

Catalog Workgroup

Work Group Charter

Florida Water Resources Monitoring Council

Document History			
Author	Date	Revision	Comment
Kate Muldoon	11/22/2016		draft

PROJECT DESCRIPTION / PURPOSE: to facilitate the development of an interactive, online, searchable Catalog of Florida monitoring programs

PROJECT LEADS: Kate Muldoon, DEP, Chair
Shawn Landry, USF Water Institute

PROJECT STAKEHOLDERS:

Name	Role
Council	Approves developed materials
Catalog workgroup members	Develop materials, select contractor, provide guidance and feedback to contractor
Contractor (USF Water Institute)	Works with workgroup and contract manager to develop the product
DEP Contract Manager and workgroup Chair	Facilitates contract development, reviews work, pays invoices, leads workgroup
Water resource managers, policymakers, public	Provides data to the Water-CAT; uses its search features
STORET/WIN	Provides data to the Water-CAT

MEASUREABLE PROJECT GOALS:

Goal	Success Measure
Reviews existing catalogs, atlases, and data portals to ID	List of catalogs, atlases, and data portals@ http://dep.state.fl.us/water/monitoring/council/monitoring_resources.htm Summaries of reviews @ http://publicfiles.dep.state.fl.us/dear/watershed%20monitoring/monitoring-council/meetings/ ; list of potential websites for consideration
Selects contractor based on reviews & statement of work	Contract executed in May 2013
develops list of metadata elements for Catalog	Council-approved list of metadata elements for use in Catalog, March 2014
Develops biological parameter approach based	List of themes, keywords, and theme descriptions provided to Council.

on themes & keywords	
Provides guidance to develop online Catalog of Florida Monitoring Programs	Catalog is online, and works as designed

BENEFITS

- Monitoring metadata will be in one place

RISKS

- Project will never be completely finished

PROJECT ASSUMPTIONS

The following assumptions are made for this project:

1. The contractor, workgroup, and contract manager will play together nicely in the sandbox.
2. Staff time is donated to this worthy cause

SCHEDULE

The anticipated completion date of this project is ?

Project Start Date: 8/2011	Project End Date:
Significant Milestones	
Milestone	Date
Water-CAT online	May 2014
Water-CAT migrated to non-flash spatial application	March 2016
Water-CAT biological parameter issue resolved	April 2016

STAFF RESOURCES:

The staff resource estimates are based on the following assumptions:

1. Staff will need only spend 1-2 hrs./quarter
2. No excessive homework

Resource Type	Estimated Hours
Project Leads	20-400 hrs./quarter
Sponsors	30 hrs./quarter
TOTAL HOURS:	

* Estimated hours includes support from other staff, as needed.

PROJECT APPROVAL

Date

Date

Date