

Wildland Fire Information and Technology

Project Plan



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3-22-13

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“We will fundamentally improve the way we conduct information and technology to support fire business, not just refine existing silos”

INTERAGENCY WILDLAND FIRE ROADMAP TEAM

FALL 2011

Plan Revision History

Author	Version	Revision Date	Revision Summary
Markle	1.0	June 27, 2012	First draft
Markle	1.1	January 25, 2013	Second Draft: Updated Phase names, updated project milestones, provided more detail to task items under projects
Hill	1.2\1.3	February 8, 2013	Third Draft, provided more detail to task items under project headings.
Hill\Gebhard	1.3	February 27, 2013	Fourth Draft, to reformat and flush out program plan milestones.
Hill\Gebhard	1.4	March 4, 2013	Fifth Draft incorporating Johns G. edits.
Hill	1.5	March 5,2013	Sixth Draft incorporating FAM IT Comments
Wiley	1.6	March 5, 2013	Seventh draft incorporating writing style edits
Hill	1.7	March 14, 2013	Eighth draft based on MAB and EB meetings

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EXECUTIVE SUMMARY

BACKGROUND

The report *Wildland Fire Information and Technology (WFIT)– Strategy, Governance, and Investments*, March 23, 2012, outlined an approach to Governance and Management of the interagency wildland fire information and technology program that creates an integrated and cohesive structure while maintaining the integrity of the reporting relationships of personnel within the USDA Forest Service and Department of the Interior wildland fire management programs. This structure provides a clear, single interface point between the wildland fire “line of business” and the investment decision-making structures of the two agencies. As such, this structure provides single, unified capability to identify requirements and priorities, to efficiently make investment decisions, and to manage all of those investments as a single portfolio.

As part of that report, a detailed WFIT implementation project plan was identified as being a significant milestone to be accomplished in establishing a unified WLF I&T support and governance capability. Thus, after several collaborative interagency sessions, involving WLF I&T staff, business leads and senior leadership, a consolidated project implementation plan was put together to start this process.

This plan is broken down into 4 Major Phases, beginning in FY 2012 and continuing into FY 2015, which are discussed in greater detail in the following sections of this WFIT project plan. This document will serve as the foundational framework for establishing a successful governance and management structure for wildland fire information and technology. While not intended to be inclusive of all the necessary details and steps to implement such a comprehensive plan, it will serve as a reference point for individuals and teams working collaboratively on this interagency WFIT implementation effort.

IMPLEMENTATION PLAN

INTRODUCTION

This project plan sets forth recommendations for implementing the wildland fire information and technology Strategy, Governance and Management structure, and Investment plan. Implementation of the wildland fire information and technology program in these three areas builds on a number interagency structures and operating principles, but also represents a significant departure from current business processes and norms.

Specifically, this Implementation plan is designed to lay the foundation for the subsequent development of more detailed objectives, time-driven tactical plans, and measures to ensure ongoing effectiveness. In addition, prioritization will occur during the development of these objectives and will be determined using multiple criteria including urgency of need, criticality to the wildland fire mission, breadth of impact, resource requirements, sequencing, and dependencies.

In building this foundation, this Implementation Plan is organized around four phases, beginning in FY 2012 and continuing into FY 2015, that are based on logical dependencies as well as on the capacity of the various affected organizations and stakeholders to absorb and manage changes to business

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processes, roles and responsibilities, and program goals and outcomes. The majority of the development work with regard to organizational structure, process, the investment portfolio and the initial five year plan are contained within Phase 2 of this implementation strategy.

Implementation will require dedicated, concentrated, and ongoing engagement by senior management, various stakeholder organizations, and a project management organization with responsibility for guiding implementation.

PHASE 1: DECISION AND ACCEPTANCE (MARCH\APRIL 2012)

Phase 1 constitutes agency acceptance of the proposed interagency wildland fire information and technology program, specifically the establishment of the authority for the approach to governance and management through an interagency agreement. Phase 1 also includes standing up a project management team and structure to lead, guide, and oversee implementation.

The interagency agreement (memorandum of understanding) is a “constitutional” document issued at the highest level necessary to commit both Departments to managing wildland fire investments on an interagency basis. The agreement includes:

- Developing an approach for common, joint approval of wildland fire interagency strategies, architectures, and investments
- Establishing and empowering the Wildland Fire Information and Technology Executive Board
- Setting forth the principles, concepts, and expectations for the Wildland Fire Information and technology program for implementation by the Executive Board
- Defining principal roles and responsibilities of wildland fire governance groups

To implement these goals, a project management approach has been established to ensure that the wildland fire information and technology program is implemented in a timely and systematic method through designation of executive direction and chartering of a Program Board.

Phase 1 Actions & Target Dates

Phase 1 (Decision and Acceptance) Principal Actions and Target Dates:	Estimated Completion Date\Status
1.1.1 Agency acceptance of proposed approach <ul style="list-style-type: none">○ Federal Fire Policy Council○ Agency Chief Information Officers	April 2012 (Complete)
1.1.2 Assignment of Executive Direction for implementation <ul style="list-style-type: none">○ Signed March 23, 2012	April 2012 (Complete)
1.1.3 Establishment of Program Implementation Team (PIT) <ul style="list-style-type: none">○ Chartered 9 May 2012	May 2012 (Complete)
1.1.4 Establishment of the interim Program Management Board (iPB)	May 2012

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Phase 1 (Decision and Acceptance) Principal Actions and Target Dates:	Estimated Completion Date\Status
	(Complete)
1.1.5 Development and approval of Memorandum of Understanding (MOU)	August 2012 (Complete)
1.1.6 Establishment of initial Executive Board	August 2012 (Complete)
Wildland Fire I&T Process for Outreach and Communications to Stakeholders	
1.2.1 “My fire” community web page established for transparency	August 2012 (Complete)
1.2.2 All hands meetings\Monthly WFIT Updates	Ongoing
1.2.3 SharePoint established for team collaboration regarding all WFIT activities to include reporting and collaboration processes	September 2012 (Complete)
1.2.4 WFIT Web Site <ul style="list-style-type: none"> ○ Creation of WFIT Web Site ○ Alignment of Existing FAM IT and DOI Fire support Webpages to include refreshment actions that align with WFIT Web page and consistency in domain naming conventions 	Sept 2013 (Pending)

PHASE 2 – INITIAL OPERATING CAPABILITY (CY 2013)

Phase 2 establishes Initial Operating Capability (IOC) of the wildland fire information and technology program including:

- Providing consistent and cohesive management of ongoing activities
- Providing interim direction and oversight
- Supporting agency budget and investment decision processes
- Developing detailed requirements and structures for the program
- Beginning transition to full implementation of the program

The Executive Board has begun to provide consistent and integrated guidance for the wildland fire information and technology program. Under direction of the Executive Board and the designated executive leadership for implementation, the Program Board is now responsible for identifying the capabilities necessary to meet Initial Operating Capability requirements.

Initial operating capability includes establishment of basic business rules and processes; preliminary membership, functions, and roles for the Program Board and Domain Working Groups; development of

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architectures and standards outlined in the objectives under Goals 1 and 2 of the WFIT Strategy; and producing an initial five-year investment plan to guide FY 14\15 investment decision making.

During this phase, substantial work will take place to develop and/or complete architectures and standards as outlined in the Investment Plan. Further, as depicted in the Investment Plan during this phase, projects will be chartered to develop business requirements for future investments in five high-priority areas. Also a comprehensive review of current infrastructure and WFIT support operations (e.g. applications, systems), will be undertaken.

Initial Operating Capability is expected to be in place by the end of second quarter fiscal year 2013. Principal actions and target dates are shown in the chart below.

Phase 2 Principal Actions & Target Dates (Overarching Milestones)

Phase 2 (Initial Operating Capability) Principal Actions and Target Dates:	Estimated Completion Date\Status
2.1.1 Develop Project Plan and Schedule	March 2013 (Complete)
2.1.2 Identify WFIT Support Resources: MAB to work with Senior Advisors and NWCG to review available I&T SMEs to support WFIT effort.	March\April 2013 (Pending)
2.1.3 Identify and Develop Foundational Support Project Areas	Ongoing
2.1.4 Communication\outreach activities to all stakeholders regarding the principles, direction, and implementation of the wildland fire information and technology program	Ongoing

Wildland Fire I & T Organizational Structure (Senior Advisors and Program Board)

There are two major strands regarding our WFIT IT governance approach. The first major strand of our WFIT governance approach engages senior fire management and business advisors in this management process. The second relates to compliance with legal and regulatory requirements. Specifically, to realize this vision, it is necessary to ensure that the governance implemented to manage the process be executed by the skill sets and definition of authority at every level. The below efforts are intended to guide this work and provide leadership required for success.

The following chart below depicts principal actions and target completion dates for Senior Advisor and Program Board activities.

Phase 2 Principal Actions & Target Dates (Senior Advisors\Program Board)

Wildland Fire I & T Organizational Structure (Senior Advisors and Program Board)	Estimated Completion Date\Status
2.2.1 Establishment of membership, functions, and roles for the Program and Domain Boards (MOU, Executive Board, Program Board, Domain Working Groups-Planning, Development, Operations)	Mar\Feb 2013 (Complete)
2.2.2 Establishment of Advisory Boards- Management Advisory Board, User Advisory Working Group (UAWG), Science and Technology Working Group (STWG).	March\April 2013 PB& MAB Pending UAWG & STWG Pending

Wildland Fire I & T Process for Investment Management (Program Board)

The Program Board with guidance and oversight from the Executive Board will establish policy for systematic review, selection\reselection, implementation\control, and continual evaluation of Wildland Fire Information Technology (WFIT) investments, regardless of the source of funding or resources. Specifically, WFIT’s investment management process will leverage best practices from multiple management disciplines, including: financial, acquisition\contract, project, risk, earned value, portfolio, and technology management. Specific investment management project plan deliverables include:

Phase 2 Principal Actions & Target Dates (Program Board)

Wildland Fire I&T Process for Investment Management (Program Board)	Estimated Completion Date\Status
2.3.1 Establish Business Rules and processes <ul style="list-style-type: none"> ○ Identify specific roles and responsibilities supporting WFIT investment management processes. ○ Establish output and input business investment controls. Establishment of management controls focusing on actual performance results (output) and on resources that are used in performance (input). ○ Identify and leverage applicable ISO 9000 standards. ○ Compliance with Sarbanes–Oxley Act and Capital Planning and Investment Control (CPIC) mandates. ○ Development of WFIT Life Cycle Plan. Development of a viable 	Sept 2013 (Pending)

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Wildland Fire I&T Process for Investment Management (Program Board)	Estimated Completion Date\Status
<p>life cycle IT management and supporting investment plan describing the stages involved in a WFIT IT system development project (e.g. from initial feasibility study through maintenance of the completed application).</p> <ul style="list-style-type: none"> ○ Development of applicable business investment management controls ○ Development of performance monitoring policies and supporting templates to structure inputs and outputs (e.g. Activity Based Costing, Enterprise Risk Management and COBIT processes). 	
<p>2.3.2 Identify WFIT Investment Classification Levels. Specifically:</p> <ul style="list-style-type: none"> ○ Each WFIT investment\project shall be assigned a classification level based on the nature and sensitivity of the investment\project. ○ Identify and apply the appropriate level of management oversight and scrutiny on the IT investment\project during its life cycle based on Investment Classification (e.g. Major, Non-Major, Unfunded). 	Sep 2013
<p>2.3.3 Document Business Processes. “As Is and “To Be” business processes shall be documented before Investments are made in I&T to support these processes. Major activities include:</p> <ul style="list-style-type: none"> ○ WFIT Business Needs Analysis. An analysis of identified WFIT business needs and alternatives to satisfying those needs will be completed for all proposed IT investments prior to the investment being submitted for a selection decision for funding and\or support. ○ Validate IT investments alignment to WFIT’s business goals (e.g. leverages existing investments and\or technologies, and complies with or advances WFIT’ target enterprise architecture) 	Sep 2013
<p>2.3.4 Investment Project Oversight- Alignment with Federal Enterprise Architecture (FEA) Reference Models. Specific actions include:</p> <ul style="list-style-type: none"> ○ Identify Project Managers. All WFIT IT investments\projects shall have assigned project managers who possess the required competencies and experience essential for the project being managed. ○ IT Portfolio and Lifecycle Management Training. All WFIT staff with IT investment management, project management, system 	Sep 2013

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Wildland Fire I&T Process for Investment Management (Program Board)	Estimated Completion Date\Status
<p>design, software development, testing, implementation, and\or operations and maintenance responsibilities shall be educated in the policies, processes, procedures, standards and guidelines that comprise WFITS’ integrated IT investment and system life cycle methodology, and\or receive other WFIT-sanctioned system development life cycle methodology training.</p> <ul style="list-style-type: none"> ○ Alignment with Federal Enterprise Architecture (FEA) Reference Models. All WFIT investments must demonstrate alignment to the FEA Reference Models including the Business Reference Model, Performance Reference Model, Service Reference Model, Technology Reference Model, and Data Reference Model. 	
2.3.5 Complete Infrastructure and operations review. Document “As Is” Infrastructure and supporting Architecture.	March 2013 Completed
2.3.6 Draft “As Is” Operational WFIT O&M Support Plan	April 2013

Wildland Fire I & T Business Blueprint (Management Advisory Board)

“As Is” and “To Be” business processes and requirements will be documented by the MAB before future investments are made in WFIT to support the processes. An analysis of identified WFIT business needs and alternatives to satisfying those needs shall be completed for all proposed IT investments prior to the investment being submitted to the EB for a selection decision for funding and\or support. These analyses shall ensure that each proposed IT investment aligns to WFIT’ business goals, leverages existing investments and\or technologies, and complies with or advances WFIT’ target enterprise architecture.

Specific MAB actions during this phase include the following action items depicted in the chart below:

Phase 2 Principal Actions & Target Dates (Management Advisory Board)

Wildland Fire I&T Business BluePrint (Management Advisory Board)	Estimated Completion Date\Status
<p>2.4.1 Provide Business Blueprint</p> <ul style="list-style-type: none"> ○ Identify business requirements and business leads for supporting WFIT I&T programs. 	Mar 2013 (Draft Completed,

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Wildland Fire I&T Business BluePrint (Management Advisory Board)	Estimated Completion Date\Status
<ul style="list-style-type: none"> ○ Consider need to create supporting I&T Strategic Subcommittee with business involvement to assist MAB in this process. 	MAB Reviewing)
<p>2.4.2 Validate and provide Investment Requirements and priorities. Specifically:</p> <ul style="list-style-type: none"> ○ Review Program Board Mapping of “As Is” WFIT I&T Blueprint to Business Blueprint. ○ Ensure that I&T project priorities are based on business priorities. ○ Contingent on EB approval, create IT Strategic\Business sub-committee. ○ Develop with assistance from the PB an IT scorecard designed for an interagency WLF business audience that includes details on how IT creates and delivers business value. ○ Implement a standard process (e.g. WFIT Scorecard) for determining the business value (both financial and non-financial) and risk of IT-enabled business investments. ○ Review and recommend cost, schedule, and performance baselines for all new, approved WFIT investments\projects and new baselines for existing investments\projects based on business needs and priorities to the Executive Board ○ Review “As Is” status information regarding IT investments\projects in the WFIT investment portfolio, including milestones, risks, spending plan, and any other information deemed necessary to manage the portfolio, and making appropriate recommendations to WFIT Executive Board. 	Apr\May 2013
<p>2.4.3 Review, Prioritize, and Recommend business cases for potential future investments.</p> <ul style="list-style-type: none"> ○ Computer Aided Dispatch ○ Weather Data Consolidation ○ Public Fire Information ○ Integrated Fire Reporting Capability ○ Standardized Incident Report Capabilities and Processes ○ Incident Support Operations (e.g. commercial computer hardware support issues) 	April 2013

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takes appropriate measures to reduce costs and improve efficiencies wherever possible. Specific actions to identify short term cost savings include:

Phase 2 Principal Actions & Target Dates (Program Board)

Wildland Fire I&T Near-term Cost Savings (Program Board)	Estimated Completion Date\Status
2.6.1 Assess contract lifecycle of existing investments for opportunities <ul style="list-style-type: none"> ○ Examine ways to reduce costs by eliminating ‘nice to have’ vice ‘must have’ I&T system upgrades ○ Assess government ability to assume some contractual workload in the areas of security, Systems Administration, CPIC reporting, etc. 	March-April 2013
2.6.2 Assess portfolio of hosting solutions <ul style="list-style-type: none"> ○ Examine ‘As Is’ Hosting environment to identify duplicities, inefficiencies, gaps in current support for I&T WFIT operations ○ Look for cost effective hosting solutions and or supporting technologies that will reduce daily hosting expenses and streamline WFIT operational support 	April 2013
2.6.3 Assess current development efforts for alignment <ul style="list-style-type: none"> ○ Determine viability of development projects in terms of alignment with WLF Business areas and criticality of need ○ Look for Government Owned or Commercial Technology solution sets vice development of “homegrown” unique I&T capabilities, that can be tailored to meet WLF Line of Business Requirements 	April 2013
2.6.4 Assess existing resourcing for support <ul style="list-style-type: none"> ○ Virtual Consolidation of I&T WFIT engineering talent, Security, CPIC, PMs etc. working together on shared projects with shared resources ○ Alignment\Consolidation of existing CCB boards support WFIT Applications\System 	April 2013

Wildland Fire I & T Data Management Plan (Program Board & Management Advisory Board)

To demonstrate that services are delivered efficiently and effectively, our fire stakeholders and supported customers must have access to the data in various computer systems, files and reports. Consistent data management practices allow a common structure for data access, integrated programs\services, data sharing and interoperability with WFIT information systems. The use of data within WFIT is governed by internal policy and legislation that applies to all government organizations.

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Specific WLF Data Management Activities are depicted in the chart below.

Phase 2 Principle Actions and Target Dates (Program Board)

Wildland Fire I&T Data Management Plan (Program Board & Management Board)	Estimated Completion Date\Status
<p>2.7.1 Assess Governance for Data Management</p> <ul style="list-style-type: none"> ○ Establish and maintain a data administration\architecture program to manage the design, integrity, availability, and efficient use of fire data and WFIT information systems. ○ Establish and maintain a data administration\architecture program to manage the design, integrity, availability, and efficient use of data and information systems. ○ Identify Data Custodians for all data and corresponding WFIT information systems. ○ Define, maintain and publish, fire and supporting WFIT data definitions and structures to maximize the business value of shared data. ○ MAB and PB to work together to ensure that there are clear and efficient mechanisms for developing and adjudicating data standards. Work is to be coordinated with Senior Advisors 	Sept 2013
2.7.2 Recommend governance solutions to PB and EB, seek approval for implementation plan regarding Data management\governance.	March 2013
2.7.3 Develop Approved WLF Data Governance Plan	May 2013
2.7.4 Implement Approved WLF Data Governance Plan	Sept 2013

Wildland Fire I&T Security Management Plan (Program Board\Interagency CIOs)

The WFIT PB, with input and assistance from our Interagency CIO's defines and enforces the security standards and policies necessary to protect WFIT information assets and technology infrastructure. IT Security remains a fundamental component of the WFIT enterprise architecture and e-Government strategy. The objectives of the WFIT information security program are to ensure confidentiality of information, integrity of data, systems and operations, technical compliance with legal mandates such as Health Insurance Portability and Accountability Act (HIPAA), privacy and availability of information processing resources.

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Phase 2 Principle Actions & Target Dates (Program Board, Interagency CIOs)

Wildland Fire I&T Security Management Plan (Program Board and Interagency CIOs)	Estimated Completion Date\Status
2.8.1 Assess Security Governance & Policies <ul style="list-style-type: none"> ○ Interagency (DOI & USDA FS) CIOs will meet to start addressing security policies and interoperability issues (e.g. Authentication) ○ Identify long term policy and technical solution sets to enable interoperability and support for WFIT incident and mobile operations ○ Address accreditation plan(s); consider consolidation and\ or leveraging of Cloud Services (e.g. FEDRAMP) to reduce security costs 	April 2013
2.8.2 Recommend Governance & Policy Solutions supporting WFIT security related activities.	May 2013
2.8.3 Develop Security Support Strategy <ul style="list-style-type: none"> ○ Develop unified (e.g. single) security solution sets for WFIT Line of Business (LOB) 	July 2013
2.8.4 Approve and Implement Security Strategy <ul style="list-style-type: none"> ○ Seek PB, MAB and EB approval for proposed Interagency Security Strategy 	August 2013

Wildland Fire I & T “To Be” Blueprint (Program Board\Management Advisory Board)

The WFIT enterprise (“To Be”) transition plan is considered to be one of the foundational documents that support s our enterprise architecture program. Specifically, this enterprise transition plan documents the: current system environment of our WFIT organization; the target environment of our WFIT organization; and the transition from the current “As Is” environment to the target “To Be” environment. Key elements of this transition plan include strategies to remove antiquated legacy systems from the WFIT architecture, introduction of new systems into the WFIT architecture, and how to “get there” are all important functions of the WFIT enterprise transition plan. The transition plan will also have a sequencing plan on when technologies are going to be implemented in an organization. System dependencies will also be documented.

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Phase 2 Principle Actions & Target Dates (Program Board\MAB)

Wildland Fire I&T “To Be” Blueprint (Program Board & Management Board)	Estimated Completion Date\Status
2.9.1 Align investment blueprint with business priorities <ul style="list-style-type: none"> ○ Identify WLF LOBs ○ Seek MAB review and approval for WLF LOBs ○ Map Fire I&T Portfolio Items to WLF LOBs 	March\May 2013 Completed Pending
2.9.2 Develop set of “To Be” Specifications (PB Responsibility) <ul style="list-style-type: none"> ○ Technical Plan (Program Board) ○ Business Plan (MAB) ○ Identify associated Costs for Implementation 	Sept 2013
2.9.3 Develop Detailed “To Be” Transition plan (PB Responsibility)	Oct 2013
2.9.4 Seek approval for “To Be” Transition plan <ul style="list-style-type: none"> ○ PB\MAB review and Recommendation to EB ○ Seek funding for Implementation of Plan 	Nov 2013
2.9.5 Begin “To Be” Implementation Transition Plan (PB Responsibility) <ul style="list-style-type: none"> ○ Identify resources to implement plan ○ Conduct Monthly IN PROGRESS REVIEWSs regarding transition to “To Be” Plan ○ Establish metrics for Implementation plan to gauge success of effort and ensure resources are available to support this plan 	Dec 2013- TBD
2.9.6 Charter business cases for potential future investments based on MAB review and EB approval (PB Responsibility\MAB Review, EB Approval) <ul style="list-style-type: none"> ○ Computer Aided Dispatch ○ Weather Data Consolidation ○ Public Fire Information ○ Integrated Fire Reporting Capability ○ Standardized Incident Report Capabilities and Processes 	Mar-Sep 2013 March 2013 Pending Pending Pending Pending

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Wildland Fire I & T Five Year Investment Plan (Program Board\Management Advisory Board)

The WFIT IT 5 Year Investment Plan will serve as a valuable planning tool and an effective communications vehicle. It integrates the business and WFIT visions and will be an important instrument in facilitating the dialogue between the WFIT community and the business leaders across our organizations.

The importance of planning, in this fast-paced environment, has never been more critical. The WFIT Executive Board, comprised of fire business executives, will define the IT strategy for our WLF support organization. The technical WFIT Program Board, Management Advisory Board, and business segments will work closely to identify the impact of external drivers, clarify the business needs, and ultimately determine how WFIT can best help in achieving fire business goals.

Specifics regarding this proposed action plan are detailed in the following chart:

Phase 2 Principle Actions & Target Dates (Program Board, MAB)

Wildland Fire I&T Five Year Investment Plan (Program Board and Management Advisory Board)	Estimated Completion Date\Status
2.10.1 Produce an initial five-year investment plan to guide FY 15\16 Investment decision making based on alignment with WLF LOBs and WLF Business priorities <ul style="list-style-type: none">○ Align legacy IRDB and IRB investment submission and review processes○ Develop 5 Year investment plan format, leveraging existing IRDB and IRB submission and planning formats○ Seek EB approval of 5 Year WFIT Investment plan	Sept 2013
2.10.2 Draft Five Year Plan	April 2013
2.10.3 Seek Review and Approval for Five Year Plan <ul style="list-style-type: none">○ PB\MAB review and recommendation to EB○ EB review and approval	May 2013
2.10.4 Implement Final Five Year Plan for WFIT	Sept 2013

PHASE 3 – PRODUCTION CAPABILITY (FY 2014)

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During Phase 3 the initial operating capabilities of Phase 2 will be formalized and completed. Major activities for this phase include: development and implementation of business processes and organizational structures including the WFIT five year planning process; target architectures and standards development; investment portfolio review process; and creation of a comprehensive transition plan from the “As Is” to “To Be” envisioned WFIT support environment.

Phase 3 Principal Actions and Target Dates

Wildland Fire I&T Production Capability (Program Board)	Estimated Completion Date\Status
3.1.1 Communication\outreach activities to all stakeholders regarding the principles, direction, and implementation of the wildland fire information and technology programs <ul style="list-style-type: none"> ○ WFIT Web page\Sharepoint Development ○ Monthly News Letters to WLF Stakeholder Community 	Ongoing May 2013 Pending
3.1.2 Complete business cases for potential future investments	Sept 2013
3.1.3 Complete infrastructure and operations review	May 2013
3.1.4 Finalize Business Rules and Processes	Sept 2013
3.1.5 Finalize Membership, Functions, Roles and Responsibilities for Program Board and supporting Working Groups (Planning, Development, Operations)	Sept 2013
3.1.6 Complete architectures and standards as outlined in Goals 1 and 2 of the WFIT Strategy	Sept 2013
3.1.7 Implement Final Five Investment Year Plan for WFIT	Sept 2013

PHASE 4 – STEADY STATE\EXECUTION\LESSONS LEARNED (FY 2014 AND BEYOND)

Phase 4 begins steady state implementation of the full capabilities and functions of the wildland fire information and technology program. During this Steady State Phase, IT solutions\programs are consistently monitored and evaluated to ensure they are being effectively managed and maintained within our WFIT production environment. Additionally, new WFIT technologies integration efforts will follow formalized vetting and approval processes to include alignment with WLF Business areas, identification of funding and early designation of managing partner resources. Furthermore, these

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steady state operations will include explicit provisions for capturing lessons learned (successes and failures) and continuing to adapt processes and structures in response to those lessons.