAPs), and then update our GIS layer. The other relies on the process used to update the RAPs for each AOC that identifies actions (i.e. projects) essential for addressing impairments and updates status on each BUI. We end up with 2 separate lists that are somewhat redundant, from which to draw information needed for reports.

Our final goals are to:

1. Compile a list of projects
2. Address the source(s) of impairment
3. When a project is implemented, begin 2-3 years of monitoring and apply to have the impairment removed

#### This project includes:

- Providing **new** IT products and/or services *(i.e. new functions and new architecture/technology)*
- Enhancing existing** IT products and/or services *(i.e. new functions, same system architecture/technology)*
- Replacing existing** IT products and/or services *(i.e. mostly same functions, new architecture/technology)*
- Retiring** IT products and/or services

System being changed: \_\_\_\_\_

# 1.0 Project Definition

## 1.1 Business Case (business needs, mandates, benefits & opportunities)

The business case describes the business need or opportunity the project will address. It indicates what created the need, its magnitude, and the consequences if the need or opportunity is not addressed. If an existing business solution exists, briefly explain what it is and why it needs to be replaced.

The Great Lakes Areas of Concern have been identified as a high priority area for the Great Lakes Restoration Initiative (GLRI)

### Additional Background:

USEPA provided a contractor to build an Access DB for this purpose on a limited basis (< 10 months). The end product however is not fully functional (i.e. export function using their forms) and we have not had opportunity to fully review it so we may need to hire our own contractor to complete job.

This project is being initiated to fulfill the following mandates: (Check for YES)

- Governor's Mandate
- Legislative Mandate
- Federal Mandate

This work is described in the Division's IT Plan?

Yes  No  Unknown

This project has been designated as "High Profile" for the agency?

Yes  No  Undetermined

NOTE: Agency projects are designated as H-P if they meet one or all of the following criteria:

- The TOTAL COST of the project is \$1 million or more<sup>1</sup>.
- Projects considered vital by the agency<sup>1</sup>.
- Projects considered vital by other governing body<sup>1</sup>.

<sup>1</sup> This was modified from the original recommendations of November 2007. A project may be considered "vital" by DNR or by another governing body, and thus have to comply with the policies and procedures specified by DOA. At present there are no criteria specified by DNR as to what constitutes a "vital" project.

For additional information, see: [High Profile Project Administration Guide](#)

**Related Projects** - Projects that have known interdependencies with this project

Project Name	ITOB Tracking #	Relationship
AOC Project Tracking System		Tracking system will utilize database for data flow and outputs

### Cost-Benefit Analysis (CBA) / Return on Investment (ROI)

This is the **projected value** of the project, that is, how much it would save the DNR in **direct costs (dollars)**, how much **time (hours)** it would save staff to accomplish necessary tasks, or how it would **improve the services** that the DNR provides to our customers. Whether or not the project will **positively or negatively impact or be similar to other DNR business solutions** should be indicated.

This would save an estimated 200 staff hours annually [(40 hours per AOC)(5)]. Qualitative benefits include faster response time to ad hoc requests for information (less than 1 business day to respond to ad hoc requests compared to approximately 1 week turn around now) and a higher level of confidence that the information that is provided is complete and accurate. Provide opportunities to use data on other outreach materials thus expanding our customer base (i.e. audience).

Link to CBA or ROI document: (OPTIONAL)

## 1.2 Initial Project Scope (incl. deliverables / product description)

This defines the boundaries of the planned work and what it will accomplish (as it is currently understood). Note – the scope will be more fully defined during the planning/elaboration phase.

Description of the proposed solution and related business processes:

Hire consultant familiar with MS Access to evaluate initial DB provided by EPA's consultant to determine if database structure is designed to meet OGL program needs. We have identified a potential funding source to pay consultant from the State Capacity Grant from EPA. NER has hired an LTE of which part of their time will be dedicated to entering and qc'ing data from the 5 AOCs. We plan to develop an excel spreadsheet for each AOC Coordinator to use for the next Stage 2 RAP update. This spreadsheet will include fields that match the current DB and thus will be used by the LTE to enter data into Access.

Current process used to update Remedial Action Plans (RAPs) will be modified in the future so that the AOC Coordinators will access the DB from the File Share and enter their respective data for their AOC and use an output table to use in the Stage 2 RAP updates.

**The project's scope includes the following work:**

- Finalize Access table structure from initial database provided by EPA consultant. This entails an evaluation of the current structure to ensure it meets program business needs and making necessary modifications to address program needs.
- Populate tables with WI AOC specific data
- QA/QC data input

**The following work is outside the scope of this project:**

*(These are things that people might otherwise reasonably conceive of as being in scope.)*

- Process to gather information for Remedial Action Plan updates. AOC Coordinators will continue to facilitate discussions with interested stakeholders to compile the information needed.

**Deliverables / Product descriptions:**

*These are tangible things that the project will produce to enable an objective to be satisfied, and should include a statement as to the level of quality or specification associated such that their performance can be assessed.*

1. Enhanced database table structure that meets quality control criteria
2. Output tables that can be inserted into Stage 2 RAPs (Remedial Action Plan) reports

Work is essential this year to comply with or enforce a new law, regulation or legislation. (Checked if Yes)

Work is essential this year to maintain critical business processes or system environments. (Checked if Yes)

Some or all of these critical business compliance and/or continuity needs must be satisfied by:

Description of flexibility in the schedule:

Yes - we are hoping to have the basic functions in place by August, 2014. The AOC Coordinators and their partners will begin working on the next updates to the Stage 2 RAPs starting in August 2014 so it is critical that we have the system in place by that time. Could be extended to October 2014 but later would hamper the next round of updates to the RAPs.

*Why the work is essential should also be described in the Business Case section*

---

### 1.3 Goals and Objectives

*These high-level goals indicate the business purposes for which the project was initiated (e.g. improve service, decrease cost). Objectives provide measurable targets directed toward each goal (e.g. decrease x costs by x percent by Aug. 30<sup>th</sup>). **Project deliverables, such as information system components, should be listed in section 1.2, rather than here!***

**This project is being established to achieve the following goals and objectives:**

1. Improve consistency and accuracy of information used for updating annual AOC and BUI status reports.  
I.E. all AOCs use same definitions, terms, and table formats in Stage 2 RAPs

**Objectives:**

- Reduce number of files where information is stored - only RAPs and the AOC BUI and Project Tracking Database.
- information is stored in one Access database and used for generating summary information and reports
- Provide templates for AOC Coordinators to capture information that may be used to auto-populate Access tables so information is only entered once

2. Improve response time to requests for a list of AOC “shovel ready” projects, status of BUI removal, and other progress related to addressing impairments in AOCs

**Objectives:**

- Reduce staff time needed to maintain this information on an annual basis
- Reduce turn-around time to respond to requests for summary information to within 1 business day of receiving ad hoc requests
- Improve response time to USEPA’s requests for a list of AOC “shovel ready” projects within one week of request

3. Maximize the use of the data to support outreach efforts

**Objectives:**

- Review and modify BUI Restoration Reports as needed to reflect information stored in AOC Tracking and Reporting System.

4. Compile all of the projects that have been identified to address sources of impairments

**Objectives:**

- Use the system to aggregate projects and use it as a way to allocate resources and apply for funding

5. Track their progress from conceptualization to implementation

**Objectives:**

- Internal use only. Allow Office of the Great Lakes staff and some Regional staff to monitor the status of projects

6. Use the information to report on status, apply for funding and communicate to the public and Legislature the work that we are doing

**Objectives:**

- Develop a tool that offers data that lists the different projects, the AOC, the amount of money needed to fund it.

7. Use the list of projects to allow us to apply for grants to help fund projects

**Objectives:**

- Develop a tool that offers data that lists the different projects, the AOC, the amount of money needed to fund it.

## **1.4 Additional Project Success Measures (a.k.a. implementation/performance goals):**

*These measurements serve as the basis for measuring the success of the project implementation.*

### **Project Success Measures**

*These measures will be used to evaluate how successfully the project was implemented.*

#### **A: Targeted levels of participation & support:**

*These address issues like how quickly various types of users are expected to migrate-to or use a new system, service or product, and how much and what type of user support (such as training) will be available and by when.*

- Use of the database and output tables are integrated into the RAP update process.

**B: Additional measures:** (such as impact on other projects or stakeholders, publicity, etc)

- BUI Restoration Reports and other output reports are supported through the AOC Tracking database

## Project Performance Objectives

These indicate what the project team itself (versus project deliverables) needs to achieve in order to be successful.

**Target dates** (Completion of specific implementation goals or milestones)

> **Anticipated Project start date:**

> **Anticipated Project end date:**

> **Project milestones:** (may include major deliverables, satisfying an objective, completing a phase, etc)

<i>Milestone</i>	<i>Target Completion Date</i>
Data for all five AOCs entered into spreadsheets and qc'd	02/10/2014
IT contractor hired	03/24/2014
Review of and necessary modifications to database structure completed	06/30/2014
Testing completed	08/29/2014

## 2.0 Project Evaluation

### 2.1 Constraints and Strategy

#### Constraints

This section defines any conditions (such as **budget**, **time** and **contractual provisions**) which must be met.

Unable to hire IT Contractor with required technical skills  
Reduce Capacity Grant budget

#### Initial Strategy

The project strategy expresses preferences in regard to how trade-offs between constraints in cost, timeframe and scope should be managed, and provides a basis for planning contingency and slack in project schedules and budget, risk evaluation and mitigation planning, and strategies for handling change requests.

Which of the following has the **LEAST** flexibility to change:

- Timeframe     Budget     Scope

While of the following has the **MOST** flexibility (likely to change if the project becomes constrained):

- Timeframe     Budget     Scope

**Comments on trade-offs and how constraints will be mitigated to assure project success.** OPTIONAL

The key end user, the AOC Policy Coordinator, will be directly involved with the project to ensure any modifications to goals and objectives will continue to satisfy program needs and we will include the AOC Coordinators and Regional Supervisors on key discussions.

### 2.2 Risks and Assumptions

This section lists any major risk and assumptions known at the present time. Additional risks will be documented and managed during the course of the project.

**Assumptions** - Successful completion of the project and its deliverables assumes the following:

- We'll be able to hire IT Contractor and we'll have sufficient budget to cover those costs.
- AOC Coordinator positions will be renewed

**Risks include:**

- DOA does not approve positions; EPA reduces State Capacity Grant such that we will not have funding to pay IT Contractor;

### 2.3 Users, Customers & Stakeholders

*This section summarizes the impact this project will have on various business solution users, customers and other stakeholders.*

System will benefit the AOC and LAMP Policy Coordinator, the AOC Coordinators, and the Regional Supervisors who need to report on projects implemented and plan for resource allocation to implement new projects. It will also benefit AOC Coordinators by reducing the amount of time needed to update information for RAPs. It will indirectly benefit Program Director who will be able to demonstrate program effectiveness to Division Administrator, Secretary, and the Governor.

## 3.0 Project Organization & Budget (High-level)

### 3.1 Staff Roles and Resource Requirements

#### 1. Project work

*The below is provided for initial estimation purposes only. The allocation of resources between staff and contractors may change as the business needs are defined, the best type of solution identified, and the project plan established. "Billed to Project" identifies items that will be billed to a specific budget appropriation.*

DNR Staff:		Average rate per hour: <b>\$50</b> (includes fringe)		
Bureau & Division	Role	Name <i>(if known)</i>	Project Hours	Billed to Project
Water Quality	Project Manager	Kate Barrett	360	<input type="checkbox"/>
Water Quality	Business Expert	Kendra Axness	80	<input type="checkbox"/>
Water Quality	Tester	Ben Uvaas	50	<input type="checkbox"/>
Water Quality	Tester	Megan O'Shea	40	<input type="checkbox"/>
Total Hrs			530	0
Total Staff Cost			\$26,500	\$0

Contractors:		Average rate per hour: <b>\$75</b>		
Role	Name <i>(if known)</i>	Project Hours	Billed to Project	
System Architect		160	<input type="checkbox"/>	
Total Hrs		160	160	
Total Contract Cost		\$12,000	\$12,000	

#### 2. Annual Ongoing Support (Post implementation maintenance, support and operation)

*Indicates what human resources will be required per year after the project has closed. Resources may include:*

*Business Manager, File Manager, Developer(s), Testers, and Trainers roles*

Bureau & Division	Role	Name <i>(if known)</i>	Est. Annual Hours

Water Quality	File Manager	Kate Barrett	120
Water Quality	Business Manager	Kendra Axness	80
Total Hrs			200
Total Support Cost			\$10,000

### 3.2 Other costs

#### 1. Initial (up-front) costs

Estimated project costs, **not including labor costs listed above**. Includes the following categories if applicable:

- Hardware costs, Software costs, Training costs, Vendor services costs, Master Lease interest

Category	Item Description	Amount	Billed to Project
			<input type="checkbox"/>
Total		\$0	\$0

#### 2. Annual Post-implementation Costs

Category	Item Description	Amount
		\$0

### 3.2 Cost Summary

<b>Total Project Cost:</b>	<b>\$38,500</b>	<u>Estimate Range</u>	
Billed to Project Acct(s):	\$12,000	+/-	<b>5</b> %
<b>Annual Cost of Ownership:</b>	<b>\$10,000</b>	+/-	<b>5</b> %

*Includes staff, contractors, services, software and other costs - Excludes annual costs*  
*Excludes ongoing support / maintenance costs*

#### Cost Estimate Comments (Optional)

Estimates will depend largely on technical skills of IT Contractor

Amount of funding already secured for the project (approx):  as of:

Funding Source(s)



---

## 4.0 Supplemental Documentation

---

*Attached PDF and/or Word documents supplement the information provided above:*

Number of **Project Definition Attachments**: **0**

Number of **Submitted Change Requests with Attachments**: **0**

## 5.0 Charter Approval

Project Name:

Wisconsin AOC BUI Project Database

Project Manager:

Kate Barrett

*The purpose of this form is to document completion of the project inception phase. It is used to secure and document a satisfactory level of mutual agreement among the project sponsor, DNR Management, and the project manager on the high level objectives, scope and responsibilities of the project before significant resources are committed and expenses incurred.*

*Approval of this project charter formally authorizes the project, and gives the project manager the authority to begin applying organizational resources to the project activities prescribed within.*

I have reviewed the information contained in this Project Charter and agree this project should continue to the next funding checkpoint.

**Executive Sponsor(s)** *(Deputy Division Admin or above)*

Russ Rasmussen

Title: Deputy Division Administrator, Water Divi...

Date: 01/14/2014

**Business Sponsor(s)** *(Section Chief or above)*

Stephen Galarneau

Title: Director, Office of the Great Lakes

Date: 01/14/2014

### ITOB Approval

ITOB Representative:

Date:

#### Electronic Signature:

*Signing the form will lock scope, budget and schedule items in the form, and require that updates be submitted as change requests.*

X

Approved Date recorded in the SharePoint Project Request document library: