



Natural Resource Sector Data Management Plan

Prepared by: **Natural Resource Sector Information Working Group**

Table of contents

- 1.0 SCOPE.....5**
- 2.0 DESCRIPTION5**
- 3.0 BUSINESS DRIVERS.....5**
- 4.0 DEPENDENCIES AND KEY LINKAGES.....6**
- 5.0 MAIN INFORMATION PRODUCT(S) FOR THIS THEME:6**
- 6.0 GOVERNANCE6**
- 7.0 STANDARDS.....6**
- 9.0 DATA ACCESS7**
- 10.0 ISSUES8**
- 11.0 RESOURCES.....8**
- 12.0 PLANNING9**

Natural Resource Sector

DRAFT Data Management Plan Template

(remove heading *Data Management Plan Template* and replace with plan name, e.g. *Vegetation Resource Inventory – Permanent Sample Plots Data Management Plan*)

Date:	Version:	Contact Name:
--------------	-----------------	----------------------

1.0 Scope

Describe how this set of data relates within the entire ministry (or sector) data holdings.

Data Classification

Identify the classification level from the Data Classification Hierarchy

http://ilmbwww.gov.bc.ca/dm/cataloging/files/ILMB_DCM_data_classification_hierarchy_final.pdf

E.g:

- Legal Information and Administrative Boundaries - Administrative Boundaries
- Imagery and Base Maps – Base maps

Business Area Data Managed

List the data components from the business area being managed. E.g:

- Corporate Watershed Base
- Digital Road Atlas

2.0 Description

Provide a concise, clear description of the business data being managed, including the business objectives

3.0 Business Drivers

Define ministry strategic business drivers and operational (business area specific) business drivers.

Ministry Strategic Performance Management Business Drivers

Operations Business Drivers

4.0 Dependencies and Key Linkages

Identify any business processes/applications that routinely use and data which the data being managed within this plan.

E.g:

- Day-to-day forest management
- Timber Supply Review

5.0 Main Information Product(s) for this Theme:

Operational

Identify information products used in daily ministry operations. These are mostly limited to access by BC Government employees.

Published

Identify information products that have been published and are often available to industry or the public – for example information products available through the Land and Resource Data Warehouse and other services.

6.0 Governance

for a description of the following terms see Custodian Guidelines for the Natural Resource Sector v 1.0
http://ilmbwww.gov.bc.ca/dm/dms_d_g.html

Data Custodian – identify the Data Custodian for the data being managed

Data Steward – identify the Data Steward, if there is one. Describe what components / subsets of the data stewardship is for and how the data is used. Also security / data access should be described.

Supporting Discipline Authorities (i.e. Domain Specialists) – identify Discipline Authorities who are experts in this business and data area, and include associated credentials.

7.0 Standards

Business Standards

Identify standard business processes used to manage the data. E.g: Business Information Center (<http://gww.for.gov.bc.ca/HIS/BIC/index.htm>) for information about the business and data, or a link to a specific standards site such as Resource Information Standards Committee (<http://ilmbwww.gov.bc.ca/risc/>) for information about the standards associated with Vegetation Resource Inventory.

Data Standards

Operational

Identify operational standards for the data such as the operational data model or link to Business Information Center data view.

Warehouse

Identify warehouse standards for the data. Such as a warehouse data model, or link to Discovery Service record describing the warehoused data, such as warehoused Game Management Zones (<http://aardvark.gov.bc.ca/apps/metastar/metadataDetail.do?recordUID=41991&recordSet=ISO19115>) in the Land and Resource Data Warehouse

8.0 Data Quality

Currency of Data

Identify the level of data currency and the standard for keeping the data up-to-date.

Provincial Coverage

Where the data has a geographic component, identify the area and/or percentage of the province the data covers.

Completeness

Identify presence or absence of the data and what percentage meets defined data standards.

Data Quality Analysis, Reporting and Improvement

Identify plans for data quality analysis and reporting projects.

9.0 Data Access

Describe general information about access to the data such as availability on the web or from the Data Standards Manager.

E.g. the data is available through an FTP site or the Discovery and Distributions services. (<http://www.geobc.gov.bc.ca>)

Use Limitations

Describe any limitations affecting the fitness for use of the data.

Security

Describe any data security classification, access limitations or restrictions.

The security classifications that the Discovery Service uses are standard ISO values. These values include unclassified for public use, restricted for government use or confidential for administrative use. In addition to setting a security classification, access statements are also in place to ensure the data is only accessible to the proper audience. A specific access statement might be something like "Some of the data has copyright restrictions" or "Some data may be shared with specific business partners and requires data sharing agreements."

Pricing

Describe any cost associated with access to or use of the data.

10.0 Issues

Describe any issues that impede the process of delivering current data to users.

E.g. Data Volume: Vegetation Inventory Data-set is a large amount of data. The projection and refresh of data takes a lot of time to complete.

11.0 Resources

Identify / describe resourcing issues associated with management of the data. E.g.

1. Sufficient budget for operations/maintenance/enhancement?
2. Can data be updated to meet client demands?
3. Funding dependencies
4. Adequate staffing

12.0 Planning

The above sections define the current state of data management. Planning for the future state of the different components of data management (new themes, data quality improvements, security updates, etc) can be listed here and if more detail is desired it can be given through Current and Planned headings within the sections.

Long Term Plan (3-5 years or longer)

Identify / describe long-term plans to address data and associated business issues.

Current activities:

Identify / describe current plans to address data and associated business issues.

Short term (1 - 1.5 years)

Medium term (1.5 – 3 years)

Completed by:

List participants

<i>Date:</i>	<i>Version</i>	<i>Contact name</i>