

**Wildland Fire Information and Technology  
Planning Working Group  
Charter**

March 22, 2013

Version 1.8

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# Wildland Fire Information and Technology

## Charter Revision History

Author	Version	Revision Date	Revision Summary
Markle	1.0	13 July 2012	First draft
Hill	1.2	22 February 2013	Second draft
Hill\Gebhard	1.3	25 February 2013	Third draft
Hill	1.4	26 February 2013	Forth Draft
Hill	1.5	26 February 2013	Fifth Draft with David Potter Comments Addressed
Torres-Jacquez	1.6	13 March 2013	Sixth draft with comments by PB members.
Torres-Jacquez	1.7	20 March 2013	Seven draft incorporates comments from PMU.
Torres-Jacquez	1.8	22 March 2013	Eigth draft with collective PB edits.



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# Wildland Fire Information and Technology

## Background

The report *Wildland Fire Information and Technology – 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.

The purpose of the Wildland Fire Information and Technology (WFIT) governance structure is to provide a means for interagency leadership, direction, oversight, and implementation of the portfolio of information and technology investments (services and capabilities) that support the business processes and requirements of wildland fire. The governance structure does not replace existing wildland fire business governance structures. Rather, it provides a mechanism for ensuring that business requirements identified by those structures are supported by efficient and cost effective information and technology capabilities (including applications, data, and infrastructure).

The wildland fire information and technology governance structure operates within two larger contexts:

- Wildland fire business and policy governance, including the Wildland Fire Leadership Council, the Federal Fire Policy Council, and the National Wildfire Coordinating Group, which provides guidance and direction on business requirements and priorities; and
- Department of the Interior and Department of Agriculture/US Forest Service information technology management governance, which provide overall agency policy, direction, and oversight for information technology.

In addition, the governance structure is cognizant of, and respectful of, non-federal and other program interests and priorities that are affected by, and affect, the information.

## Authority

In August 2012 the Departments of the Interior and Agriculture entered into a Memorandum of Understanding establishing a governance and management structure for wildland fire information and technology, including agreeing to make joint decisions on investments. The Wildland Fire Information and Technology Program Board is established under the authority of the Executive Board granted in that Memorandum of Understanding and the Executive Board Charter dated 8 August 2012. The Working Group’s structure and purpose were delegated by the Executive Board to the Program Board to charter and manage within the Program Board’s Charter dated 8 August 2012.

The deliberations of this Planning Working Group (PWG) are exempt from the Federal Advisory Committee Act under Section 204 of the Unfunded Mandates Reform Act of 1995.

## Working Groups



# Wildland Fire Information and Technology

The Planning Working Group is chartered by the WFIT Program Board, with concurrence of the Executive Board, and is responsible for the day-to-day management and implementation of the wildland fire information and technology program. All Working Groups have responsibility for program development and management as described in their respective charters and should work together to accomplish the strategies outlined to meet business, investment, and budget objectives. The User Advisory and the Science and Technology Working Groups provide advice and interface between WFIT and the wildland fire user and developer communities as described in the supporting diagram below (Figure 1).

## Planning Working Group Responsibilities

The Planning Working Group provides dedicated assistance in the building of proposals for execution of the investment approval process; developing and maintaining support architectures; and managing data, to include the coordination of data standards.

The Planning Working Group will review and make recommendations concerning technology-related budget requests and opportunities stemming from research and field IT business requirements. The Working Group's oversight activities — concerning local, central and partnership technology plans, budgets, policy, and progress — will both inform decision-making and ensure internal coordination. The Planning Working Group will take leadership in establishing WFIT vision, strategies, and policy guidelines. Broad-based consultation should underpin these efforts.

Consonant with its responsibilities, the following specific accomplishments are expected of the Planning Working Group:

- Define a strategic vision and plan for IT deployment that supports interagency wildland fire management's overall strategic vision.
- Establish a comprehensive and federally based policy framework for WFIT, including local, consortium, and interagency organizations and their interrelationships.
- Position interagency wildland fire management for continued technology renewal and technology-enhanced research, instruction, and service.
- Ensure that within wildland fire management's strategic planning process and budget environment, a budget strategy is developed that reconciles the overall WFIT plan with the distributed goals of the wildland fire business community.
- Establish metrics by which fire management's progress and accomplishment in IT can be measured and a process by which the vision and plans are regularly reviewed and updated.

In pursuing these goals, the Planning Working Group must ensure that its actions support and are consistent with wildland fire management risk-based decision-making and joint interagency governance as these concepts have evolved within the wildland fire community. In this regard, the Planning Working Group will ensure consultation among wildland fire leadership's staff, executive and field leadership, interagency and state partners.



# Wildland Fire Information and Technology

## Scope and Function

The Planning Working Group has responsibility to:

- Assess and solicit business requirements and priorities
- Manage the wildland fire information and technology portfolio (status and health of applications) Evaluate investment proposals and make recommendation to the Program Board
- Prepare investment proposal decision materials and manage the investment approval process
- Develop and update the five-year investment plan
- Develop and maintain Target (To-Be) architectures
- Coordinate and facilitate the development, approval and maintenance of wildland fire data standards and glossary entries for the wildland fire community
- Maintain and update information and technology strategic planning
- Maintain the National Wildland Fire Enterprise Architecture with assistance from WFIT program support resources
- Manage all knowledge management and reporting activities regarding WFIT actions in support of Wildland Fire Operations

## Membership

The membership of the Planning Working Group will be comprised of appropriate wildland fire program personnel drawn from the various wildland fire organizations. The majority of these positions should be designated full-time positions that are aligned with current duty positions, focused on planning and the development and management of IT proposals and business case solutions as part of those job responsibilities, specifically:

**Planning Working Group Chair.** The Planning Working Group will be chaired by a member appointed by the WFIT Program Board in collaboration with the Management Advisory Board (MAB) and Executive Board (EB). The chair will maintain regular communication with the WFIT Program Board Co-Chairs. The Planning Working Group Chair should have strong leadership skills, demonstrated interagency perspective, and a deep understanding of and commitment to the strategic and tactical importance of IT to wildland fire management's vision and mission.

Due to the time-consuming nature of the position, the appointed Chair should be a formal assignment integrated with existing duties; however, support will be provided to the Chair, on an "as needed basis" following consultation with the WFIT Program Board. The Program Board, in consultation with the PWG Chair, will assign appropriate and necessary staff as support for the Planning Working Group.

The Chair will:

- Work directly with the leadership and agency representatives on the WFIT Program Board, as well as with ad hoc groups of fire support staff
- Work directly with the wildland fire community, fire leadership, and other staff



## Wildland Fire Information and Technology

- Work directly with supporting WFIT Working Group Chairs and staff on wildland fire IT related matters
- Appoint and guide work groups and subcommittees composed of wildland fire staff and or agency partners to carry out specialized analyses and activities

**Planning Working Group Membership.** The Planning Working Group is composed of current interagency wildland fire subject matter experts, including research and development, budgetary, data management and strategic planning expertise. The members are assigned by the nature of their current work assignments and skills. This should not be considered nor perceived as additional work.

Members for the Planning Working Group should include:

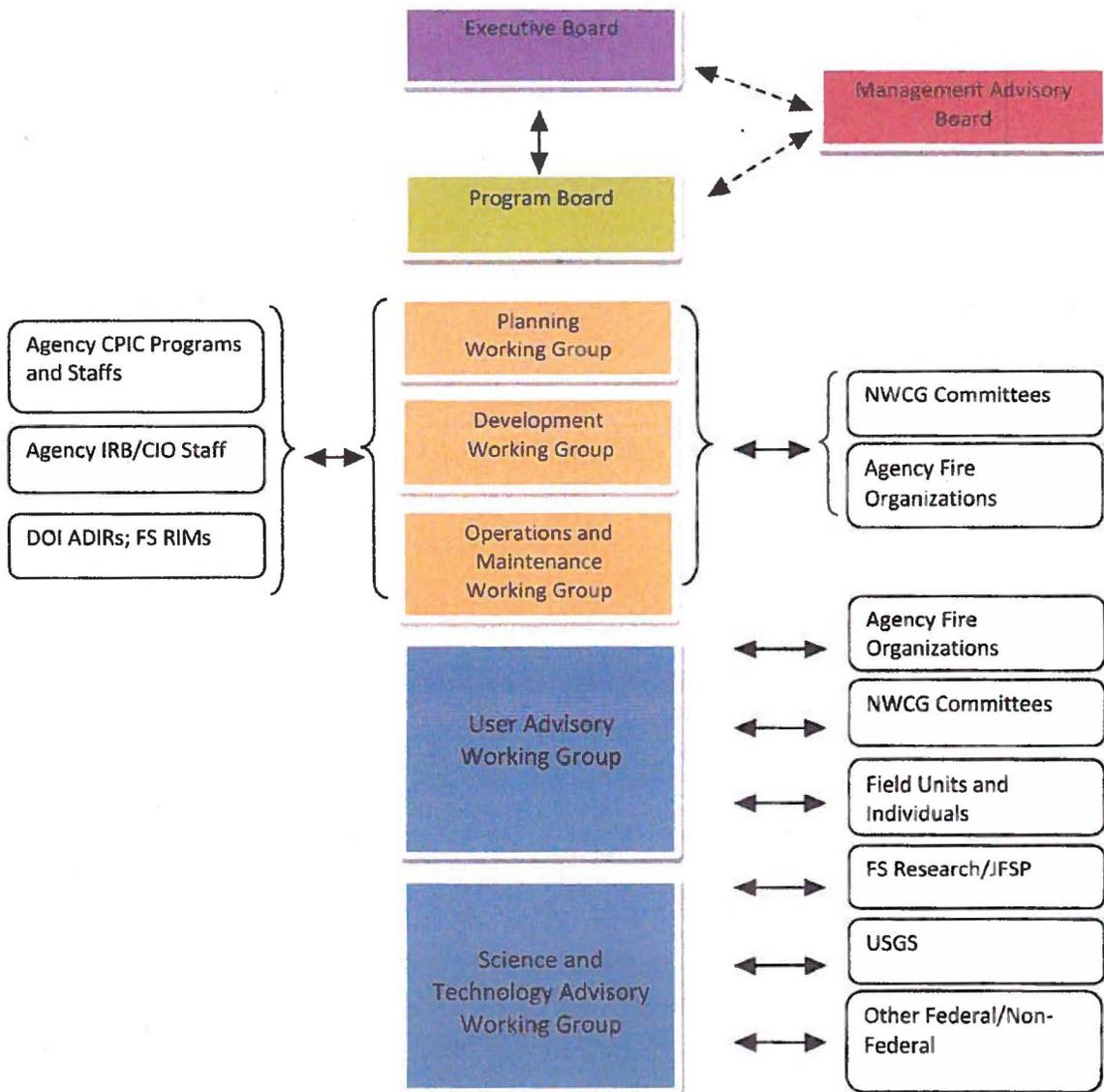
- Strategic Planner (familiar with wildland fire and WFIT roadmap)
- IT Manager (familiar with wildland fire information systems, architecture, security)
- Program Manager (familiar with portfolio management and preparation of proposal artifacts)
- Architectural and Data Standards Expert (familiar with interagency wildland fire IT architecture and, data standards)
- CPIC and Portfolio Management Expert (familiar with interagency capital planning)
- Wildland Fire Manager (expert in overall wildland fire management)



# Wildland Fire Information and Technology

## Interfaces

The Planning Working Group coordinates with the other working groups, the Program Board, and external entities as required. The Planning Working Group will make recommendations to the Program Board on strategy, architectures, investments, and portfolio management. These interfaces and relationships are depicted in the following Diagram:



# Wildland Fire Information and Technology

Figure 1 – Interfaces: WFIT Working Groups Relationship

