

MARINE RECREATIONAL INFORMATION PROGRAM

FY 2011 Project Plan

MRIP Data Management Standard 2.0

Information Management Team

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Table of Contents

1	Project Description	3
1.1	Background	3
1.2	Objectives.....	3
2	Project Management	4
2.1	Final Deliverables	4
2.2	Work Breakdown Structure and Schedule	4
2.3	Project Team	4
2.4	Project Risks.....	5
2.5	Communications Plan	6
3	Budget.....	7
3.1	Cost Estimates	7

1 Project Description

1.1 Background

Previously, the MRIP Data Management Standard (MDMS) system was created as an initial step toward data management and standardization of MRIP data. This entailed developing an inventory that includes current protocols for sampling, data collection, and processing; sampler training and evaluation, and sampling frame maintenance; metadata standards; data management documentation; data elements and definitions; and data accessibility. Seventy-five programs were identified across regions for inclusion in the MDMS system. The data elements are maintained in a database format that allows for review, edit, and download.

The NMFS Data and Information Management Policy Directive (Data Policy) [<https://reefshark.nmfs.noaa.gov/f/pds/publicsite/documents/policies/04-111.pdf>] requires all NMFS funded projects to publish metadata and data in the Fisheries Information System (FIS) centralized metadata repository, InPort, within 1 year of collection. The Information Management Team (IMT) hopes to provide a new tool to MRIP project leads and data stewards that will enable and encourage the effective management of metadata as projects are developed, built upon the existing MDMS database. The IMT recognizes the time burden that preparing documentation, and report preparation places on project leads. The IMT would like to coordinate and minimize the burden of these processes as much as possible.

1.2 Objectives

MDMS will be updated to coordinate two critical information management processes: meeting the requirements of the Data Policy, and MRIP project reporting. MDMS 2.0 will replace the current project proposal and plan templates used within MRIP for FY2010, and include a project reporting mechanism. The scope of the data collected will be expanded to collect additional information management details necessary to fulfill the Data Policy. MDMS 2.0 will maintain the necessary data in the database, as well as provide output options for alternate output needs (e.g. “report” format). As part of this project, development tasks will include the enhanced scripting necessary to push MDMS data to InPort. Project reporting metadata, inappropriate for InPort, will be maintained in MDMS.

2 Project Management

2.1 Final Deliverables

- An online tool to allow MRIP project leads to enter project management information as metadata
- Functionality to generate project proposals, plans, and reports that are currently generated manually.
- Functionality to push MRIP project metadata, including the contents of MDMS, to InPort.
- A final report describing the technical details.

2.2 Work Breakdown Structure and Schedule

ID	Activity Description	Planned Start	Planned Finish	Prerequisite Activities
1	Project proposal module			
1a	Post to test server	11/29/2010	12/17/2010	
1b	Post to production		1/7/2011	1a, 5
2	Complete plan module			
2a	Post to test server	12/17/2010	1/31/2011	1a
2b	Post to production		2/31/2011	1, 2a, 5
3	Project Report module			
3a	Post to test server	2/1/2011	2/28/2011	2a
3b	Post to production		3/31/2011	2, 3a, 5
4	Functionality enhancements			
4a	Report Output options		3/31/2011	3
4b	Metadata Output options		4/30/2011	
4c	Bulk attribute loading		4/30/2011	
5	Security enhancements			
5a	Meet NMFS CIO requirements		12/31/2011	
5b	Centralized Account Management (CAM) Integration		6/30/2011	
6	Interface w/InPort		6/30/2011	3

2.3 Project Team

Project Role	Name	Responsibilities
Project Sponsor (s)	MRIP IMT	Review progress, provide funding

			and contractual and/or consultant support
Project Manager	Lauren Dolinger Few		Monitor progress, coordinate w/other Teams, write report
Technology Lead	Scott Sauri		Primary contact for ST6 and development tasks
Team Members			+
1	Java Developer	TBD	Create online forms
2	Oracle Developer	TBD	MDMS database modifications
3	System Admin	TBD	Maintenance
4	Oracle DBA	TBD	Maintenance
5	Tech writer	TBD	Supporting documentation
6	Oracle Architect	TBD	MDMS database modifications
7	InPort Developer	TBD	Make necessary changes to InPort

2.4 Project Risks

Table 3: Risks

Risk Type	Description of Risk	Impact	Probability	Mitigation Approach
				+
Technical	InPort support not made available within our time frame	Unable to push data to InPort	Unknown	Involve InPort team early in process to give them time to plan for our needs, offer assistance where possible
Management	Requirements from NMFS changing during development	Need to change details of plan, delays in deliverables	Moderate	Maintain contact and participation with FIMAC and CIO
General	Loss of interest and participation from regional stakeholders	Less buy-in of final product	Low	Maintain open and frequent communication with stakeholders

2.5 Communications Plan

2.5.1 Internal

The project team will meet on an as needed basis, with regular updates to the Technology Lead.

2.5.2 External

At each phase of the project, the IMT will be provided an opportunity to review and comment on the progress via email, or during a web conference. With each production phase, the ESC and OT will be notified via email.

3 Budget

3.1 Cost Estimates

Table 5: Cost Estimates

Project Need/Description	Estimated Item Cost	Date Needed	Total
Java Developer	6 mon @ 100%	12/1/2010	\$134,200
Oracle Developer	6 mon @ 50%	12/1/2010	\$36,300
Oracle DBA	6 mon @ 10%	12/1/2010	\$15,510
Oracle Architect	6 mon @ 10%	12/1/2010	\$15,510
System Admin	6 mon @ 10%	12/1/2010	\$12,430
Technical Writer	6 mon @ 10%	12/1/2010	\$6,325
Grand TOTAL			\$ 220,275