



BRITISH  
COLUMBIA

The Best Place on Earth

Ministry of Forests  
and Range

Ministry Executive

MEMORANDUM

File: 280-30

**JUN 27 2007**

To: All Regional and District Managers

From: Tim Sheldon, ADM, Operations Division  
Jim Snetsinger, Chief Forester, Forest Stewardship Division  
Ministry Executive

Please find attached the Project Charter for the Strategic Cleanup of Key Corporate Information in RESULTS. Please familiarize yourself with the purpose, objectives and scope of the project as well as the roles of the participants.

This project is structured to have a minimal impact on Region and District staff and resources; however, the involvement of key Ministry staff is critical to the success of the project. To this end, it is necessary to assign a project team contact in each region and district office to provide assistance to the project team, coordinate office resources, work with contract service providers, and liaise with Licensees as required. We strongly endorse this project, and request your support and assistance in its completion.



Please identify a suitable project team contact for your office and provide the name of this staff member to the RESULTS Data Cleanup Project Leader, Caroline MacLeod, prior to July 15, 2007. Caroline can be reached by email at: [Caroline.MacLeod@gov.bc.ca](mailto:Caroline.MacLeod@gov.bc.ca). The project team is very sensitive to staff workloads and will take all measures possible to minimize the impact to operational staff while this project is underway.

There already exists a RESULTS contact list, which is attached. This list, however, may not be up to date. Could you please confirm whether these people would be the appropriate contact for your office.

Your assistance, and that of your staff, in this project is greatly appreciated. If you have any questions, please don't hesitate to contact Caroline MacLeod.

Tim Sheldon, ADM

Jim Snetsinger, Chief Forester

Attachment (1)

**CLIFF 106714**

## **PROJECT CHARTER**

**Project Name:**

**Strategic Cleanup of Key Corporate Information in RESULTS**

**Project Sponsors:**

**Lorne Bedford**

**Jim Maxwell**

**Project Leader:**

**Caroline MacLeod**

**Project Manager:**

**Scott Killam**

**Issue/Revision Date:**

**May 30, 2007**

## **1. Project Purpose**

To gather and supply missing information to the Reporting Silviculture Updates and Landstatus Tracking System (RESULTS) to ensure the Ministry can meet its mandate to track and monitor basic silviculture obligations, meet service plan requirements and update the forest inventory.

## **2. Rationale**

Prior to the MOFR downsizing of 2002, silviculture reporting was largely paper-based and data was entered into the Ministry corporate systems by 43 district staff. After the downsizing, 5 contract service providers were hired to process paper based silviculture information. Both the district and service provider data entry processes were prone to errors and missed some key components.

A combination of inaccurate or incomplete silviculture information submissions by licensees and BCTS, as well as data entry issues within the MOFR and service providers, has led to critical data gaps that impact the Ministry's ability to accurately track basic silviculture obligations.

RESULTS provides information and maps that are used to:

- Report Key performance indicators in the Service Plan (i.e. the ratio of reforestation to denudation);
- Update the Vegetation Resource Inventory Management System (VRIMS) for new harvest depletions and forest cover updates;
- Provide information used for TSR analysis and assumptions;
- Provide information on forest stand composition and treatments that will have an impact on growth & yield forecasts and timber supply analyses;
- Provide notification to the Integrated Land Resource Registry of pending basic silviculture obligations on Crown land;
- Track licensee and government free growing obligations
- Track licensee FRPA section 108 applications
- Provide key data used by FTA, FREP and CIMS
- Develop strategic and tactical plans for FIA and FFT activities

Since June 1, 2005 silviculture reporting for major licensees and the BCTS is done via the Electronic Submission Framework (ESF). Industry and BCTS have been doing an exemplary job of keeping information current and up to date. This initiative would not be looking at fixing any blocks post June 1, 2005.

## **3. Project Objectives**

To gather and update critical missing information into RESULTS through district office file review, and if not available, through licensees. This project scope is very tightly defined to only load information that has direct impact on meeting the Ministry's critical needs of identification of openings, reporting of basic obligation due dates and/or forest cover updates.

Locating and entering the following information:

- No Standards Units, Disturbance (harvesting), or Forest Cover has been entered
- There is missing key information in Site Plans or Silviculture Prescriptions
- There are missing Harvest Start Dates or Disturbance Codes;
- Identifying FTA Cutblocks with a Status of 'L' or 'S' that have no associated RESULTS opening, and capturing the required attribute data & spatial data;
- Identifying openings in RESULTS that are associated with FTA Cutblocks which are entered in error, deleted or cancelled and addressing the situation as required;
- Capturing Forest Cover spatial data where it is required and critical to VRIMS;

There are approximately 15,000 records missing, which include a subset of 7,000 which require mapping work (this is a vital but costly component).

#### **Project Deliverables**

- Statement of Work
- Project Kick-Off Meeting
- Regular steering committee meetings
- Regular project team meetings
- Project plan tracking
- Monthly project status reports
- Completion of all identified Critical Success Factors

#### **4. Project Scope**

##### **In Scope**

- Capturing key missing attribute data that directly impacts the ability of the Ministry to fulfill its mandate for reporting on Service Plan goals, Key Performance Indicators or Compliance and Enforcement activities;
- Capturing key spatial data critical to VRIMS;
- Identifying data quality issues and developing standards and procedures for data quality confirmation.

##### **Out of Scope**

- Capturing missing attribute or spatial data that is not critical to achieving ministry goals;
- Identifying or correcting discrepancies in data between RESULTS and Licensees' information systems.

#### **5. Success Criteria**

- 90% missing openings are captured
- 90% suspect openings are deleted or corrected
- 90% openings with missing key data are completed
- 90% openings with Forest Cover critical to VRIMS have accurate spatial data

A desired outcome is provided since some of the data may require extensive efforts to collect through licensees if not available in the district offices. Due to the nature of the volume of data required, clear direction will be given to maximize data coverage (get as much critical missing data into RESULTS as possible) at the expense of data completeness of fewer records. This is to ensure minimized cost per record transaction.

## 6. **Priority**

This project supports the ministry's service plan goal of maintaining high quality and accurate data in its corporate information systems. The ministry has committed in the service plan to have the corporate data "fully up-to-date within the next two years".

## 7. **Key Stakeholders & Roles (internal and external)**

Decision Involvement Key:

- DP – Decision Participant involved in making some or all of the decisions
- C – Consulted for information or feedback prior to decisions being made
- I – Information on decisions must be provided to this stakeholder

<b>Stakeholder</b>	<b>Requirements</b>	<b>Decision Involvement</b>
Ministry Executive	Status reports	I
Project Sponsors	Project success	DP
Project Team	Data needed for RESULTS	DP
Ministry Support Team	Project issues for resolution	C
Licensees	Data needed for RESULTS	C, I
Contract Service Providers	Data cleanup tasks	I

Roles:

**Project Sponsors:**

Ensure the success of the RESULTS data cleanup project; secure funding and staff resources required to complete the project; review and approve project scope and accomplishments throughout the life of the project; communicate with Ministry Executive on key project milestones.

**Project Team:**

Oversee the project and communicate to the Project Sponsors on progress every 2 months; provide the link to Operations Division to coordinate Ministry support on this project; communicate to licensees about the project to seek cooperation and assistance; direct the work of contract service providers undertaking the data cleanup tasks.

**Ministry Support Team:**

Support contract service providers in reviewing district office files and the retrieval of any required missing silviculture data for RESULTS entry. Where information is not available, districts will liaise with licensees to obtain information. This information will be forwarded to contract service providers for RESULTS entry.

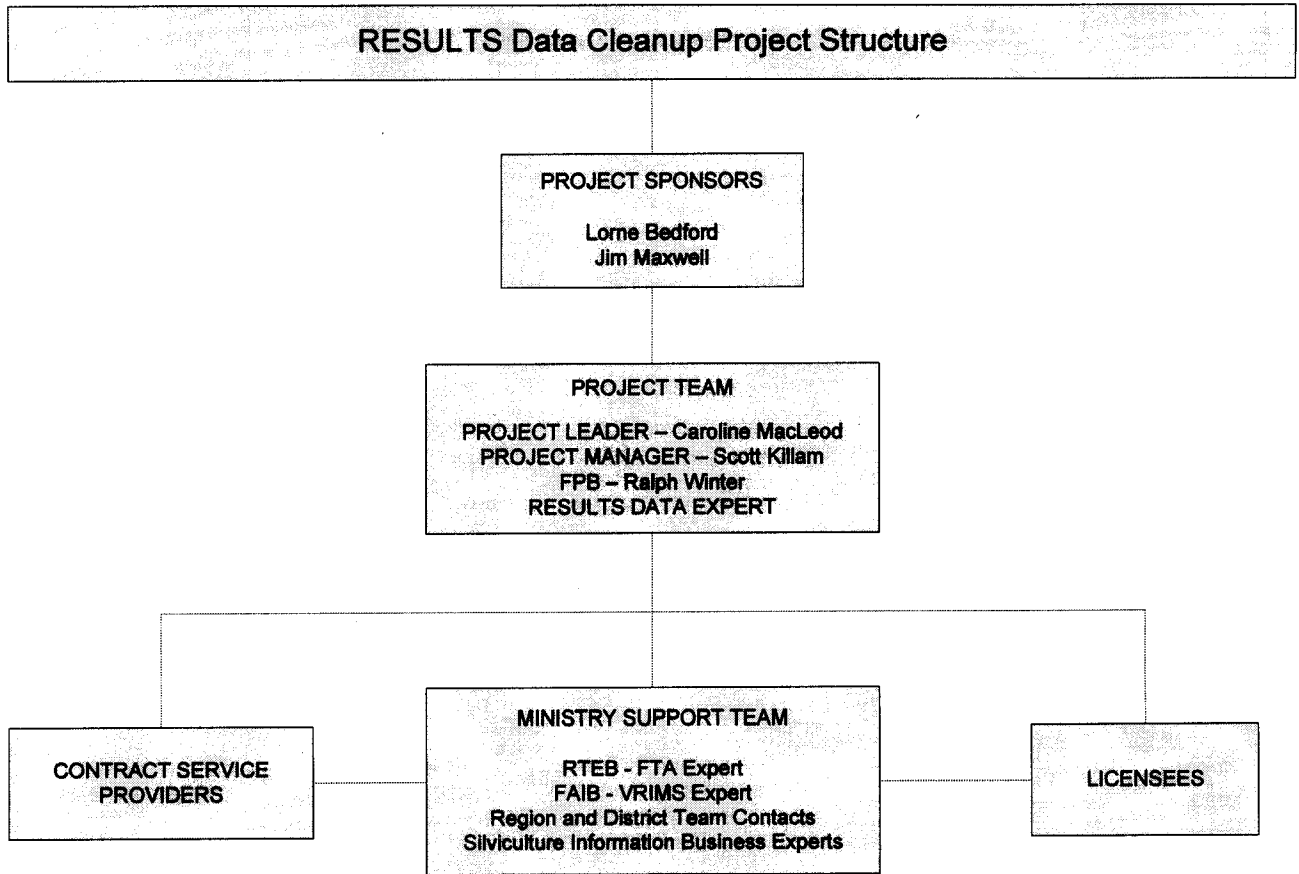
**Contract Service Providers:**

Complete data cleanup tasks assigned by the Project Team; work with Ministry staff to identify and locate missing data, and where required, may visit District or Licensee offices to copy required missing opening files in order to complete required RESULTS entry.

**Licensees:**

Support Ministry staff and contract service providers in locating missing silviculture data.

## 8. Cross-Organizational Team Members



The Ministry involvement in this initiative is primarily limited to coordination and communication between staff at various levels. At the district level the key role is to provide Service Providers with access to opening files, or be the line of communication to licensees to obtain data. The key workers in this initiative will be the data service providers.

The data service providers will be doing the data submissions.

## 9. Links to Other Projects/Applications

RESULTS is tied to FTA. Where there are a number of data linkage issues between FTA & RESULTS, FTA district leads will be contacted to ensure data updates are integrated.

## **10.0 High Level Project Plan**

### **Strategy**

Project and support teams will be formed at the invitation of the project sponsors and will consist of representatives from all branches and regions within the ministry's organization impacted by this project. The Ministry Executive will invite all Region and District Managers to propose team contacts from their office to represent them on the Ministry support team. Each region and district team contact will form an operational team within each office that collectively has the skill set required to carry out the objectives of the project. The size of each operational team may vary between offices, and time spent on the project by each member will vary over the life of the project based on need. It is anticipated that no more than 5% of any given Ministry team member's time will be spent on this project.

Reports from the RESULTS database will be produced based on criteria determined by the project team. These reports will identify where key silviculture information is missing from RESULTS. The project team will prioritize the data cleanup effort into 4 phases based on seriousness of the issues and workload limitations.

The key expectation of district staff is to support the contract service providers in locating opening files in the Ministry office that can be accessed to secure missing information, or to liaise with licensees to obtain information not available in the District. District staff are not expected to load any RESULTS attribute or spatial information. The Districts may be asked to update FTA records that are either incomplete or missing and are essential to allowing RESULTS data entry.

Contract service providers will perform data cleanup which will include, but not be limited to, checking individual openings online in RESULTS, reviewing paper files for missing data, obtaining missing data from Licensees where necessary, entering missing data into RESULTS, running confirmation reports, and reporting back to the project team. The project team will provide direction to the contract service providers on task priorities based on cost/benefit decisions and progress of the project.

The project team will conduct bi-weekly meetings with contract service providers to track progress of the cleanup effort. Full project and support team meetings will take place on a monthly basis, and may be broken down into smaller sub-unit meetings to improve efficiency. Service providers and Ministry support staff will be included in project team meetings as required. Monthly project status reports will be produced from these meetings and provided to all project members. The project team will report to the project sponsors on a bi-monthly basis to review status reports, review any updates to the project plan and to address any issues raised by the project team. The project will be considered complete when all project deliverables and critical success factors have been met.

## Milestones

The following table indicates major accomplishments within the overall project:

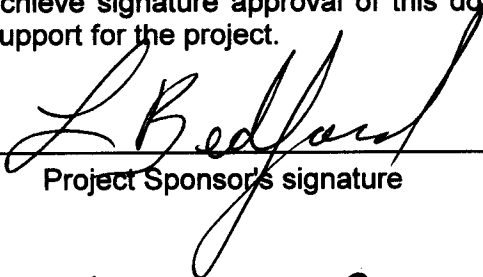
Description	Responsibility	Date Required
Project Kick-off	Project Team	June 1, 2007
Project Support Team formed including District Team contacts	Project Team	July 15, 2007
Monthly Project Team Meetings	Project Team	July 1, 2007 to end of project
Monthly Project Status Reports	Project Manager	July 30, 2007 to end of project
Bi-Monthly Report to Project Sponsors	Project Team	July 30, 2007 to end of project
Completion of Phase 1 tasks	Project Team	November 2007
Completion of Phase 2 tasks	Project Team	March 2008
Completion of Phase 3 tasks	Project Team	September 2008
Completion of Phase 4 tasks and Project Completion	Project Team	March 2009

### 11.0 Project Budget

The budget for fiscal 2007/08 and 2008/09 is \$450,000 for each year.

### 15.0 Approvals

This section requires the signatures of the key individuals identified to clearly show their commitment to the project or their approval of any changes to this document. Failure to achieve signature approval of this document is an indicator that there may be insufficient support for the project.

  
Project Sponsor's signature

June 27, 2007  
Date

  
Project Sponsor's signature

June 27/07  
Date



## Current List of Region and District RESULTS contacts :

<b>Coast Region</b>	Craig Wickland	Silviculture Forester	250 751-7094	<a href="mailto:Craig.Wickland@gov.bc.ca">Craig.Wickland@gov.bc.ca</a>
South Island	John Dunlop	C&E Technician	250 731-3075	<a href="mailto:John.Dunlop@gov.bc.ca">John.Dunlop@gov.bc.ca</a>
North Island Central Coast	Andy Waines	Stewardship Forester	250 956-5030	<a href="mailto:Andy.Waines@gov.bc.ca">Andy.Waines@gov.bc.ca</a>
North Island Central Coast	Paul Barolet	Tenures Forester	250 956-5102	<a href="mailto:Paul.Barolet@gov.bc.ca">Paul.Barolet@gov.bc.ca</a>
Campbell River	Caroline MacLeod	Tenures Forester	250 286-9423	<a href="mailto:Caroline.MacLeod@gov.bc.ca">Caroline.MacLeod@gov.bc.ca</a>
Sunshine Coast	Steve Waghorn	FOS Tenures	604 485-0767	<a href="mailto:Steve.Waghorn@gov.bc.ca">Steve.Waghorn@gov.bc.ca</a>
Squamish	Norbert Greinacher	Stewardship Officer	604 898-2165	<a href="mailto:Norbert.Greinacher@gov.bc.ca">Norbert.Greinacher@gov.bc.ca</a>
Squamish	Doug Bacala	C&E Forester	604 898-2134	<a href="mailto:Doug.Bacala@gov.bc.ca">Doug.Bacala@gov.bc.ca</a>
Queen Charlotte	Mark Salzl	Stewardship Forester	250 559-6222	<a href="mailto:Mark.Salzl@gov.bc.ca">Mark.Salzl@gov.bc.ca</a>
Chilliwack	Jack Sweeten	Stewardship Forester	604 702-5760	<a href="mailto:Jack.Sweeten@gov.bc.ca">Jack.Sweeten@gov.bc.ca</a>
North Coast	Czeslaw Koziol	Stewardship Forester	250 624-7484	<a href="mailto:Czeslaw.Koziol@gov.bc.ca">Czeslaw.Koziol@gov.bc.ca</a>
<b>Northern Interior Region</b>	Ljiljana Knezevic	Regional Silviculture Specialist	250 565-6982	<a href="mailto:Ljiljana.Knezevic@gov.bc.ca">Ljiljana.Knezevic@gov.bc.ca</a>
Nadine Forest	Carolyn Stevens	Stewardship Technician	250 692-2221	<a href="mailto:Carolyn.Stevens@gov.bc.ca">Carolyn.Stevens@gov.bc.ca</a>
Skeena Stikine	Bob Shiach	C & E Forester	250 847-6311	<a href="mailto:Robert.Shiach@gov.bc.ca">Robert.Shiach@gov.bc.ca</a>
Kalum	Susie Anderson	C & E Technician	250 638-5134	<a href="mailto:Susie.Anderson@gov.bc.ca">Susie.Anderson@gov.bc.ca</a>
Fort Nelson	Jeanine Hudson	Tenures Technician	250 774-5536	<a href="mailto:Jeanine.Hudson@gov.bc.ca">Jeanine.Hudson@gov.bc.ca</a>
Peace	Gwen Brace	Geomatics Technician	250-784-1278	<a href="mailto:Gwen.Brace@gov.bc.ca">Gwen.Brace@gov.bc.ca</a>
Peace	Elizabeth Hunt	Stewardship Officer	250 784-1242	<a href="mailto:Elizabeth.Hunt@gov.bc.ca">Elizabeth.Hunt@gov.bc.ca</a>
Mackenzie	Sam Davis	Stewardship Officer	250 997-2215	<a href="mailto:Sam.Davis@gov.bc.ca">Sam.Davis@gov.bc.ca</a>
Prince George	Cindy England	Resource Clerk	250 614-7461	<a href="mailto:Cindy.England@gov.bc.ca">Cindy.England@gov.bc.ca</a>
Vanderhoof	Cathy Middleton	Tenures Forester	250 567-6391	<a href="mailto:Cathy.Middleton@gov.bc.ca">Cathy.Middleton@gov.bc.ca</a>
Vanderhoof	Delee Anderson	Zone Forester - Silviculture	250 567-6504	<a href="mailto:Delee.Anderson@gov.bc.ca">Delee.Anderson@gov.bc.ca</a>
Fort St James	Lauri Deveau	C&E Officer	250 996-5240	<a href="mailto:Lauri.Deveau@gov.b.ca">Lauri.Deveau@gov.b.ca</a>
<b>Southern Interior Region</b>	Mary Lou Nesbitt	C&E Forester	250 825-1168	<a href="mailto:MaryLou.Nesbitt@gov.bc.ca">MaryLou.Nesbitt@gov.bc.ca</a>
Headwaters	Heather MacLennan	Small Scale Salvage Tech	250 587-6766	<a href="mailto:Heather.MacLennan@gov.bc.ca">Heather.MacLennan@gov.bc.ca</a>
Cascades	Peter Stroes	Stewardship Forester	250 378-8486	<a href="mailto:Peter.Stroes@gov.bc.ca">Peter.Stroes@gov.bc.ca</a>
100 Mile House	George Williamson	Stewardship Technician	250 395-7887	<a href="mailto:George.Williamson@gov.bc.ca">George.Williamson@gov.bc.ca</a>
Central Cariboo	Kerri Howse	Stewardship Forester	250 398-4357	<a href="mailto:Kerri.Howse@gov.bc.ca">Kerri.Howse@gov.bc.ca</a>
Chilcotin	Kurtis Isfeld	Stewardship/Forest Health Tech.	250 394-4748	<a href="mailto:Kurtis.Isfeld@gov.bc.ca">Kurtis.Isfeld@gov.bc.ca</a>
Kamloops	Brent Olsen	Stewardship Officer	250 371-6538	<a href="mailto:Brent.Olsen@gov.bc.ca">Brent.Olsen@gov.bc.ca</a>
Quesnel	Christine Unghy	Tenures/Woodlot Forester	250 992-4413	<a href="mailto:Christine.Unghy@gov.bc.ca">Christine.Unghy@gov.bc.ca</a>
Columbia	John Cruickshank	Stewardship Forester	250 837-7625	<a href="mailto:John.Cruickshank@gov.bc.ca">John.Cruickshank@gov.bc.ca</a>
Rocky Mountain	Lyn Konowalyk	Stewardship Technician	250 426-1730	<a href="mailto:Lyn.Konowalyk@gov.bc.ca">Lyn.Konowalyk@gov.bc.ca</a>
Rocky Mountain	Bob Kary	Records Clerk	250 426-1704	<a href="mailto:Robert.Kary@gov.bc.ca">Robert.Kary@gov.bc.ca</a>
Arrow Boundary	Dean Christianson	Stewardship Forester	250 365-8667	<a href="mailto:Dean.Christianson@gov.bc.ca">Dean.Christianson@gov.bc.ca</a>
Okanagan Shuswap	Keith Boyes	Stewardship Forester	250 558-1778	<a href="mailto:Keith.Boyes@gov.bc.ca">Keith.Boyes@gov.bc.ca</a>
Kootenay Lakes	Kristine Saceniaks	Stewardship Forester	250 825-1113	<a href="mailto:Kristine.Saceniaks@gov.bc.ca">Kristine.Saceniaks@gov.bc.ca</a>