

Woodlot eFM Project – Recommendations Prioritization Summary Table (results from broad group and project team) as of June 30, 2008

Theme: AFS = Audience-Focused Systems -- I=improvement to existing; P=personal contact; R=recognition of tenure/other fields; T=tools (new)

DCU = Data Clean Up, ERDR = Extensive Review of Data Requirements, AFT = Audience-Focused Training, FTP = Full-Time Postion, PPA = Policy Practices Audit

Term: S = short, M = mid, L = long, ^aO = Ongoing (always)

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#	Priority	Term	Theme	Recommendation	System (Application)
1	1,1,8,1	S	AFS	Clarification required around Chief Forester's expectations with respect to RESULTS	RESULTS
2	10,2	S	AFS-I	Legal process for road write-offs against future cutting permit applications needs to be mapped (is road permit submission approval really required before submitting cutting permit request?)	ECAS
3	8	S	AFS-I	New fields requiring source information should be created to record what version and date of data was used to prepare a submission (eg. Different versions of BEC, MDWR, protected areas lines, etc exist within the LRDW as well as outdated information on Mapview or Imap or stored on someone's own computer) PLUS such linework may change again over time	EFM
4		S	AFS-I	Different versions of source data need to be properly labelled with a date and/or version identifier	EFM
5	10,2,3,1,6,8	S	AFS-I	Suggested system and business improvements need to be evaluated for feasibility and return on investment	EFM
6		S	AFS-I	Once completed search, should be able to sort returning rows by different headers (at minimum, like FTA inbox; preferrably by clicking row header)	EFM
7	9,9	S	AFS-I	New field should be created in ESF schema for CP block level, RP section level (FTA) and Opening Definition (RESULTS - fed by FTA) to identify whether block/opening was issued under pre-FDP, FDP or WLP	ESF (FTA)
8		S	AFS-I	Woodlot code (eg. Woodlot Salvage) needs to be added under Salvage Type in ESF CP submission as current options do not apply and these CPs are labelled as "green permit" which could affect future uplift or overcut decisions	ESF (FTA)
9		S	AFS-I	A "Free Growing Exempt" checkbox is required as part of the ESF CP block submission that feeds FTA so that district staff and licensees know that a RESULTS submission is not required for those blocks	ESF (FTA)
10	3	S	AFS-I	Official woodlot licence boundaries (Sched A & B) should be available as one or two Exhibit A maps in FTA tombstone like SP map in RESULTS - these Exhibit A maps should reflect the most current version of each piece of woodlot licence	FTA
11	2	S	AFS-I	In HBS Mark Monthly Billing/Scaling History report request, all associated files should automatically be pulled when woodlot licence number is entered	HBS
12	4	S	AFS-I	Type of plan (pre-FDP, FDP, WLP) should trigger reporting requirements/standards in RESULTS by highlighting required fields or graying out fields not required or by refreshing screens to show only those fields required	RESULTS
13	8	S	AFS-I	Woodlot RESULTS guide needs to indicate what stocking standards information is mandatory as not all licensees can or will use standard regime ids	RESULTS
14		S	AFS-I	"Disturbance complete" screen label should be changed to "Block complete" since if checked it updates block status to LC (logging complete) - to avoid confusion for those who log a block over several years and "complete" their logging each year	RESULTS

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15		S	AFS-I	RESULTS inbox should enable sorting of returning rows like FTA inbox so all woodlot-related submissions are grouped together	RESULTS
16	5,10	S	AFS-I	Summary page or report is required showing all blocks with obligations and each of their critical survey or milestone reporting dates - no other data	RESULTS
17	1,7,2,2,3,6,10	S	AFS-P	A woodlot specific e-service expert should be made available as the first contact when woodlot licensees requires assistance (similar to Woodlot AAC software)	EFM
18	8,3,6	S	AFS-P	Those individuals listed as efm contacts & systems experts at each of the district/region/branch levels need to be made aware of woodlot differences, be readily available, and need to keep up to date on latest changes	EFM
19	9,5,7,4,10	S	AFS-R	At a minimum, view access to all applications (RESULTS, HBS, FTA, CRS, WASTE, ECAS, MAPVIEW) and ability to see/print reports should be automatically granted to woodlot licensees based on their tenure type and to district staff based on their position	EFM
20	9	S	AFS-R	If "change" access cannot be automatically granted, then quicker responses granting access is required or at least the ability to see status of request (ie. not started, in progress, held up, granted)	EFM
21	8,4,5	S	AFS-R	Each woodlot licensee should be able to view who's been granted access to act on his/her behalf for each application (RESULTS, FTA, WASTE, ECAS)	EFM
22	6	S	AFS-R	Each woodlot licensee should have the ability to remove or at least request removal of an individual or company/corporation from having access to his/her information	EFM
23		S	AFS-R	Org unit and woodlot licence number should be linked so info not submitted to wrong woodlot (eg. W0503 is within DCC but has DCK openings under it)	RESULTS
24	6,2,2,3,1,4	S	AFS-T	Other tool options (new & existing) for data capture should be evaluated including 1) buying a group ezlink licence similar to the IFS software for appraisals AND negotiating specific modifications to ezlink for woodlots 2) developing desktop software that records baseline data for each block and creates an xml/gml as required 3) investigating existing tools like google earth	EFM
25	1	S	AFS-T	One option should be chosen as a tool and then a pilot of that tool undertaken	EFM
26	4,6,2,6	S	AFS-T	Licensee specific cheat sheets for each type of submission need to be created, reviewed and tested for/by the average woodlot licensee	EFM
27		S	AFS-T	A single form to request access for all MFR applications should be created (same form for internal and external clients)	EFM
28		S	AFS-T	Licensee flowcharts (BP maps) for each type of submission need to be created, reviewed and tested for use as user guides by the average woodlot licensee	EFM
29	10,7,7	S	AFS-T	MFR flowcharts (BP maps) for each type of e-submission requiring processing need to be created, reviewed and tested for use as user guides by district and/or regional staff	EFM

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30	1	S	AFS-T	MFR specific cheat sheets for each type of submission need to be created, reviewed and tested for/by district and/or regional staff	EFM
31	9,3,5,8,2,6	S	AFS-T	One audience-specific portal should be created where woodlot licensees and MFR staff can readily access all e-related tools and links without verbage - ie. different applications (have button for each application), cheat sheets, flowcharts, CP/RP & RESULTS manuals, woodlot specific FAQ & answers, esf contact list, protocols, schemas, etc) - possibilities include woodlot licence program section on RTEB webpage (already houses WLP template, etc), federation website, efm website.	EFM
32		S	AFS-T	Ability to save & preview/print submissions before actually submitting info to individual applications should be developed (like airline tickets, i-expenses, etc)	EFM
33		S	AFS-T	If specific woodlot tool not available, flip guide to RESULTS should be created (like due diligence one) --- caution: may be out of date by time published --- solution to have it available electronically with ability to print individual pages	RESULTS
34	7,2,3,6	S	AFT	A series of demos, workshops, mini-training sessions should be held at the next Woodlot Federation Annual General Meeting (Oct 2008) covering Bceid & MFR applications registration, RESULTS, Mapview, Ezlink & other xml/gml software	EFM
35	6,8	S	AFT	Specific efm applications training should be listed as mandatory training for MFR staff depending on job function	EFM
36	7,8,10,4,5,10	S	AFT	Woodlot CP & RP submissions as well as MFR e-processing of submissions training, workshops, or information sessions are required for service providers, licensees, & staff --- if MFR want any semblance of consistency between offices AND meaningful data	ESF (FTA)
37	7,9	S	AFT	Mapview training should be provided to licensees and service providers so they can check if new block applications overlap existing blocks in MFR system -- if there are overlaps, then a rationale can be submitted with the ESF submission and possibly avoid a rejection and then resubmission costs	Mapview
38	7,8	S	AFT	Demand & type of Woodlot RESULTS training for woodlot licensees, service providers & MFR staff needs to be identified	RESULTS
39	7,4,1	S	AFT	If sufficient demand, existing Woodlot RESULTS training needs to be evaluated and possibly adjusted to be more audience-focused (how to enter data, how to use Mapview, how to generate reports)	RESULTS
40	7,4	S	AFT	If sufficient demand, a new phase II Woodlot RESULTS training workshop using own individual data needs to be developed	RESULTS
41	7	S	AFT	Training on how to generate reports in CRS is required for licensees and MFR staff	CRS

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42	5	S	DCU	Old information (eg. Manuals, users guides, LRDW/Mapview layers, tech specs, schemas, etc) on official sites and other sites should be archived but available if required and better controlled to avoid confusions or incorrect submissions (eg. Vivid solutions RESULTS manuals)	EFM
43	9,7	S	DCU	Individual woodlot licence block/opening status reports outlining what info is in our systems (RESULTS & FTA) to be handed out to those woodlot licensees attending the next Woodlot Federation Annual General Meeting (Oct 2008)	ESF
44	9	S	DCU	Individual woodlot licence block/opening status reports outlining what info is in our systems (RESULTS & FTA) to be mailed out to those woodlot licensees who did not attend the Woodlot Federation Annual General Meeting	ESF
45	4,9,3,8,5,9	S	DCU	MFR RESULTS data clean up needs to include all spatial requirements: opening definition (SP map), standards unit(s) map, and harvest completion (depletion) forest cover map	RESULTS
46	5,5,4,8,4	S	DCU	In order to avoid RESULTS submission issues faced this year, previous years' annual reports data entry needs to be high priority with completion before March 31, 2009 and must include spatial data for opening definition, stocking standards, and forest cover - possibly hire full time auxiliaries in some of the larger districts	RESULTS
47	10,6,5	S	DCU	Focus of RESULTS clean up should be on spatial submissions as district staff or licensees could update attribute info online, if necessary	RESULTS
48	6	S	DCU	More rigorous quality control and productivity required from RESULTS data clean up contractors	RESULTS
49	3,1,2,2,2,6,9,10	S	ERDR	A cross-functional working group team (CF Team) of all those responsible for business rules and systems needs to be formed to review this report and to look at everything we are asking woodlot licensees to submit from a big picture lens rather than their individual business/system perspective	EFM
50	3,4	S	ERDR	CF Team to review perceived duplications listing and determine if each is real or only perceived	EFM
51	3	S	ERDR	If real duplication, CF Team either needs to provide a practical rationale as to why info is needed in more than one place OR change the systems to eliminate duplication	EFM
52	3	S	ERDR	If perceived duplication, CF Team needs to change or clarify definition and/or screen label and/or field name to reduce confusion (eg. "mature")	EFM
53	3	S	ERDR	Dedicated time for individuals to participate on CF Team will need to be endorsed and possibly directed/assigned by the Operations Leadership Team (OLT)	EFM
54	3,7	S	ERDR	CF Team also needs to include two Woodlot Federation reps, two MFR district reps, and one MFR regional rep	EFM
55	3,7	S	ERDR	CF Team to review and prioritize issues and inconsistencies listings	EFM
56	3,7	S	ERDR	CF Team to review and prioritize issues, inconsistencies, and questions on flowcharts	EFM
57	3,7	S	ERDR	CF Team to review, discuss, and rate feasibility of suggested areas of opportunity and improvements on flowcharts	EFM

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58	4,3,3	S	ERDR	In context of big picture, CF Team should review the reporting requirements for woodlots and determine if simplifications or reduction of required information is justified or possible	EFM
59	3,5	S	ERDR	Definitions and expectations of what each field of data is supposed to represent needs to be reviewed and discussed by CF Team	EFM
60	5	S	ERDR	Definitions and/or screen labels and/or field names and/or Help links and/or manuals need to be adjusted for consistency so everyone has same interpretation (eg. SP exempt); otherwise: inconsistency = non-useable or garbage in = garbage out	EFM
61	7	S	ERDR	CP/RP admin manual needs to be revised to better reflect woodlot nuances/differences in legislation/regulations	ESF (FTA)
62	4,1,9	S	ERDR	Justification for each piece of information in RESULTS who needs it, why, and what used for - is required	RESULTS
63	2,1,5,5,7	S	ERDR	Stocking standards' system requirements and definitions need to be adjusted to include and match woodlot legislation and regulations (ie. Woodlots operate under either FDP or WLP not an FSP; woodlots have operated under a different type of site plan since 1998 - those under FDP still required to submit paper SP for approval while those under WLP only have pre-harvest mapping requirement but both required to report to RESULTS	RESULTS
64	1,4,10,1,3,3	S	FTP	At least one full time temporary assignment or auxiliary position is required to lead this CF Team in the implementation of this strategic plan & recommendations by planning/conducting meetings, developing implementation, monitoring & communication strategies, and tracking progress	EFM
65	7	S		Communication of those recommendations approved/endorsed by OLT needs to be sent out to the broad Woodlot efm group (60 people)	
66	8	S		Implementation progress reports need to be communicated to the JWG and broad Woodlot efm group (60 people)	
67		M	AFS	Reporting of miscellaneous woodlot activities unrelated to forest management (such as oil & gas or mining roads) needs to be coordinated with work being done by North East Pilot Project	EFM
68		M	AFS-I	Being able to pull up a map with harvesting/silviculture layers displayed by year (mimicking old annual report) should be investigated	CRS
69	4,5	M	AFS-I	CRS reports need better link names and meaningful descriptions in order to know which report is wanted - needs to be before clicking link (currently a few descriptions are at top of page but only after opening report request form)	CRS
70	5	M	AFS-I	FSP tracking system should be reviewed to determine if WLP should be part of system in order to streamline efm data capture and for use by tenures, C&E, stewardship, & licensees (easy retrieval of results & strategies)	EFM
71	1,2	M	AFS-I	Bundling cruise, appraisal, cutting permit, and notice of commencement (one submission & one map gets split to appropriate application) should be investigated	EFM

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72	3,3	M	AFS-I	Bundling opening definition, standard units, forest cover, wildlife tree patches and potentially waste (one submission & one map gets split to appropriate application) should be investigated	EFM
73	1,6,2,2	M	AFS-I	Once business information is determined, adjust current standards or develop appropriate standards for licensee submissions (user interface, training, help, data definitions, etc) with a strong focus on the clients (woodlot licensees and district/regional staff)	EFM
74	2	M	AFS-I	All current documentation (eg. Tutorials, tech specs, help, data dictionary, user manuals, etc) relating to a particular application system needs to be reviewed for consistency	EFM
75	5,3	M	AFS-I	SPOT (satellite imagery) access should be granted to MFR staff and woodlot licensees	EFM
76		M	AFS-I	Forest Tenure Capture schemas should be made available to woodlot licensees or service providers to enable woodlot boundary changes (data clean up and/or legislated minor or major boundary change requests)	ESF (FTA)
77		M	AFS-I	When new CP or RP is issued, have FTA automatically notify CIMS and GAS --- enable appraisal to be done before and then sit in GAS until notification indicates rate to be calculated	FTA
78	2	M	AFS-I	Mark Monthly Billing/Scaling History reports should be adjusted from 1 year to 5 years' worth of data	HBS
79	1,4,1,3,5	M	AFS-I	Cut control statements should be auto-generated and made available online through HBS to licensees and district staff	HBS
80	1	M	AFS-I	Investigate possibility of licensees using Mapview as a tool to plan their harvest and/or silviculture activities - would require the ability to permanently save, adjust, and readjust plan --- currently Mapview only saves a session for 90 days max	Mapview
81	3,2	M	AFS-I	A notification feedback loop to district staff needs to be developed to indicate what and when licensees have submitted their annual report information to RESULTS	RESULTS
82	5,3,2	M	AFS-I	Ability to change spatial and attribute data after commencement date entered is required for amalgamating or expanding beetle blocks (as an amendment)	RESULTS
83	5	M	AFS-I	Simple fill in the blank forms with examples would be preferable to current data entry models	RESULTS
84		M	AFS-I	Adjustments to VRIMS required as VRIMS currently bases updates on new submission ids within RESULTS since last update - so any updating of forest cover information online (ie. attribute changes only) are not be captured	VRIMS
85		M	AFS-P	Front Counter BC should be contacted to see if they can be of any assistance to licensees and/or provide licensees use of high speed computer access	EFM
86		M	AFS-R	Marking Instrument and Method should be auto-populated based on tenure recognition	ESF (FTA)
87	1,4,4	M	AFS-R	Explore tenure recognition - for WLP vs FDP in RESULTS	RESULTS

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88	4,4	M	AFS-T	Woodlot specific reports to retrieve information from FTA, RESULTS and HBS should be developed as part of CRS with clear titles and descriptions so an individual woodlot licensee or MFR staff know which report they want to view/print	CRS
89		M	DCU	Use woodlots as a pilot project to determine state of base map info compared to ortho photos and amount of time, resources, and money needed to correct	FTA
90	6,2,5	M	DCU	Check, and if appropriate, correct all woodlot licence boundary problems on Schedule B as identified by woodlot licensees	FTA
91	6,5	M	DCU	Check, and if appropriate, correct all woodlot licence boundary problems on Schedule A as identified by woodlot licensees	FTA
92	6,4	M	DCU	All woodlot licence Exhibit A boundary maps (Sched A & B) in the FTEN layer of the LRDW need to be underlayered with ortho or satellite imagery and then print or plot and send to each woodlot licensee with a short letter of explanation requesting return form to indicate whether boundary is correct or if incorrect with map attached indicating errors or overlaps requiring resolution	LRDW
93	6,4,4	M	DCU	Within each woodlot licence, review all base map information (lakes, streams, etc) against ortho photos to determine where there are differences	LRDW
94	6,5,1,2,3	M	DCU	Orthorectify differences between base map and ortho photo	LRDW
95	1,3	M	ERDR	Each business area (tenures, silviculture, revenue, etc) needs to determine what information is actually required and validate with strong reasons	EFM
96	3,4	M	ERDR	Issues noted on attached issues listing (and prioritized by CF Team = rec #??) need to be resolved	EFM
97	1,4	M	ERDR	Inconsistencies noted on attached inconsistencies listing (and prioritized by CF Team = rec ??) need to be resolved	EFM
98		M	ERDR	Streamlining RESULTS Reporting for woodlots should be reviewed and adjusted - possible options include: A) eliminating need for previous stand type B) auto-populating layers for multiple inventory layers in forest cover C) having drop down menus available for stocking standards depending on type of plan opening is under	RESULTS
99	5,1,3	M	ERDR	Waste Reporting of woodlots needs to be reviewed and adjusted - possible options include: A) Look into possibility of eliminating need for completing annual plan for waste on woodlots = recognizes woodlot and then automatically provides reporting unit # for each block and then just show ocular screen B) Look into possibility of eliminating need for reporting waste on woodlots due to cost of surveys vs dollar return to Crown C) If concerned over loss of revenue (waste or residue) - look into possibility of having licensed scaler do audit and then enter into HBS for billing - would required turning on HBS block level D) Establish an amount for cut control purposes	WASTE

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100	2,4,1,1,2,5,5	M	FTP	Since government is saving money on district staff by offloading data entry to licensees, two cross-program/branch full time positions (1 for woodlots & 1 for others) should be established to keep up to date on the big picture by serving as liaisons between programs and systems in order to improve coordination, consistency, and streamlining of efm & business changes including training & communication to licensees & staff, as well as, updating flowcharts, web links/portals (info mall) and cheat sheets	EFM
101	2	M	FTP	The woodlot full time position should also serve as a direct contact to small volume licensees instead of APPHELP or other esf contacts who are often not as familiar with the slight differences in the woodlot legislation or requirements	EFM
102	3,5	M		Appraisal allowances should be considered to cover a portion of RESULTS data entry and/or service provider costs	ECAS
103		L	AFS-I	All MFR applications should be standardized (ie. same look & feel, language, help screens, how data is entered, etc) to reduce frustration and make screens more habitual for woodlot licensees and MFR staff --- caution: could cause some disruption to those already habituated to old screens = good communication/training before, during & after change required	EFM
104	1,2,1,2	L	AFS-I	Easier movement between individual MFR applications should be developed (eg. each application contains a tab that lets you go to any of the other applications not just between FTA & RESULTS ie. If in FTA, can choose to go to WASTE for that CP & Block or ECAS or HBS)	EFM
105	2,2	L	AFS-I	Field descriptions and/or examples pop ups should be created so that they appear when you hover over a particular field	EFM
106		L	AFS-I	Bec zones and subzones auto-populated based on spatial tenure recognition	EFM
107	2,9,1,1,1,1,1	L	AFS-R	Tenure recognition across all system applications so that there is one stop shopping for woodlot licensees based on their file id # (woodlot licence #) or client # like the banking systems where once you sign in, you have access through different links to your chequing, savings, visa, etc accounts	EFM
108	2,1,2	L	AFS-R	Tenure recognition should trigger different reporting requirements and/or screens (eg. If woodlot licence, first answer required is whether block/opening was issued under FDP or WLP (as some blocks may have been issued under an FDP CP but extended several times and not logged until after a WLP was approved for woodlot licence) AND then have appropriate stocking standards regime IDs available)	EFM
109	3,1	L	AFS-T	Woodlot overview bp flowchart map should be made into an interactive tool where you can click any circle (other process) and have that particular process flowchart map appear on the screen	EFM
110		L	AFS-T	New technology (eg. Perhaps airplanes/helicopters or satellites equipped with uv rays (??) will be able to determine where the past year's logging and/or planting, etc has occurred and can be automatically downloaded to our systems???) should be investigated	EFM

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111	1	L	DCU	All cutblocks and openings should be reviewed against "new" woodlot boundaries and orthophotos	ESF
112	2	L	DCU	Any cutblock and/or opening linework not matching orthophoto should be orthorectified	ESF
113	2	L	ERDR	Information requirements (either applying for or reporting on) non-timber forest products should be determined	EFM
114	1,1	^a O	AFS	Any new e-business should work into the existing systems/applications rather than creating a new application/system	EFM
115	1,2,1,2	^a O	AFS	New initiatives or legislation, changes to existing systems or legistion should be reviewed through the "big picture" lens using business process maps to assess impacts to woodlot licensees before brining them into force	EFM
116		^a O	AFS	Before major changes (eg. Timber mark designate, previous stand type, etc) are implemented, all affected audiences (ie. woodlot MFR staff, woodlot licensees) should be directly contacted (email or snail mail)	EFM
117		^a O	AFS-I	Government website addresses (URLs) need to be stable - very frustrating when users click on favorites and receive message that address/site no longer exists	EFM
118		^a O	AFS-I	Cut control reconciliations need to ensure private timber mark harvesting is accurately identified/reported	HBS
119		^a O	AFS-P	Esf extension/contacts need to keep up to date on all changes to applications	EFM
120	2,2	^a O	AFS-T	Maintenance and updating of cheat sheets, flowcharts, guides, website links must be done as changes occur	EFM
121	1,2	^a O	AFS-T	Knowledge sharing (community of practices) between woodlot district staff should be encouraged and/or facilitated by provincial calls and one face to face annual general meeting	EFM
122	2	^a O	AFT	Training and/or info sessions must be held when significant changes are made to any application	EFM
123		^a O	DCU	Development of Branch's data clean up contract particulars should be reviewed by users (district staff) to ensure needs will be met	RESULTS
124	1,1,2,2	^a O	ERDR	Woodlots and their distinctive legislation & regulations need to be more recognizedly considered at the planning stages of business/system changes	EFM
125	1,1	^a O	FTP	Once created and filled, full time funded positions need to be considered essential liaison positions that are always filled in order to avoid duplication and ensure coordination among business areas/systems - especially changes or new systems	EFM
126	1,1	^a O	PPA	Audits of MFR offices should be regularly scheduled to determine if individual office practices are following policy with the ultimate goal of providing better cross-district consistency	EFM
127		^a O	PPA	Periodic reviews/audits of woodlot business as a whole needs to be scheduled/planned and budgeted for	EFM