

National Fire Plan Operations and Reporting System (NFPORS) Charter

I BACKGROUND

This project is chartered by the Department of the Interior, Office of Wildland Fire Coordination (OWFC), and the Department of Agriculture, Forest Service (USDA-FS), to improve wildland fire management performance accountability and accomplishment reporting.

Historically, the departments and agencies used several systems to plan, manage, and track National Fire Plan (NFP) accomplishments. Redundancy of systems and data variation created data management problems including difficulty in compiling consolidated reports from all levels in the fire program (field, regional, bureau, and national offices). Early in 2002 the Office of Wildland Fire Coordination and the Forest Service Office of Fire and Aviation signed a Memorandum of Understanding that served as the basis for joint development (design, construction, and implementation) of the National Fire Plan Operations and Reporting System (NFPORS). In April of 2002 these offices signed the NFPORS Charter and an interdepartmental task force was commissioned to accomplish the work. The Hazardous Fuels module was implemented in July of 2002, and data entry began simultaneously with module testing, enhancement, and training. A similar strategy was used for the Restoration and Rehabilitation module implemented in January 2003 and the Community Assistance module implemented in March 2003.

II NAMES and NOMENCLATURES

The name of the system is the National Fire Plan Operations and Reporting System (NFPORS). The name of this project is the National Fire Plan Operations and Reporting System Project, hereinafter referred to as the NFPORS Project.

III PURPOSE OF THE CHARTER

This Charter's purpose is to document agreement between the Department of the Interior's (DOI) Office of Wildland Fire Coordination (OWFC), Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), Fish and Wildlife Service (FWS), National Park Service (NPS), and the U.S. Department of Agriculture's Forest Service (USDA-FS) concerning and authorizing the continued development and implementation of, and enhancements to NFPORS. This Charter authorizes the NFPORS Project Management Team to continue with related tasks as specified within this document. This Charter establishes roles and responsibilities, various administrative protocols and procedures, and specifies deliverables and delivery schedules.

IV PROJECT MANAGEMENT OBJECTIVES AND GOALS

The overall goal of the NFPORS project is to provide the Federal wildland fire business community with an efficient system for identifying projects, activities, and treatments and for tracking and reporting NFP accomplishments to meet GPRA, NFP, and other government accountability requirements. Specific NFPORS Project Management objectives and goals include the following:

- Ensure the implementation of optimal technical and business solution(s) based on “best value” for the fire and business community and that system changes are prioritized appropriately to meet the needs of all users.
- Complete project tasks and produce contract deliverables within the established schedule and approved budget.
- Afford each wildfire agency “ownership” through project participation, validation and verification in all phases of the NFPORS Project.
- Develop and update support documentation, including business rules, data field definitions, data choice definitions, and user guides, in a timely fashion.
- Develop a User’s Group and communications protocol to effectively communicate changes, limitations, tips, and support documentation to users at all levels in a timely fashion throughout system lifecycle.
- Provide accurate and current project accounting of cost, schedule, and resource use.

V SYSTEM OBJECTIVES AND GOALS

The goal of NFPORS is to provide the Federal fire management agencies with a unified, consistent data management and reporting system that ensures mandated fiscal and administrative accountability for Federal National Fire Plan accomplishments and expenditures. This requires an automated system and database which provides the following:

- Efficient and accurate tracking of all Performance Measures elements consistent with agency business rules. (Refer to Performance Measures approved May 2002.)
- Library of reliable standardized reports for all levels of users including the various Departmental Performance Measure reports that minimizes the need for additional data calls.
- User friendly querying capability for users at all levels.
- Ability to efficiently share data with other systems.

VI PROJECT DELIVERABLES and SCHEDULE

This schedule is subject to amendment as may be determined during system implementation. Proposed changes or amendments must be approved by the Business Owners. All deliverables must be approved by the Project Managers/COTR in coordination with the Business Owners.

Tasks and Deliverables	Due Date
Complete web page with up to date user documentation and schedule of change requests	09/03
Complete required modifications (identified prior to the approval date of this Charter) to Fuels, Community Assistance, and ESR modules	12/03
Complete standardized reports for all modules and for Performance Measure reporting	10/03
Complete and implement custom query tool	10/03
Complete Report and Query user training	10/03
Finalize User Manuals for each module	12/03
Shift to Operations and Maintenance	03/04

VII PROJECTED COSTS & FUNDING SOURCES

The funding sources and resource requirements for FY2003 and beyond are shown below:

Department	FY2003		FY2004		FY2005 (O&M)	
	Cost	FTE	Cost	FTE	Cost	FTE
Department of the Interior	\$700K	3.0	\$700K	3.0	\$250K	2.0
USDA-Forest Service	\$700K	2.5	\$700K	2.5	\$250K	1.5

The Department of the Interior will continue to use contracted information technology support services for NFPORS development, helpdesk services, operations, and maintenance. The Department of Agriculture will continue to reimburse the Department of the Interior for one-half of NFPORS costs.

Costs will include application development, application maintenance, software licenses, hardware, hardware maintenance contracts, infrastructure, telecommunications, facilities, system security, and other direct and indirect expenditures. A complete breakdown of all costs associated with NFPORS will be maintained by the Project Managers/COTR and reviewed by the Business Owners.

VIII DECISION POINTS

The enhancement and improvement phase of NFPORS implementation is currently in progress, and scheduled to continue through the first half of FY2004. During this phase, the Users Group will work closely with the Project Managers to prioritize change requests and schedules as appropriate.

The system is expected to transition to an operations and maintenance phase by March 2004. The Business Owners will review and approve all deliverables before this transition is made.

IX ORGANIZATION STRUCTURE

The **Business Owners** are the USDA-Forest Service NFP Coordinator, and the DOI Director of the Office of Wildland Fire Coordination. The Business Owners exercise overall authority and responsibility for the system.

The **Project Managers** are responsible for coordinating system development, design, implementation, operations, maintenance, and helpdesk functions based upon direction from the Business Owners. The Project Managers serve as the Contracting Officer's Technical Representative (COTR) and coordinate the activities of the User Group.

The **User Group** consists of two representatives from each of the five participating bureaus and agencies, one representative from the USDA-FS NFP Coordinator's Office, and one representative from the DOI OWFC. The User Group includes field, regional, bureau, and national-level NFPORS users in all affected disciplines (fuels, community assistance and burned area rehabilitation). The User Group will be facilitated by a representative from OWFC. The User Group will meet regularly and promote communications between the NFPORS user community, the Project Managers, and the Business Owners. The User Group will serve as the platform for mutual support to discuss experiences and issues and make recommendations for functional changes to the system.

The **Configuration Control Management Team (CCMT)** will be comprised of the Project Managers, and three representatives from the User Group. The CCMT will be responsible to analyze functional change requests to determine the impact of these changes. The Project Managers will confer with the Business Owners to discuss the results of the impact analysis for functional changes. The Business Owners will authorize any functional changes to NFPORS.

The NFPORS organization structure is as follows:

- Business Owners, Tim Hartzell (DOI) and Corbin Newman (FS)
- NFPORS Project Manager, Russell Berry (DOI)
- NFPORS Assistant Project Manager, Peter Bedker (FS)
- User Group consisting of:
 - Two representatives from each of the five bureaus/agencies (USFS, BLM, FWS, NPS and BIA)
 - One representative from the USDA-FS NFP Coordinator's Office and
 - One representative from the DOI OWFC, who will function as group.
 - Configuration Control Management Team consisting of:
 - Project Managers / COTR
 - Three representatives from the User Group.

XI AUTHORITIES AND RESPONSIBILITIES

The **Business Owners** are responsible for ensuring the business solutions that meet the needs of the interagency wildland fire community, resource program staffs, and affected parties. The Business Owners supervise the Project Managers and ensure the project team has access to necessary resources. The Business Owners maintain overall accountability for the success of the project. The Business Owners will have final decision for changes to the NFPORS.

The **Project Managers** are responsible for all project activities involving the planning, development, implementation, security, and support of the NFPORS Project in accordance with direction from the Business Owners. The Project Managers are responsible for project management and serve as the Contracting Officer's Technical Representative (COTR) and manage delegated contracting and procurement tasks and requirements accordingly. The Project Managers coordinate the activities of the User Group and the Configuration Control Management Team. The Project Managers have the authority and responsibility to direct and account for the project budget. The Project Managers maintain a complete breakdown of all costs associated with NFPORS. The Project Manager will coordinate with the Business Owners to determine which system functional change requests are feasible and pass these requests to the Configuration Control Management Team for analysis.

The **User Group** will be comprised of system users from field offices, State/Regional offices, bureaus and Federal department levels. The business community will be represented on the User Group and will include hazardous fuels reduction, burned area rehabilitation, and community assistance program specialists, as well as field managers and program coordinators. This team will discuss issues and recommend system modifications, enhancements and implementation schedules. The User Group will issue recommendations to the Business Owners. Meetings and conference calls will be scheduled as determined by the needs of the group. Notes of meetings will be circulated to team members, posted to the web, and maintained in central records.

The **Configuration Control Management Team (CCMT)** will be comprised of the Project Managers, and three representatives from the User Group. The CCMT will be responsible to analyze functional change requests to determine the impact of these changes on the business community (NFPORS users), software application, infrastructure, training materials, system documentation, NFPORS reporting functions, and security requirements (including the certification and accreditation status). The CCMT impact analysis will include cost, time, and resources required to make the requested functional change. As leaders of the CCMT, Project Managers will confer with the Business Owners to discuss the results of the impact analysis for functional changes.

XII PROJECT CONTACTS

The Business Owners will work with the following organizations to ensure business community representation:

- Fire Directors
- National Wildfire Coordinating Group
- Business Managers and Information Officers
- Field Managers and Program Coordinators
- National Association of State Foresters

XIII APPROVAL

This Charter is effective as of the date of signature by all signatories.

Tim Hartzell _____ Date _____
OWFC, NFPORS Business Owner

Corbin Newman _____ Date _____
USDA-FS, NFPORS Business Owner

Russell Berry _____ Date _____
OWFC, Project Manager

Peter Bedker _____ Date _____
USDA-FS, Assistant Project Manager

Larry Hamilton _____ Date _____
Director, Office of Fire and Aviation, BLM

Phil Street _____ Date _____
Chief, Fire Management Branch, FWS

Jim Stires _____ Date _____
Chief, Branch of Fire Management, BIA

Sue Vap _____ Date _____
National Fire Management Officer, NPS