NGDA Lifecycle Maturity Assessment (LMA) 2017 Training

May 2017
Webinar Information

- Webinar will be recorded and posted online
- All participants will be on mute
- Chat is enabled for all Q&A – use this to ask questions!
- Questions will be answered at the end of the presentation from the chat dialog, followed by an open Q&A session
Topics

- 2017 LMA Team Members
- Background and Benefits
- 2017 LMA Development Process
- LMA Elements
- Getting Started
- Completing the Assessment
- Review and Submit Assessment
- LMA Output
- 2017 LMA Schedule
- LMA LimeSurvey Demo
2017 LMA Team Members

Interagency Team
• Kyle Arndt (NPS)
• Anne Ball (NOAA)
• Wendy Blake-Coleman (EPA)
• David Cackowski (US Census Bureau)
• Roger Johnson (NPS)
• Lisa McBride (Forest Service)
• Lorri Peltz-Lewis (Forest Service)
• Charles Spicer (US Census Bureau)
• Douglas Vandegraft (BOEM)
• Butch Lazorchak (Library of Congress) for Archive Stage

Support Team
• Jennifer Carlino (FGDC)
• Jim Irvine (ArdentMC)
• Robin Hoban (BAH)
• Bradley Macpherson (BAH)
• John Davidson (Image Matters)
• Lara Duffy (Image Matters)
Background – Understanding the Assessment

- Key Initiatives, Directives, and Guidance for Portfolio Management
  - OMB Circular A-16 and A-16 Supplemental Guidance
  - NSDI Strategic Framework
NGDA Datasets

- 177 datasets completed 2015 baseline assessment
- All current NGDA Datasets must undergo the 2017 maturity assessment during the open period from May 8 - August 4, 2017
- Any new datasets designated as NGDA during the 2017 LMA cycle (May 8 - Aug 4) will use the 2017 LMA as their baseline assessment
**Background – Understanding the Assessment**

- Fulfills **OMB A-16 Supplemental Guidance** requirements
  
  *NGDA Dataset Managers should evaluate their NGDA Dataset(s) against the Geospatial Data Lifecycle stages in order to report on their maturity and status (Section 3.4.1)*

- 2017 LMA consists of 20 maturity questions and 12 justification questions, plus general and feedback questions

- Uses the online LimeSurvey tool to facilitate reporting and dashboard
Lifecycle Maturity Assessment – Benefits

Consistent maturity metrics for all NGDA Datasets in the NGDA Portfolio to:

- Communicate about NGDA Dataset and Theme maturity
- Identify opportunities where maturity can be improved
- Identification of strengths and gaps to help set priorities
- Integrate results with 2015 assessment to describe strengths and challenges among NGDA Datasets and Themes
- Identify where access and discoverability can be enhanced
- Promote collaboration among Theme strategic goals
- Contribute to the NGDA Dataset, Theme Summary, and Portfolio Summary reports that will be released later this year
- Increase transparency through Geospatial Platform dashboard
- Provide managers with a broad view of the status of the national geospatial portfolio
Background – Understanding Key Roles

Dataset Managers

- Provide coordination for NGDA Datasets at national level
- Responsible for inputting information into the LMA, along with assistance from Data Stewards and others
- Assess the NGDA with respect to the benchmarks associated with each phase of the lifecycle and note areas needing improvement
- Manage the planning, O&M, and evolution of an NGDA
- Engage with stakeholders to ensure stewardship occurs and requirements are met
- Develop annual NGDA work/management plans reflecting the initial baseline results and subsequent assessments
- Communicate resource needs with the Theme Leads, Executive Champions, and SAOGIs
Background – Understanding Key Roles

Theme Leads

- Provide interdepartmental leadership and coordination of NGDAs within a specified Theme
- Coordinate information with Dataset Managers and integrate individual NGDA Datasets at the Theme level
- Ascertain overall maturity of Themes based on LMA results
- Set strategic direction for the Theme
- Promote collaboration within Dataset Managers as well as other Themes as appropriate
- Communicate resource needs with the Executive Champions, SAOGIs, and FGDC Steering Committee

FGDC Office of the Secretariat

- Coordination for A-16 NGDA Portfolio Management process
- Facilitate Dataset Managers and Theme Leads efforts to complete the LMA
2017 LMA Development Process

- Established a small interagency “Core Team” to lead the development of the updated 2017 LMA
- Outcomes and recommendations from the 2015 LMA Analysis and Recommendations Report were reviewed
- Requirements and changes were documented, assessed, and prioritized
- Meeting schedule and feedback loop was implemented to review and improve questions
- Maturity Matrix questions, associated metrics, and calculations were reviewed
LMA Elements

- Maintained from 2015:
  - 7 Geospatial Data Lifecycle Stages
  - Maturity Matrix
  - Online Tool
  - Question intent
  - Question numbering

<table>
<thead>
<tr>
<th>Maturity</th>
<th>Maturity Characteristics for All Lifecycle Stages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optimized; Established; Rank 5</td>
<td>Dataset meets virtually all business needs of all users. The dataset is considered authoritative by owners and secondary users. It is curated across all stages of the approved lifecycle. Future needs are defined for both the primary owner and secondary users on a regular basis and resources for addressing both current and future business requirements are available.</td>
</tr>
<tr>
<td>Mature; Consistent; Rank 4</td>
<td>Dataset meets all the business needs of the primary owner and most of the secondary users. The dataset is curated and used as an authoritative resource by the primary owner and secondary users. Future needs are being identified and steps are planned to address these. All stages are supported and reviewed on a recurring basis. The dataset is well managed in relation to the approved lifecycle.</td>
</tr>
<tr>
<td>Managed; Predictable; Rank 3</td>
<td>Dataset meets a significant number of the business needs of the primary owner and is widely used by secondary users. Benchmark activities are occurring in at least four of the approved lifecycle stages. Management practices in relation to the approved lifecycle is moderate but consistent. Dataset is integrating changing business requirements in lifecycle stages impacting overall maturity.</td>
</tr>
<tr>
<td>Transition; Transformation; Rank 2</td>
<td>Dataset meets business needs of the primary owner and has moderate use by secondary users. Benchmark activities are occurring in at least three stages. Efforts to integrate funding, include partners, and obtain data are not supported in a sustained manner. Management practices in relation to the stages of the approved lifecycle is limited.</td>
</tr>
<tr>
<td>Planned; Initial Development; Rank 1</td>
<td>Dataset in initial planning or limited in meeting business needs of the primary owner. Benchmark activities in the approved lifecycle are just starting to consider secondary uses. Partners/stakeholders involvement is being defined and developed to support additional dataset uses. Dataset development is in a very early stage. Minimal or limited management against the benchmarks in the approved lifecycle.</td>
</tr>
<tr>
<td>No Activity; Rank 0</td>
<td>Dataset not developed or meets project/local business needs of the primary owner. Secondary, additional uses, or partners/stakeholders were not considered. Dataset is not recognized as authoritative data or is part of a similar dataset. Not managed to any of the benchmarks in the approved lifecycle.</td>
</tr>
</tbody>
</table>
LMA Elements

- Changed in 2017:
  - Replaced open Justification Comment with pick lists
  - Removed document upload
  - Improved maturity response selection and calculation
  - Responses changed, so 2015 could not be imported into the tool
  - Added new general questions numbered “0”
Getting Started
Preparing for Lifecycle Maturity Assessment

- Download and print a copy of the NGDA Lifecycle Maturity Assessment Word document
- Question Overview
  - 3 General Questions (Q0 Part 1-3)
  - 20 Maturity Ranked Questions (Q1-19)
    - 12 Justification Questions with pick lists to support maturity responses
  - 2 Feedback Questions (Q20-21) to determine number of personnel and hours needed to complete the LMA, and provide any feedback on assessment
Preparing for Lifecycle Maturity Assessment

- All Maturity Ranked Questions are required
- Related Justification Responses are required if:
  - Question response is ranked 0 (provide text-based justification)
  - Question response is ranked 1-5 (select pick-list justification)
  - Other response selected (provide text-based justification)
- Review **How to Calculate Maturity** updated for 2017
- Review the 2015 LMA submission for the NGDA by clicking the [NGDA Dataset (Report)](https://www.ngda.gov) online

### NGDA DATASET (REPORT) | METADATA RECORD
---|---
Bailey's Ecoregions And Subregions Of The United States, Puerto Rico, And The U.S. Virgin Islands - Direct Download | Bailey's Ecoregions And Subregions Of The United States, Puerto Rico, And The U.S. Virgin Islands - Direct Download | Biodiversity and Ecosystems | USDA-USFS
Environmental Sensitivity Index (ESI) Data Viewer and REST Services for Atlases | Environmental Sensitivity Index (ESI) Data Viewer And REST Services For Atlases | Biodiversity and Ecosystems | DOC-NOAA
FWS Critical Habitat for Threatened and Endangered Species Dataset | FWS Critical Habitat for Threatened and Endangered Species Dataset | Biodiversity and Ecosystems | DOI-FWS
Resources

- Review the online 2017 NGDA LMA Resources on the GeoPlatform.gov Theme Lead Community
- Read the NGDA LMA - Frequently Asked Questions (FAQ) document
- Contact the NGDA LMA Help Desk: NGDA_LMA_help@fgdc.gov
Completing the Assessment
Receive Token to Begin LMA

- Dataset Manager will receive invitations with unique tokens on May 8\textsuperscript{th} to begin the assessment
- Dataset Managers (or designees) will work with Data Stewards and other agency personnel to gather the background information needed for input

![2017 NGDA Lifecycle Assessment - DRAFT](image)
Considerations

- Review the ‘Considerations’ on the Questions Overview page before beginning

1. Determine the time frame for this assessment based on whether a 2015 baseline LMA was completed

2. Consider if the NGDA you are responding to is “active” or “static” per the definitions

3. Responses to all maturity questions are presented in ascending level of maturity from “no activity” (rank 0) to “fully implemented with recurring assessments” (rank 5). See How to Calculate Maturity for further details

4. Small justification text boxes can accommodate a large amount of text
Approach – use Word Document

- The **National Geospatial Dataset Asset 2017 Lifecycle Maturity Assessment** document may be used by respondents to review and answer the questions collaboratively prior to entering the final responses into the online LMA.

All Questions

<table>
<thead>
<tr>
<th>General Questions for All Stages – Question 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Question Text:</strong> 2) Is there a process in place to ensure that open government and transparency guidelines are followed in all lifecycle stages for this dataset?</td>
</tr>
<tr>
<td><strong>Clarifying Statement:</strong> Clarifying Statement - Supporting examples may include: steps taken to ensure that dataset processes include openness in communication and accountability (i.e. improves opportunities for public participation and collaboration, GeoPlatform.gov marketplace utilization, etc.), actions are performed in an open manner appropriate to the sensitivity requirements determined for the dataset including consideration of all aspects of Controlled Unclassified Information (CUI).</td>
</tr>
<tr>
<td>Lifecycle stages include – Define (Plan), Inventory/Evaluate, Obtain, Access, Maintain, Use/Evaluate, and Archive.</td>
</tr>
<tr>
<td><strong>Choose one of the following answers</strong></td>
</tr>
<tr>
<td>o No process is in place (Please explain)</td>
</tr>
<tr>
<td>o Under development</td>
</tr>
<tr>
<td>o Developed, documented, and implementation started</td>
</tr>
<tr>
<td>o Implementation progressing with respect to sensitivity requirements</td>
</tr>
<tr>
<td>o Implementation well established</td>
</tr>
<tr>
<td>o Fully implemented including recurring assessments</td>
</tr>
</tbody>
</table>

[Justification required; field appears when selected]
Overview

- Use the Question Index for navigation
- Clarifying Statement may provide additional instruction, relevant references, definitions, and examples to assist with the response
Review and Submit Assessment
Review and Approval Process

- Please indicate who is responding to the LMA
- Include reviewer contact information
- A minimum of one reviewer is required
Review and Approval Process

- Scroll down to see the summary of all questions and responses
- Red text indicates a missing response to a required question
- Return to any questions to complete them as needed
- Once complete, scroll down to save, print or submit
Lifecycle Maturity Assessment Output

- NGDA Dataset Reports
- Theme Summary Reports
- A-16 NGDA Portfolio Summary Report
- GeoPlatform LMA Performance Dashboard
2017 Assessment Schedule

- **May 8**: Dataset Managers receive invitations with unique tokens
- **May 8 - August 4**: LMA can be completed anytime during this timeframe
- **August 4**: All NGDA must have a completed assessment
- **August - October**: Reports and Dashboard will be developed
LMA LimeSurvey Demo

2017 NGDA Lifecycle Assessment - DRAFT
Assessing 2017 National Geospatial Data Asset (NGDA) Lifecycle Maturity

Welcome - This is the 2017 A-16 NGDA Lifecycle Maturity Assessment

Your Dataset: [TOKEN:ATTRIBUTE_1]

Welcome - This is the 2017 A-16 NGDA Lifecycle Maturity Assessment. Your dataset: TOKEN:ATTRIBUTE_1 This assessment was built using LimeSurvey and operates successfully on Internet Explorer, Firefox, and Chrome browsers. We recommend using Firefox or Chrome to complete this survey.

[NGDA Name]

Cookies must be enabled. Cookies are required to return to the previous session.

Users are strongly encouraged to use the navigation buttons within the survey. Please DO NOT click the back arrow on your browser, instead, please use the 'Back' and 'Next' buttons available on the bottom of each page of the survey. These buttons must also be utilized to ensure your answers are saved before leaving this survey and exiting the browser session.

Clicking the 'Next' will save the work on the current page. Before leaving a page make sure 'Next' is clicked to save.

If you would like to export your answers, please wait until you reach your Assessment page where you can review all of your inputs. Here you will have the option to "Print this Page". A pop up window will open and you can choose the option to 'Export to PDF'. If you need to print from other pages please use the landscape option.