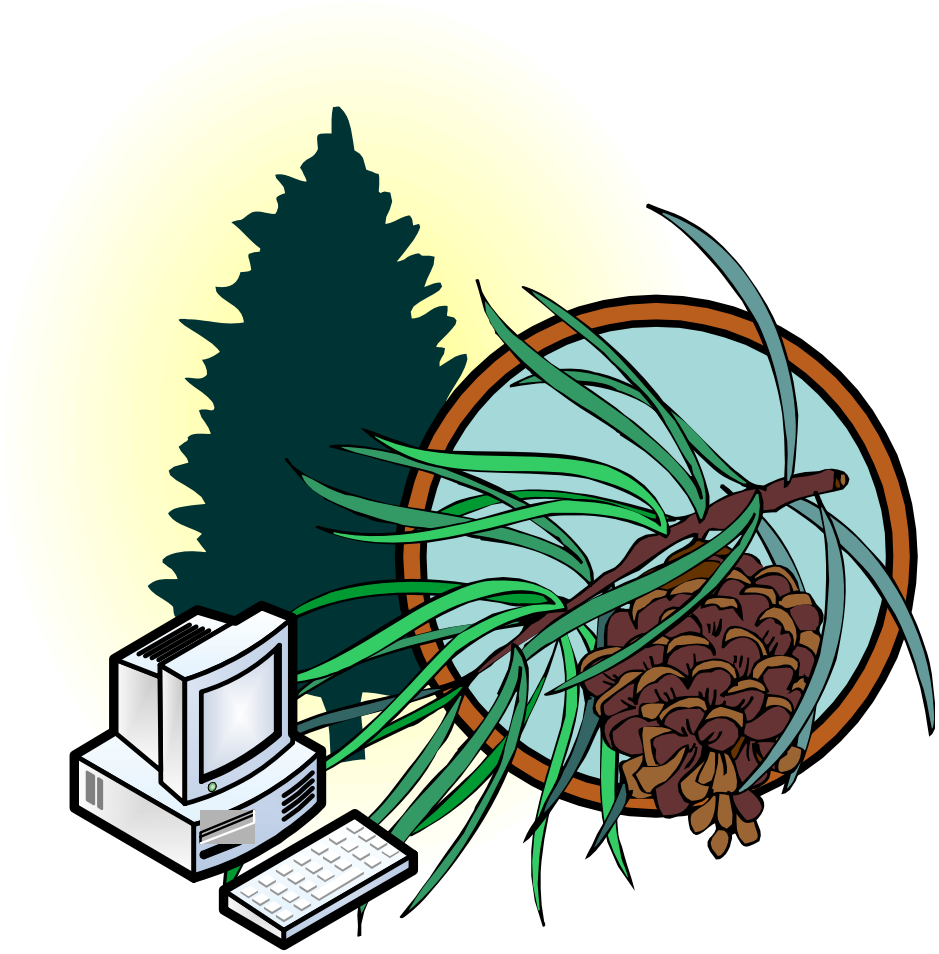
Woodlot e-FM Strategic Plan Project

Technical Report



November 28, 2008
Woodlot e-FM Strategic Plan Project Team Members

Executive Summary

The Woodlot e-FM Strategic Plan Project is a joint project between the Ministry of Forests and Range (MFR) and the Federation of BC Woodlot Associations (FBCWA). The intent of this project is to develop a plan that provides short, medium and long-term recommendations to support woodlot licensees' shift to electronic forest management (e-FM). In addition to those recommendations this document provides all of the business process maps (BPMs), and the lists of issues, inconsistencies, and perceived duplications.

This is the Technical Report. This report focuses on providing the detailed BPMs, lists and recommendations. It does not provide background information, methodology, or analysis of this information. For that information please refer to the Woodlot e-FM Strategic Plan – General Report.

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1. Introduction

The Woodlot e-FM Strategic Plan Project is a joint project between the Ministry of Forests and Range and the Federation of BC Woodlot Associations that attempts to address the electronic Forest Management (e-FM) obstacles facing Woodlot Licensees.

This document is the Technical Report. It is accompanied by a second document, the Woodlot e-FM Strategic Plan General Report.

The General Report presents the 18 highest priority recommendations for action and an overview of the Woodlot e-FM Strategic Plan Project, including background, methodology and analysis.

This Technical Report contains the project findings, including the full suite of recommendations, the lists of issues, inconsistencies, and perceived duplications, as well as, all of the detailed business process charts that map the regulatory and reporting environment for woodlots.

1.1. Location of Materials

Materials related to this project including this report and the General Report can be found at the sites listed below. Specific webpage locations may change over time, thus are not shown.

Public Access:

- Resource Tenures & Engineering Branch Woodlot Program Website: http://www.for.gov.bc.ca/hth/woodlots/woodlot-program.htm
- Federation of BC Woodlot Associations Website: http://www.woodlot.bc.ca/
- FTP site: www.for.gov.bc.ca - /ftp/DCC/external/!publish/Woodlot EFM Project Products/Woodlot EFM Project Products

MFR Access only:

- TRIM e-filing Workgroup System – accessed through Outlook using any of the following:

  Classification: ARCS-00400-20

  Title: 100001 - PLANS AND PROGRAMS: GENERAL - PROGRAM PLANNING FILES - Woodlot EFM Strategic Planning

  Retrieval Code: WOODLOT EFM

Woodlot e-FM Team and Broad Referral Panel Access only:

- SharePoint Site for Woodlot e-FM Project: https://sharepoint.forests.gov.bc.ca/Woodlot_EFM/default.aspx

1.2. Definition of Terms

This section lists a series of terms and associated definitions that are used throughout the General Report and/or this Technical Report.

Term	Definition
AFS	Audience Focused Systems
BPM	Business Process Map
Business Area Staff	MFR staff employed at the Branch level who are specialists in those business areas listed under Section 3.1 of the General Report

Term	Definition
C&E	Compliance and Enforcement Branch – custodians of CIMS
CIMS	Compliance Information Management System - MFR system used by the Compliance and Enforcement Branch to track licensee compliance
CIO	Chief Information Officer
Clients	Woodlot Licensees and their consultants as well as MFR Staff and their consultants
CP	Cutting Permit
CRS	Corporate Reporting System - MFR system used to report out information contained in other systems (e.g. FTA, RESULTS)
Duplication	Data that appears to be requested more than once
ECAS	Electronic Commerce Appraisals System – MFR system used to submit appraisal data to MFR
e-FM	Electronic Forest Management
ESF	Electronic Submissions Framework – MFR system enabling submission of electronic data to other MFR systems (FTA & RESULTS)
FAIB	Forest Analysis and Inventory Branch - custodians of VRIMS
FAQ	Frequently Asked Questions
FBCWA	Federation of BC Woodlot Associations
FDP	Forest Development Plan
FPB	Forest Practices Branch – custodians of RESULTS
FPC	Forest Practices Code of British Columbia Act
FSP	Forest Stewardship Plan
FSP Clients	Major Forest Tenure Holders who will be managing forests under Forest Stewardship Plans (FSP)
FRPA	Forest and Range Practices Act
FTA	Forest Tenure Administration System - MFR system responsible for receiving, processing and issuing tenure documents including Cutting Permits, Road Permits, Licenses to Cut
GAS	General Appraisal System – MFR system responsible for generating stumpage rate
GML	Geography Mark-up Language - GML is a subset of XML that is used for representing spatial data
HBS	Harvest Billing System – MFR system responsible for managing scale data and invoices
IMG	Information Management Group – recently changed to Information Management Branch
ILMB	Information Land Management Bureau – custodians of LRDW
Inconsistencies	Lack of uniformity between two or more pieces of documentation, advice, guidance or business practice description
Issues	Problems preventing efficient completion of a particular task
JWG	Joint Working Group
LRDW	Land and Resource Data Warehouse

Term	Definition
MFR	Ministry of Forests and Range
Non-FSP Clients	Tenure holders and/or forest managers who are responsible for managing forests, but do so outside of a Forest Stewardship Plan (FSP) including woodlot licensees, MFR district staff, etc.
OLT	Operations Leadership Team
RESULTS	Reporting Silviculture Updates and Land Status Tracking System – MFR system responsible for tracking silviculture information and obligations
Review Panel	Although all MFR woodlot staff and all woodlot licensees were invited to participate, the final panel consisted of a broad based group of approximately 44 MFR staff and 12 Woodlot Licensees, 3 consultants, and 1 ILMB staff person. The review panel and business area staff contributed greatly to this project.
RP	Road Permit
RTEB	Resource Tenures and Engineering Branch – custodians of FTA
SPAR	Seed Planning And Registry – MFR system responsible for entry and maintenance of seed and vegetative lot information and queries
Team	The e-FM Strategic Plan Project Team
TRIM	Terrain Resource Information Mapping
VRIMS	Vegetation Resource Inventory Management System – MFR system used to track and update the Provincial Forest Inventory
WASTE	Waste and Residue Reporting System - MFR system used to submit waste and residue data to MFR
WeSP	Woodlot e-FM Strategic Plan Project
WLFMR	Woodlot Licence Forest Management Regulation (under FPC)
WLP	Woodlot Licence Plan
WLPPR	Woodlot Licence Planning and Practices Regulation (under FRPA)
XML	Extensible Mark-up Language - XML is a general-purpose specification for creating markup languages to describe and encode information allowing information systems to share structured data

1.3. Review Panel

All MFR woodlot foresters (via woodlot foresters distribution list), all woodlot licensees (via FBCWA distribution methods), and all those with whom research discussions occurred were sent an email explaining the Woodlot e-FM Strategic Plan Project and a copy of the original Woodlot Overview BPM. There were a total of 60 individuals who expressed an interest in receiving future updates/products – 44 MFR (30 district staff, 3 regional staff, and 11 branch staff); 11 woodlot licensees; 4 consultants (who are not woodlot licensees); and 1 ILMB staff. Based on the above numbers, comments and/or suggestions were received from 40% of district staff, 33% from regional staff, 25% from branch staff, 27% from woodlot licensees, and 50% from consultants.

A list of all Review Panel members and their affiliation is provided below.

Review Panel Listing:

#	Name	Affiliation
60	Bruce Bell	IMG
59	Rod Blake	W0588
58	Jim Brown-John	W1577
57	Gerry Matusky	W0710
56	Bas Delaney	W1589
55	Steve Henderson	DPG
54	Linda Sapinsky	FAIB
53	Cheryl Power	W0037
52	Shaun McAmmond	DPC
51	Nancy Pezel	Consultant
50	Denise English	W1820
49	Jerry Benner	W1897
48	Steve Heppner	DND
47	Abbey Bates	DHW
46	Vicky Grainger	DNC
45	Victoria Kress	DFN
44	Bryan Juelfs	DCO
43	Michelle Goodkey,	DMK
42	Brian Kukulies	DSC
41	Dean Christianson	DAB
40	Louise Anstey	RB
39	Darren Bonar	Consultant
38	Grant Neville	DRM
37	Jim Spencer	Consultant
36	Judy Thomas	DPG
35	Lianne Lawlor	DCC
34	Ron Greschner	RTEB
33	Chris Finke	RNI
32	Balvinder Biring	DSQ
31	Anna Terebka	DMK

#	Name	Affiliation
30	Ralph Backer	DOS
29	Trudy Goold	RSI
28	Janet Adams	ILMB
27	Rhonda Morris	RTEB
26	Alan Gilchrist	DVA
25	Paul White	DRM
24	Jim Simpson	DCR
23	Les French	DMH
22	Maureen Chappell	W0506
21	Creole Dufour	W0502
20	Ralph Kossinn	DCS
19	Cya Solecki	DND
18	Brian McNaughton	W1808
17	Pete MacLean	W1517
16	Karen Powell	DQU
15	Ted Traer	DQU
14	Greg Gage	CR
13	Brian Rosengren	DCH
12	John Wai	RB
11	Caroline MacLeod	FPB
10	Lester Vermiere	DAB
9	Shawna Young	DSS
8	Dona Stapley	RTEB
7	John Coles	DCK
6	Sabina Ghazarian	RB
5	Cher McKittrick	Consultant
4	John Gallimore	IMG
3	Neil Bow	DKL
2	Mike Gatenby	DCC
1	Scott Akerley	IMG

Acronym Defintions:

Non-MFR
ILMB = Information Land Management Bureau
W#### = Woodlot Licence
Consultant = who is not a woodlot licensee

MFR Branch Offices
FAIB = Forest Analysis & Inventory Branch
FPB = Forest Practices Branch
IMG = Information Management Group
RB = Revenue Branch
RTEB = Resource Tenures & Engineering Branch

MFR Regional Offices
CR = Coast Region
RNI = Region Northern Interior
RSI = Region Southern Interior

MFR District Offices
DAB = District Arrow Boundary
DCC = District Central Cariboo
DCH = District Chilcotin
DCK = District Chilliwack
DCS = District Cascades
DCO = District Columbia
DCR = District Campbell River
DFN = District Fort Nelson
DHW = District Headwaters
DKL = District Kootenay Lake
DMH = District 100 Mile House
DMK = District Mackenzie
DNC = District North Coast
DND = District Nadina
DOS = District Okanagan Shuswap
DPC = District Peace
DPG = District Prince George
DQU = District Quesnel
DRM = District Rocky Mountain
DSC = District Sunshine Coast
DSQ = District Squamish
DSS = District Skeena Stikine
DVA = District Vanderhoof

2. Business Process Maps

This section contains the 15 Business Process Maps that were constructed as part of this project as well as the legend. From the General Report you may recall that the following maps were created:

Business Process Map
1. Woodlot Overview BPM
2. Bceid & MFR Access BPM
3. FTA – Cutting Permit using eziLink BPM
4. FTA – Road Permit using eziLink BPM
5. ECAS – Interior Appraisal BPM
6. ECAS – Coast Appraisal BPM
7. RESULTS – Opening Definition, Disturbance & Forest Cover Online BPM
8. RESULTS – Opening Definition, Disturbance & Forest Cover using eziLink BPM
9. RESULTS – Silviculture Activities Online BPM
10. RESULTS – Silviculture Activities using eziLink BPM
11. RESULTS – Forest Cover (free growing, regen or other) Online BPM
12. RESULTS – Forest Cover (free growing, regen or other) using eziLink BPM
13. RESULTS – Milestone Declaration (free growing, regen or other) Online BPM
14. RESULTS – Milestone Declaration (free growing, regen or other) using eziLink BPM
15. WASTE – Online BPM

Map # 1, the Woodlot Overview BPM, maps the steps and processes involved in the management lifecycle of a woodlot licence. It also identifies the legislation, regulation, and manual or policy associated with each requirement from both a licensee and MFR perspective. BPMs #2 through #15 are presented from the perspective of a woodlot licence holder, and document all steps and possible scenarios that may be encountered in order to meet the minimum legal submission requirements.

In total, 90 separate processes are depicted on the Overview BPM, including 34 e-FM related processes. Of the 34 e-FM processes, 12 required woodlot licensee interaction. Of these 12 e-FM processes, 9 were mapped in detail. The other 3 processes, deemed less critical to woodlot licensees, were not mapped due to time constraints and included the Seed Planning and Registry System (SPAR), the Harvest Billing System (HBS), and Mapview. Of the 9 processes mapped in detail, 5 required two sets of maps in order to demonstrate differences in coastal vs. interior requirements, or to illustrate submission options (on line direct entry vs. XML/GML upload).

For those interested in reading or using the BPMs or flowcharts, copies of the individual map files are available at the Resource Tenures & Engineering Branch Woodlot Program Website: http://www.for.gov.bc.ca/hth/woodlots/woodlot-program.htm.

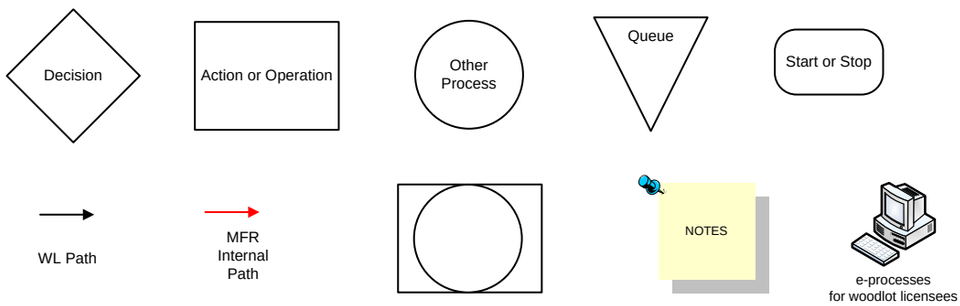
2.1. Legend for Business Process Maps

Woodlot EFM Project – "FINAL" Overview Business Process Mapping

Dated June 22, 2008

LEGEND

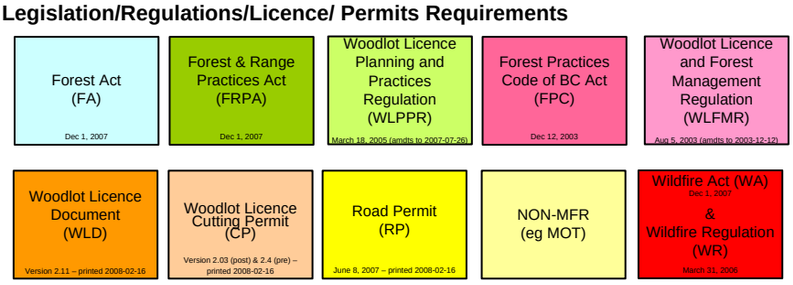
Symbols



Other Process with Legislation/Regulation/etc Requirement or Electronic System Colour Scheme beneath

Colour & Shape Schemes

Legislation/Regulations/Licence/ Permits Requirements

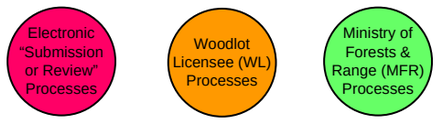


Legislated Manuals/ Standards, Policy Guidelines

LEGISLATED MANUALS/STANDARDS/POLICY GUIDELINES

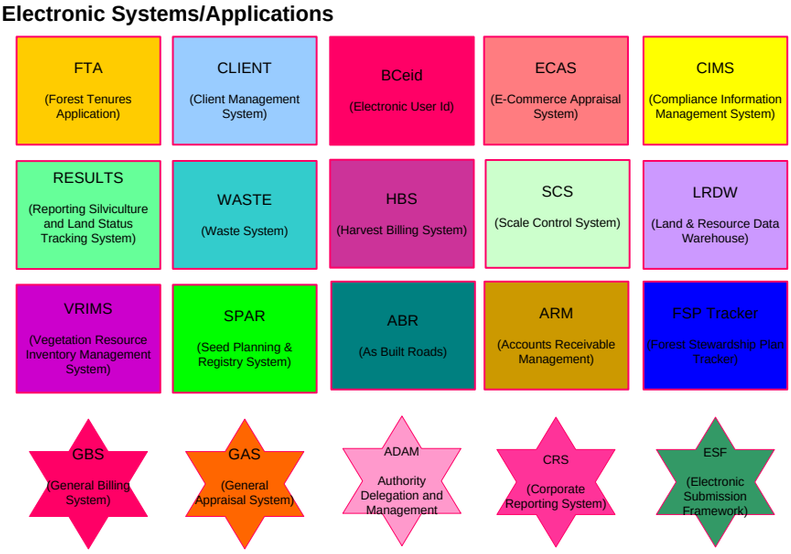
CM – Cruise Manual – June 15, 2007 (printed 2008-03-13)
IAM – Interior Appraisal Manual – July 1, 2007 (printed 2008-03-13) – with latest amdts (March 1, 2008)
CAM – Coast Appraisal Manual – June 1, 2007 (printed 2008-03-13) – with latest amdts (March 1, 2008)
WM – Waste Manual – Nov 26, 2004 (printed 2008-03-13) – with latest amdts (March 1, 2008)
WLG – Woodlot Licence Guide to RESULTS– Version 1.1 March 12, 2007 (printed 2008-02-11)
Dec 2006 Guideline – Dec 20, 2006 Guidelines for District Managers Regarding Blanket Salvage Permits for Woodlot Licensees

Full processes requiring business process mapping (flowcharts) at some point in future



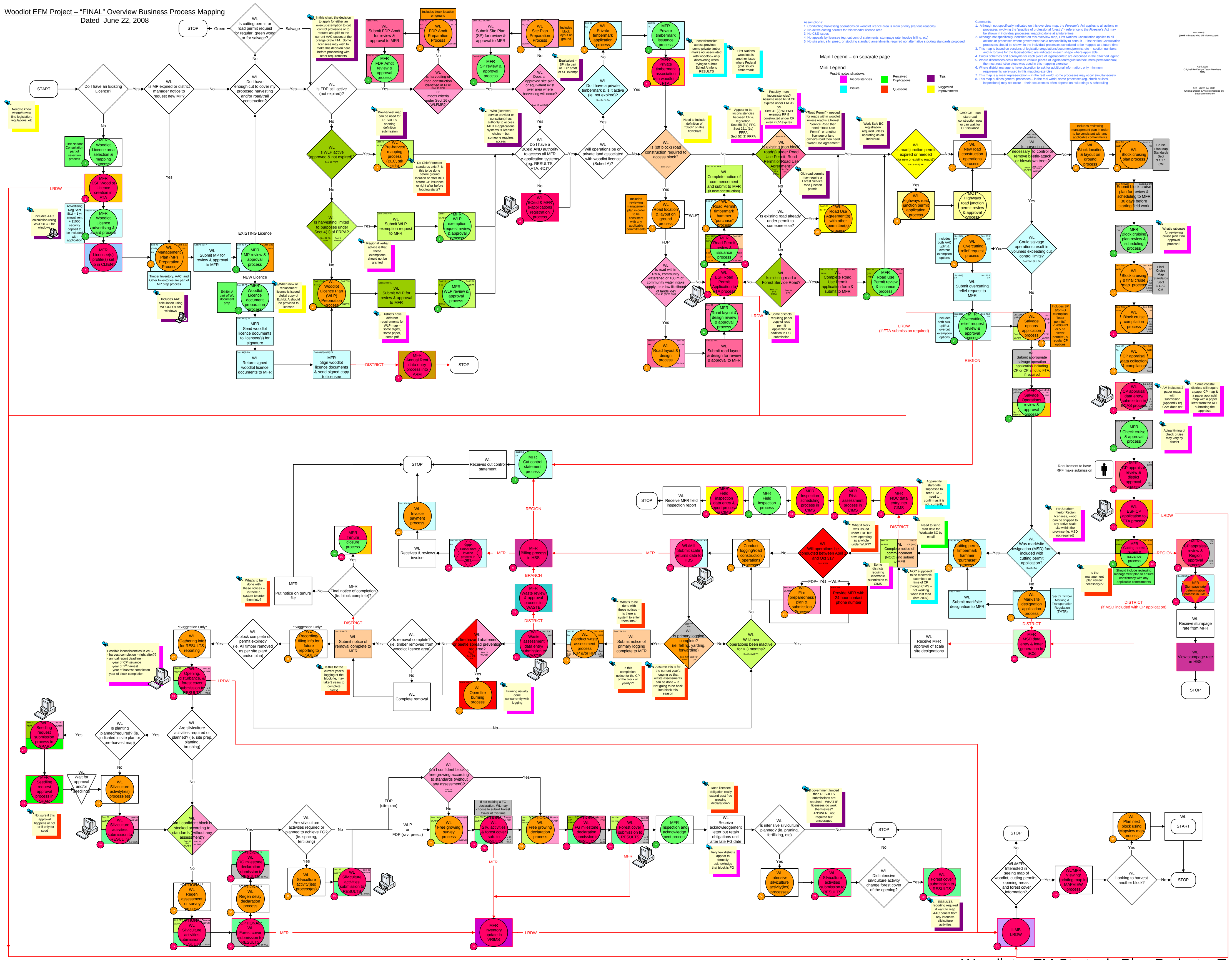
Numbering symbol for each type of process to enable referencing in the future

Electronic Systems/Applications



2.2. Woodlot Overview BPM

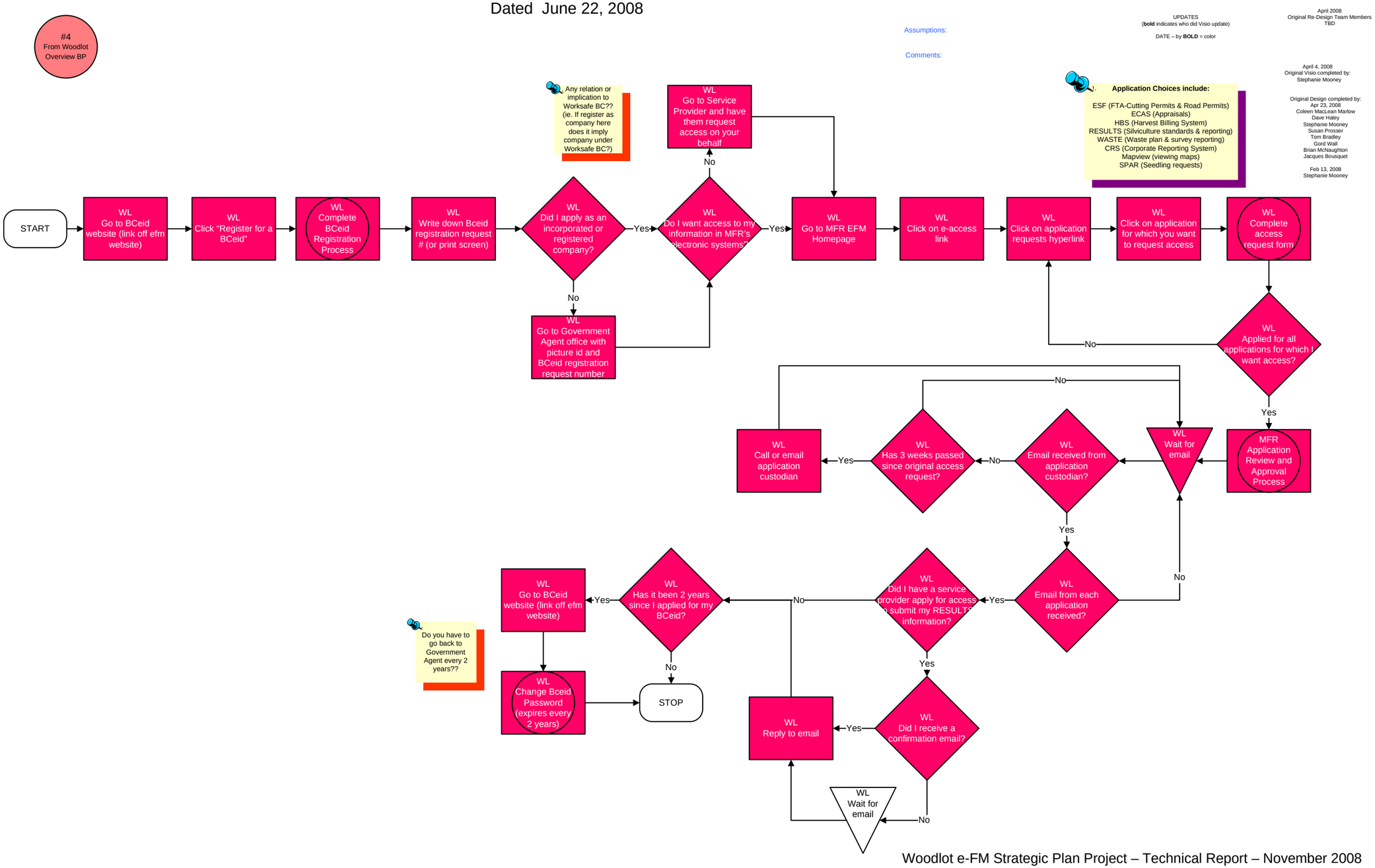
Woodlot EFM Project – "FINAL" Overview Business Process Mapping
Dated June 22, 2008



2.3. Bceid & MFR Access BPM

Woodlot EFM Project – "FINAL" BCeid and MFR Applications Access Request Business Process Mapping

Dated June 22, 2008



2.4. FTA – Cutting Permit using eziLink BPM

Woodlot EFM Project – "FINAL" ESF FTA Cutting Permit Submission (using ezlink to populate FTA) Business Process Mapping

Dated June 22, 2008

#11 (Ezlink) From Woodlot Overview BP

LEGEND

Submission Pieces: Ezlink metadata requirements; Cutting Permit Submission; Cutblock Submission; Map Submission

Post-it notes shadows: Inconsistencies; Issues; Suggested Improvements; Tips; Perceived Duplications; Questions

Assumptions:
1. Woodlot licensee have access to Ezlink – either their own copy, a group licence, or through a service provider

Comments:
1. There are other tools available to woodlot licensees besides Ezlink. Ezlink was the only tool available to the team and was simply used to capture what's truly required by the schema so that cheat sheets can be developed outlining all of the required information for each submission to aid those who will use the various other tools.

UPDATES
(**bold** indicates who did Visio update)

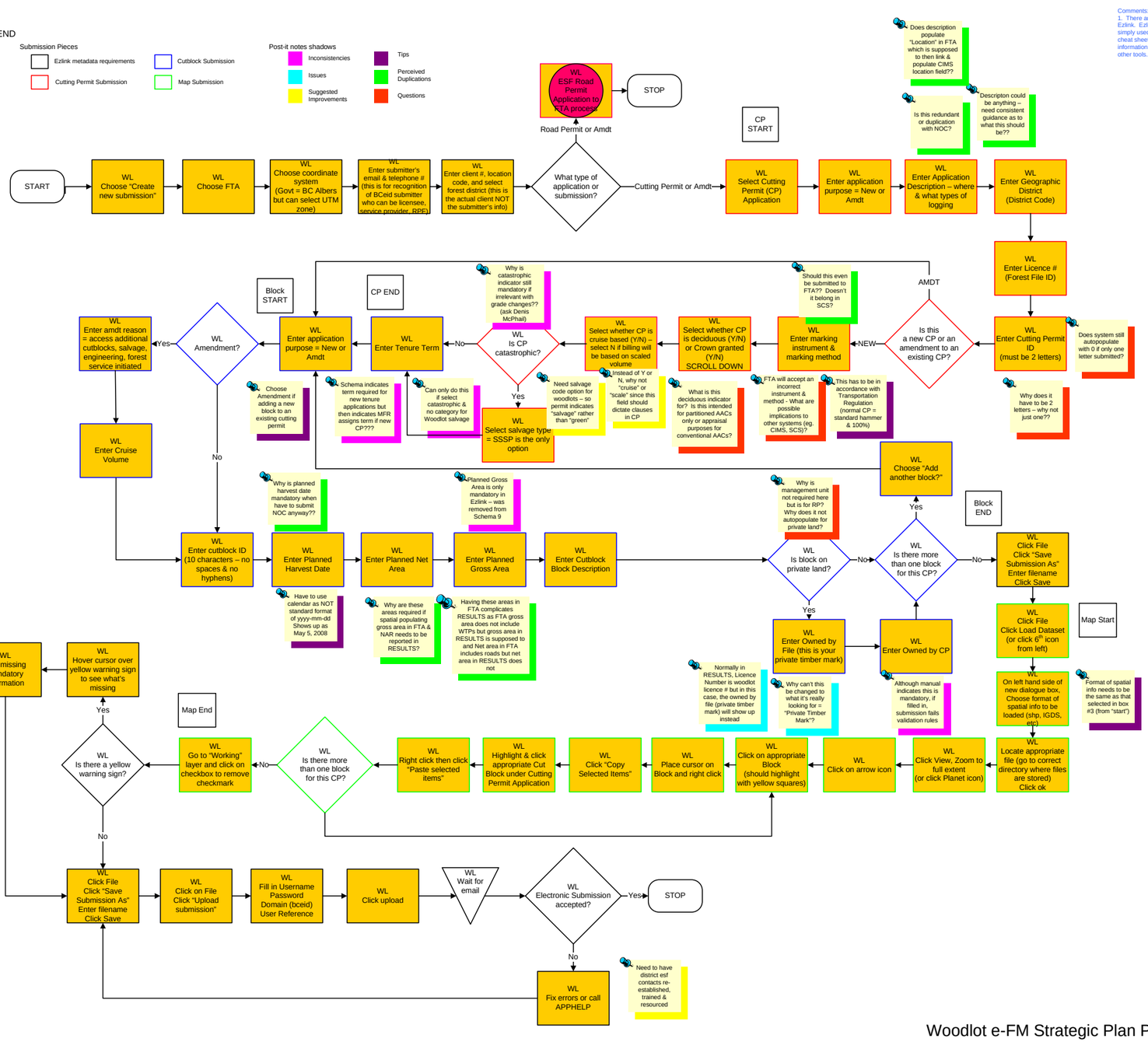
April 2008
Original Re-Design Team Members
TBD

April 13, 2008
Original Visio completed by:
Stephanie Mooney

Original Design completed by:
Apr 23, 2008
Coleen MacLean Marlow
Dave Haley
Stephanie Mooney
Susan Prosser
Tom Bradley
Gord Wall
Brian McNaughton
Jacques Bousquet

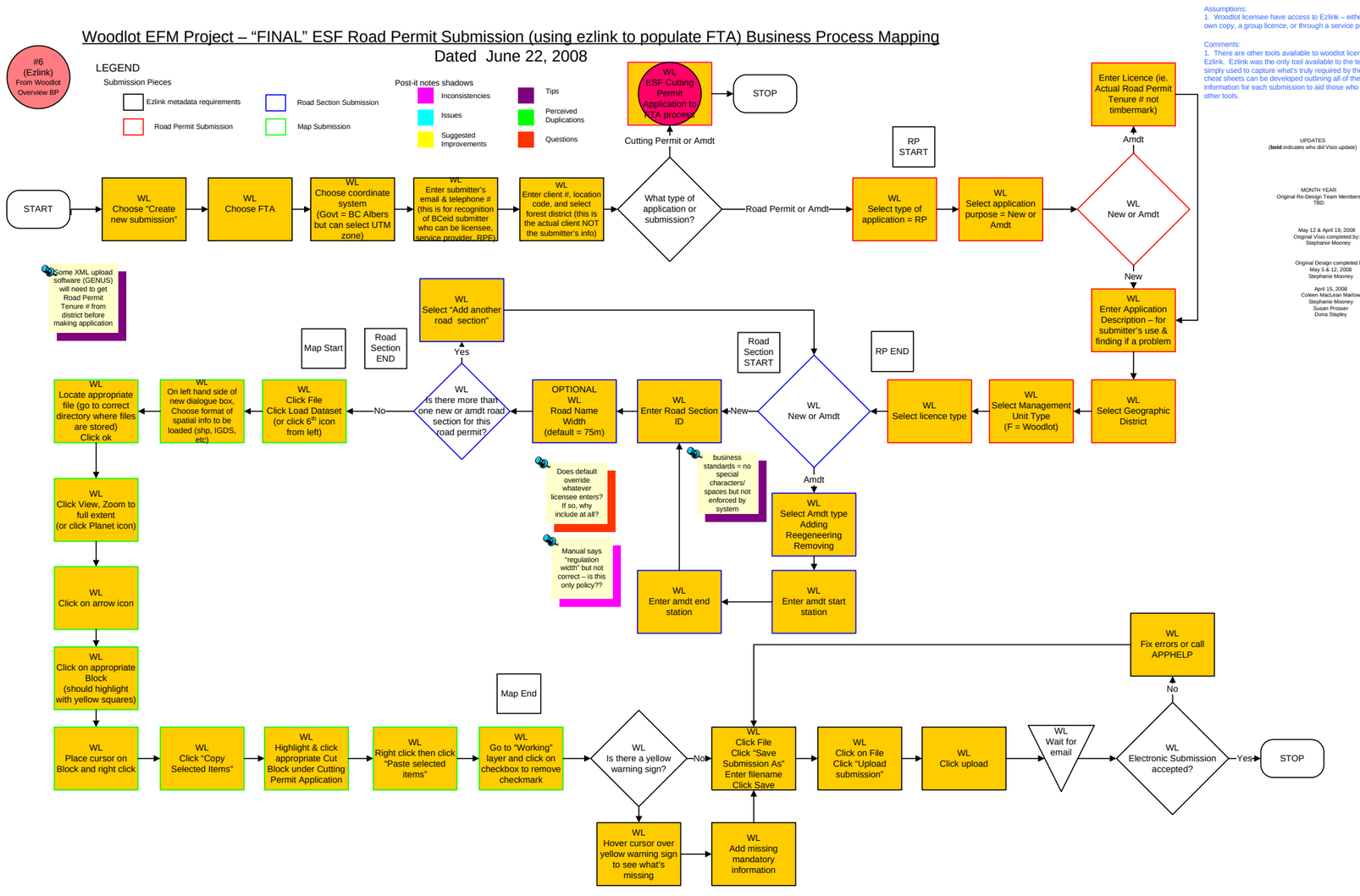
Apr 15, 2008
Coleen MacLean Marlow
Dave Haley
Stephanie Mooney
Susan Prosser
Dons Stapley

Jan 22, 2008
Coleen MacLean Marlow
Dave Haley
Stephanie Mooney
Ron Greschner (half)



2.5. FTA – Road Permit using eziLink BPM

Woodlot EFM Project – "FINAL" ESF Road Permit Submission (using ezlink to populate FTA) Business Process Mapping
Dated June 22, 2008



Assumptions:
1. Woodlot licensee have access to Ezlink – either their own copy, a group licence, or through a service provider

Comments:
1. There are other tools available to woodlot licensees besides Ezlink. Ezlink was the only tool available to the team and was simply used to capture what's truly required by the schema so that cheat sheets can be developed outlining all of the required information for each submission to aid those who will use the various other tools.

UPDATES
(**bold** indicates who did Visio update)

MONTH YEAR
Original Re-Design Team Members
TBD

May 12 & April 19, 2008
Original Visio completed by:
Stephanie Mooney

Original Design completed by:
May 5 & 12, 2008
Stephanie Mooney

April 15, 2008
Coleen MacLean Marlow
Stephanie Mooney
Susan Prosser
Dona Stapley

2.6. ECAS – Interior Appraisal BPM

Woodlot EFM Project – "FINAL" ECAS Appraisal Submission (Interior) Business Process Mapping

Dated June 22, 2008

#9 (Interior)
From Woodlot Overview BP

LEGEND

Submission Pieces: Reference Information; Cruise & Tree to Truck; Log Transportation & Admin; Roads Info; Attachments

Post-it notes shadows: Inconsistencies; Issues; Perceived Duplications; Questions; Tips; Suggested Improvements

Assumptions:

Comments:
1. This flowchart may not be accurate as it is based on the ECAS tutorials and other documentation on the ECAS website since access to ECAS test and/or production environments was denied

UPDATES
(**bold** indicates who did Visio update)

April 2008
Original Re-Design Team Members
TBD

April 19, 2008
Original Visio completed by:
Stephanie Mooney

Original Design completed by:
May 12, 2008
Stephanie Mooney

Apr 23, 2008
Coleen MacLean Marlow
Dave Haley
Stephanie Mooney
Susan Prosser
Tom Bradley
Gord Wall
Brian McNaughton

April 18, 2008
Coleen MacLean Marlow
Stephanie Mooney
Susan Prosser
Dave Haley (half)

START

WL Go to Submission Tab Highlight Interior Submission Click Reference Information

WL Click "Add New" button Enter Timbermark Click "Create New"

WL Select Admin Forest District Select TSB (Timber Supply Block)

Why is the district not automatically tied to the woodlot??

WL Choose Woodlot Annual Rate Selection (annually or quarterly adjusting)

OPTIONAL WL Indicate Appraisal Effective and/or Expiry dates

WL Choose Appraisal type = new Choose Rate calculation = CVP (default)

OPTIONAL WL Select Point of Appraisal Indicate Y/N for Comparative Cruise and/or Salvage

Tech specs indicate Point of Appraisal as optional but tutorial indicates as mandatory??

What's salvage definition – is it same as one in FTA?? ANSWER: No, applies to BCTS appraisals as a cost additive

WL Click Save

WL Click on Cruise info/TTT Tab (tree to truck)

OPTIONAL ?? WL Enter Total Net Cruise Area Deciduous Volume Sampling Error %

Tutorial says to enter data in all cruise info fields but only half have the "mandatory" star??

WL Enter CP Avg Vol/Tree CP avg Vol/ha CP avg slope BEC zone, subzone, variant, and % Selling price zone

Deciduous = total net deciduous volume if licence requires harvesting in deciduous & not reserved from harvesting – is this related to partitioned cuts at all???

WL Choose Licence Small Log Utilization (Y/N) Choose Grade 4 Hemlock (Y/N)

WL Click Save

WL Scroll down to Species section

WL Select Species Enter Volume Enter LRF

OPTIONAL ?? WL Enter Decay Enter Stud Log (%) Enter Burn (%) (O?)

WL Click Save

WL Is there another tree species? — Yes → WL Select Species Enter Volume Enter LRF

WL Is there another insect damage type? — Yes → WL Select Insect Damage Type Enter Volume → WL Click Save

WL Is there another insect damage type? — No → WL Scroll down to Tree to Truck section → WL Select Support Centre Enter Distance to Support Centre → WL Go to applicable harvesting method → OPTIONAL WL Enter Vol. to be harvested Biogeoclimatic zone Net volume/tree Volume/ha Average slope → OPTIONAL WL Enter Stand Defect % Blowdown % Heavy fire damage % Dead useless snags %

WL Partial Cut harvesting method? — Yes → OPTIONAL?? WL Enter Partial Cut %

WL Partial Cut harvesting method? — No → WL Highlead/grapple harvesting method? — Yes → OPTIONAL WL Enter Lodgepole pine volume

WL Highlead/grapple harvesting method? — No → WL Has data for all applicable harvesting methods been entered? — Yes → WL Is there more than one applicable harvesting method for this CP? — No → WL Click Save

WL Has data for all applicable harvesting methods been entered? — No → WL Enter heli yarding distance Indicate if uphill yarding

WL Is there more than one applicable harvesting method for this CP? — Yes → WL Skyline harvesting method? — Yes → OPTIONAL WL Enter Skyline yarding distance

WL Skyline harvesting method? — No → WL Helicopter harvesting method?

WL Click Save → WL Does appraisal contain log transportation/ administration costs? — Yes → WL Enter Primary cycle time Select if responsible for basic silviculture (Y/N) → WL Click Log Trans/ Admin Tab Select Primary haul method → WL Click Save

WL Does appraisal contain log transportation/ administration costs? — No → WL Does appraisal contain road information? — Yes → WL Click Tabular Roads Tab Enter road identifier Road groups BGC Zone Road section # Road type Section length (km) Click Save

WL Does appraisal contain road information? — No → WL Does appraisal contain major culvert information? — Yes → WL Click culverts tab (large culverts) Enter appropriate info Click Save

WL Does appraisal contain major culvert information? — No → WL Does appraisal contain other development costs? — Yes → WL Click Other Development tab Enter appropriate info Click Save

WL Does appraisal contain other development costs? — No → WL Does appraisal contain specified operations costs? — Yes → WL Click ops tab Enter appropriate info Click Save

WL Does appraisal contain specified operations costs? — No → WL Click Attachments Tab

WL Submitting individual attachments or one zip file? — Zip → WL Scroll to top of attachment screen Click Browse → WL Locate appropriate file (go to correct directory where zip file is stored) Click Open → WL Check off each of the file types included in zip file → WL At minimum, include Appraisal map Cruise compilation (or comparative cruise info) Detailed cycle time calculation

WL Submitting individual attachments or one zip file? — Individual → WL Scroll to bottom of attachment screen → WL For each attachment not being submitted, click radio button under "N/A" → WL At minimum, send: Appraisal map Cruise compilation (or comparative cruise info) Detailed cycle time calculation

WL How will attachments be sent? — Paper → WL For each attachment being submitted, click radio button under "Paper copy to follow" → WL Send paper maps to district office

WL Paper copies still mandatory in appraisal manual

WL How will attachments be sent? — Electronic → WL For each attachment being submitted, click radio button under "Electronic (Attached)" → WL Click Browse → WL Locate appropriate file (go to correct directory where file is stored) Click Open

WL All applicable attachments added? — No → WL Click Browse

WL All applicable attachments added? — Yes → WL Click SAVE → WL Click Acknowledge Tab → WL Is Woodlot Licensee also the signing RPF or RFT? — Yes → WL Select the appropriate radio button certifying who did the work → WL Enter or check RPF/ RFT informaiton → WL Click SAVE → WL Click SUBMIT → STOP

WL Is Woodlot Licensee also the signing RPF or RFT? — No → WL Enter Licensee name, phone, fax, email address

ECAS 60 – 1st line
Licence box not available but timbermark is available?

How does submission get associated with woodlot – just through the timbermark?

ECAS 64
Woodlot Road Management Cost Estimate from IAM table – difficulty in using this -- why isn't it showing when timbermark starts with W?? Indicates that licence # has to be entered in ECAS 60 but can't (see above)???

ECAS 63
How do we know if there is 1+ blocks? See conventional column cc – pc
Why report size of piece & m3/ha?

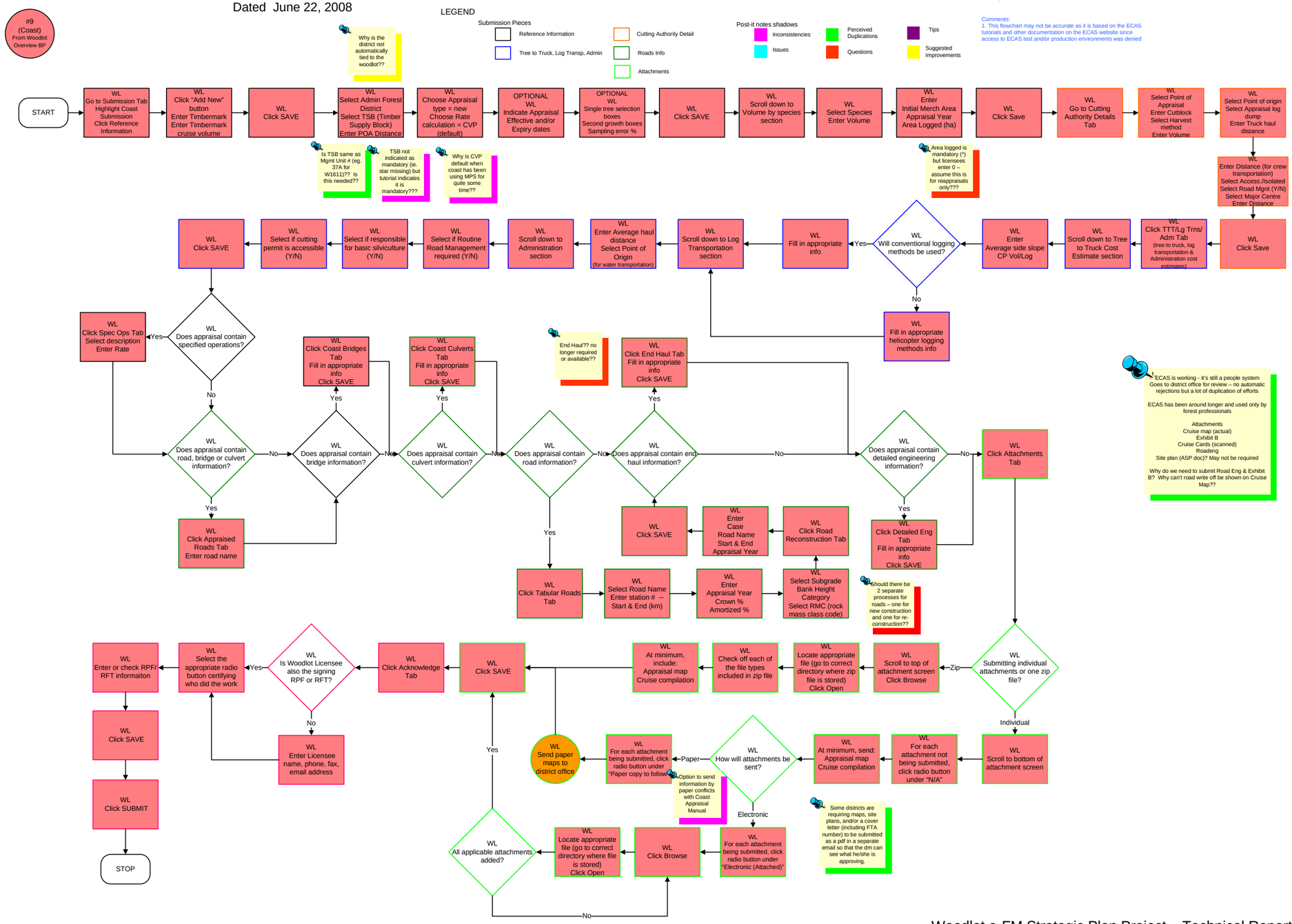
ECAS 67 – Roads Tab
Why is BEC zone required here?

ECAS 67 – HELP
Text for stabilizing material is incorrect – states "Blank/G/Q" but program only offers or accepts Blank & Q????

2.7. ECAS – Coast Appraisal BPM

Woodlot EFM Project – "FINAL" ECAS Appraisal Submission (Coast) Business Process Mapping

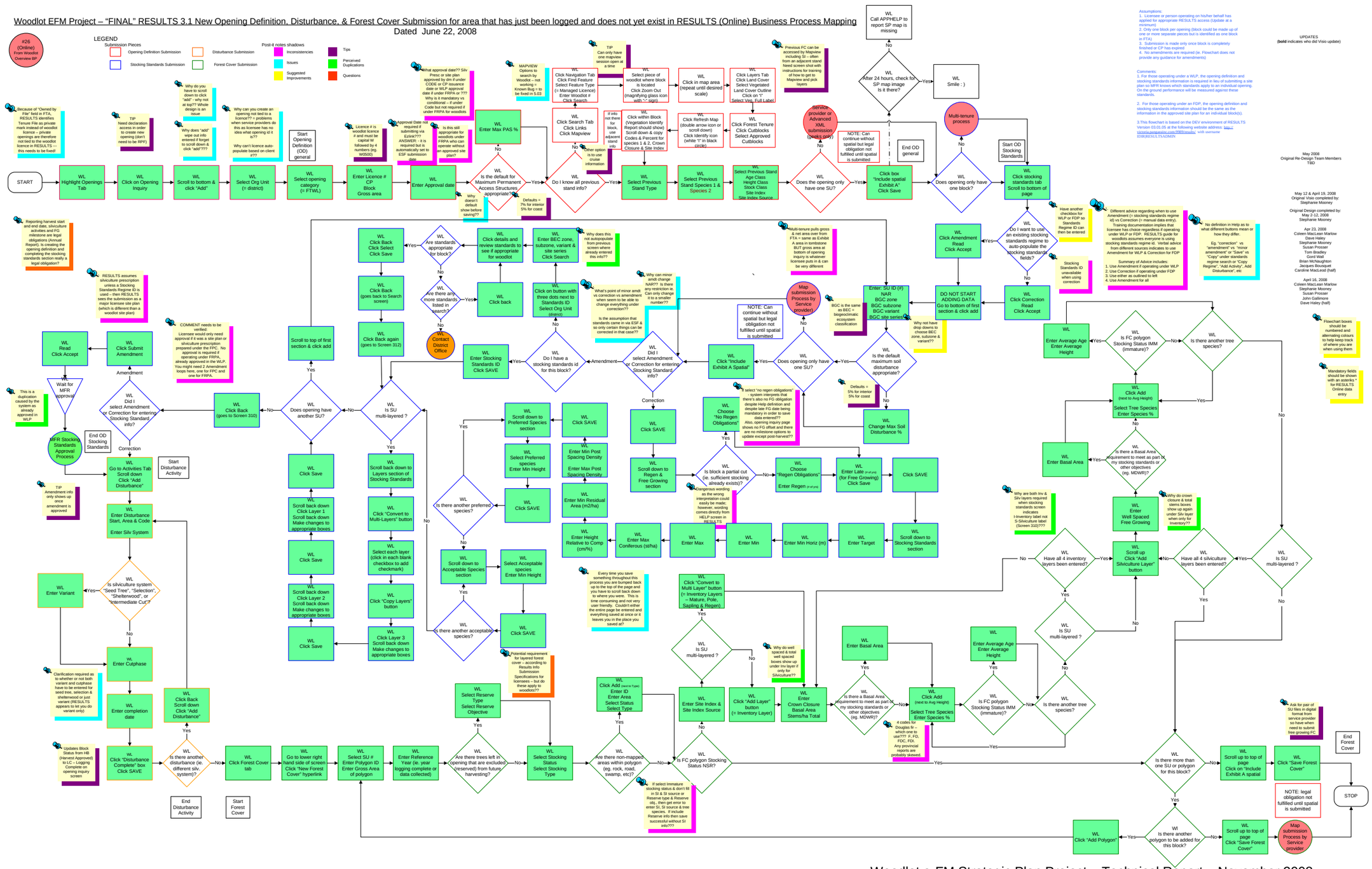
Dated June 22, 2008



2.8. RESULTS –Opening Definition, Disturbance & Forest Cover Online BPM

Woodlot EFM Project – "FINAL" RESULTS 3.1 New Opening Definition, Disturbance, & Forest Cover Submission for area that has just been logged and does not yet exist in RESULTS (Online) Business Process Mapping

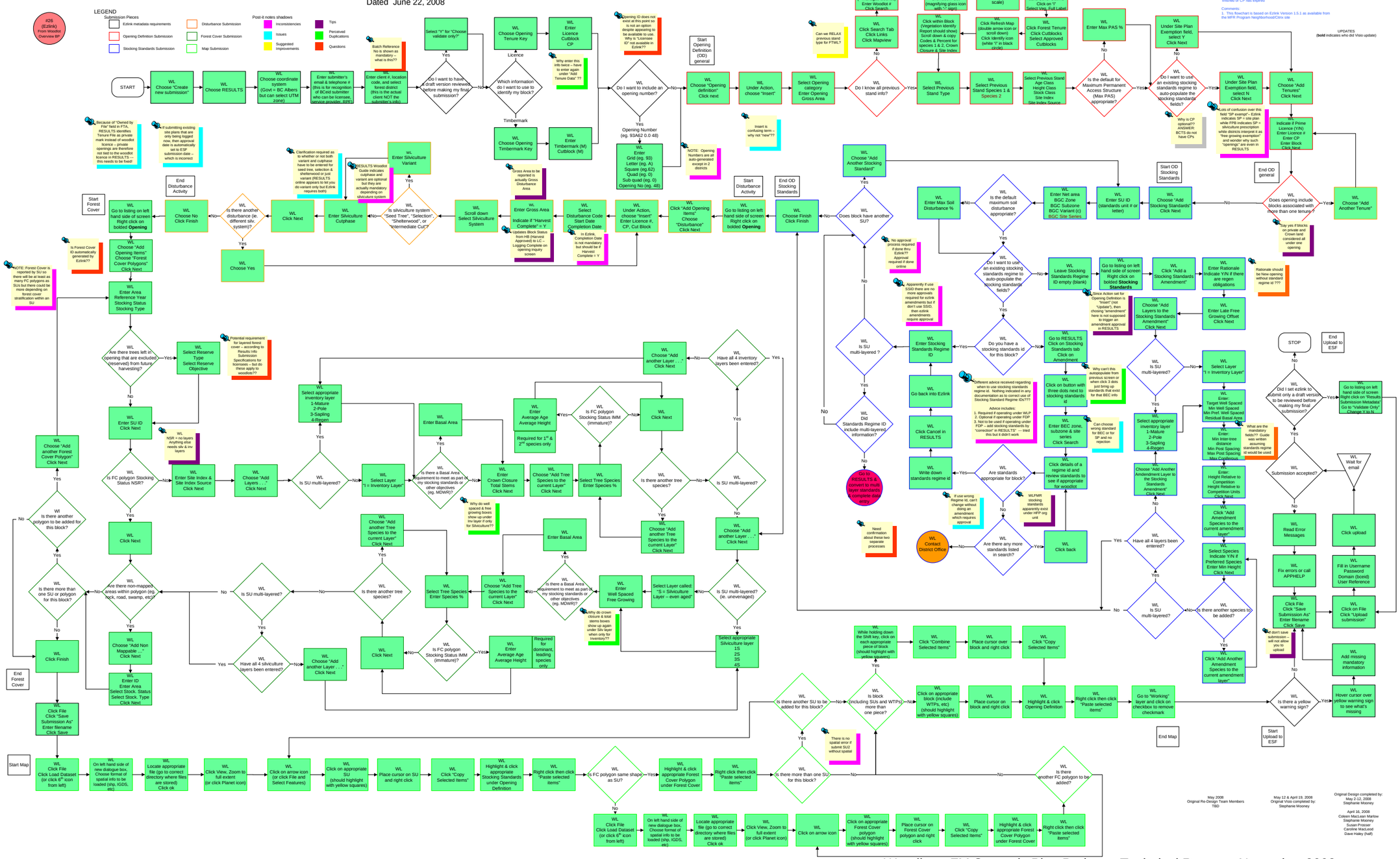
Dated June 22, 2008



2.9. RESULTS – Opening Definition, Disturbance & Forest Cover using eziLink BPM

Woodlot EFM Project – "FINAL" RESULTS 3.1 New Opening Definition, Disturbance, & Forest Cover Submission for area that has just been logged and does not yet exist in RESULTS (Ezlink) Business Process Mapping

Dated June 22, 2008



2.10. RESULTS – Silviculture Activities Online BPM

Woodlot EFM Project – "FINAL" RESULTS 3.1 Completed Silviculture Activities Submission (Online) Business Process Mapping

Dated June 22, 2008

UPDATES
(**bold** indicates who did Visio update)

May 2008
Original Re-Design Team Members
TBD

May 12 & 16 & April 19, 2008
Original Visio completed by:
Stephanie Mooney

Original Design completed by:
May 12 &16, 2008
Stephanie Mooney

Apr 23, 2008
Coleen MacLean Marlow
Dave Haley
Stephanie Mooney
Susan Prosser
Tom Bradley
Gord Wall
Brian McNaughton
Jacques Bousquet
Caroline MacLeod (half)

April 16, 2008
Coleen MacLean Marlow
Stephanie Mooney
Susan Prosser
John Gallimore
Dave Haley (half)

#29
(Online)
From Woodlot Overview BP

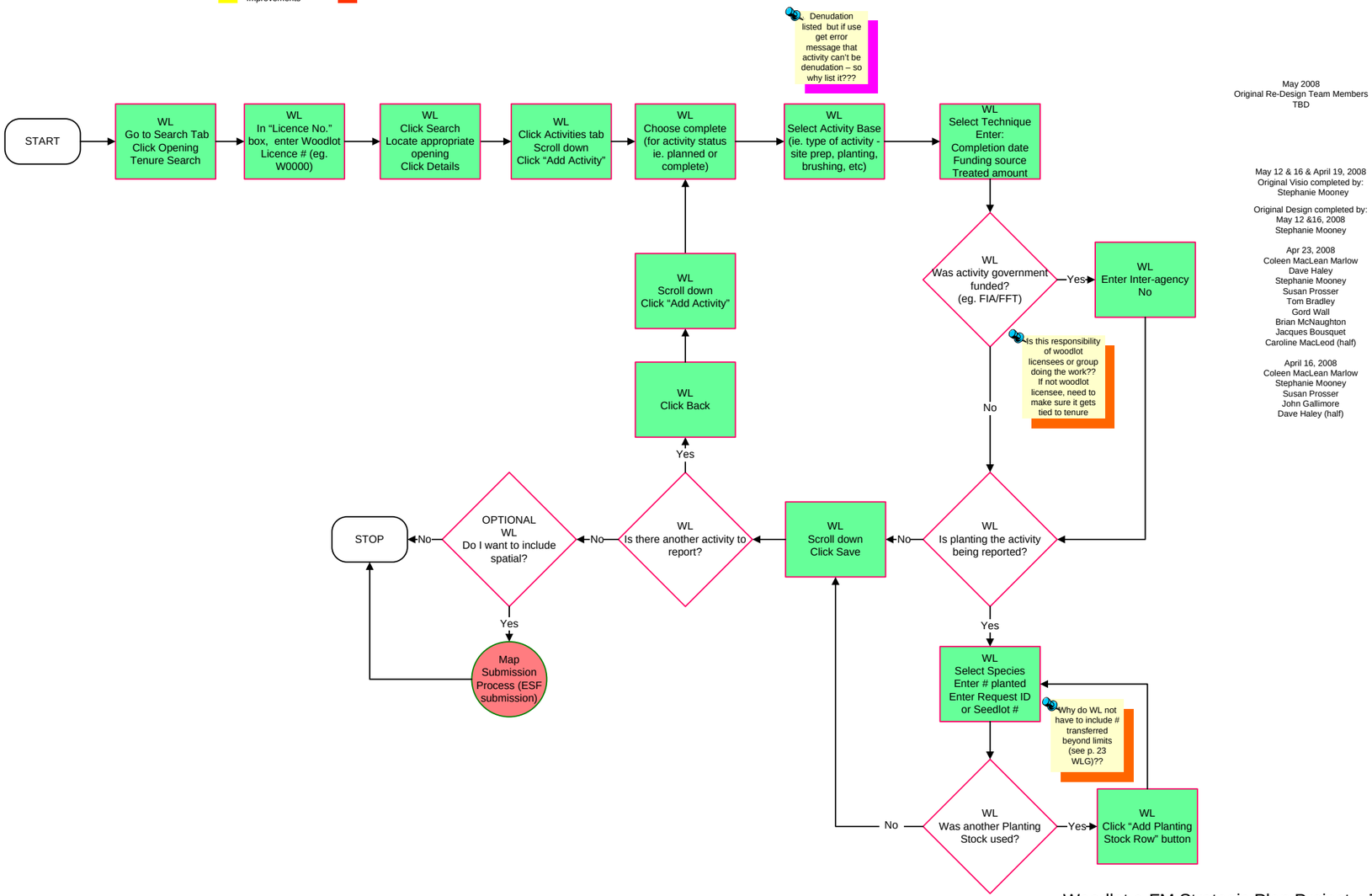
LEGEND

Post-it notes shadows

- Inconsistencies
- Issues
- Suggested Improvements
- Tips
- Perceived Duplications
- Questions

Assumptions:

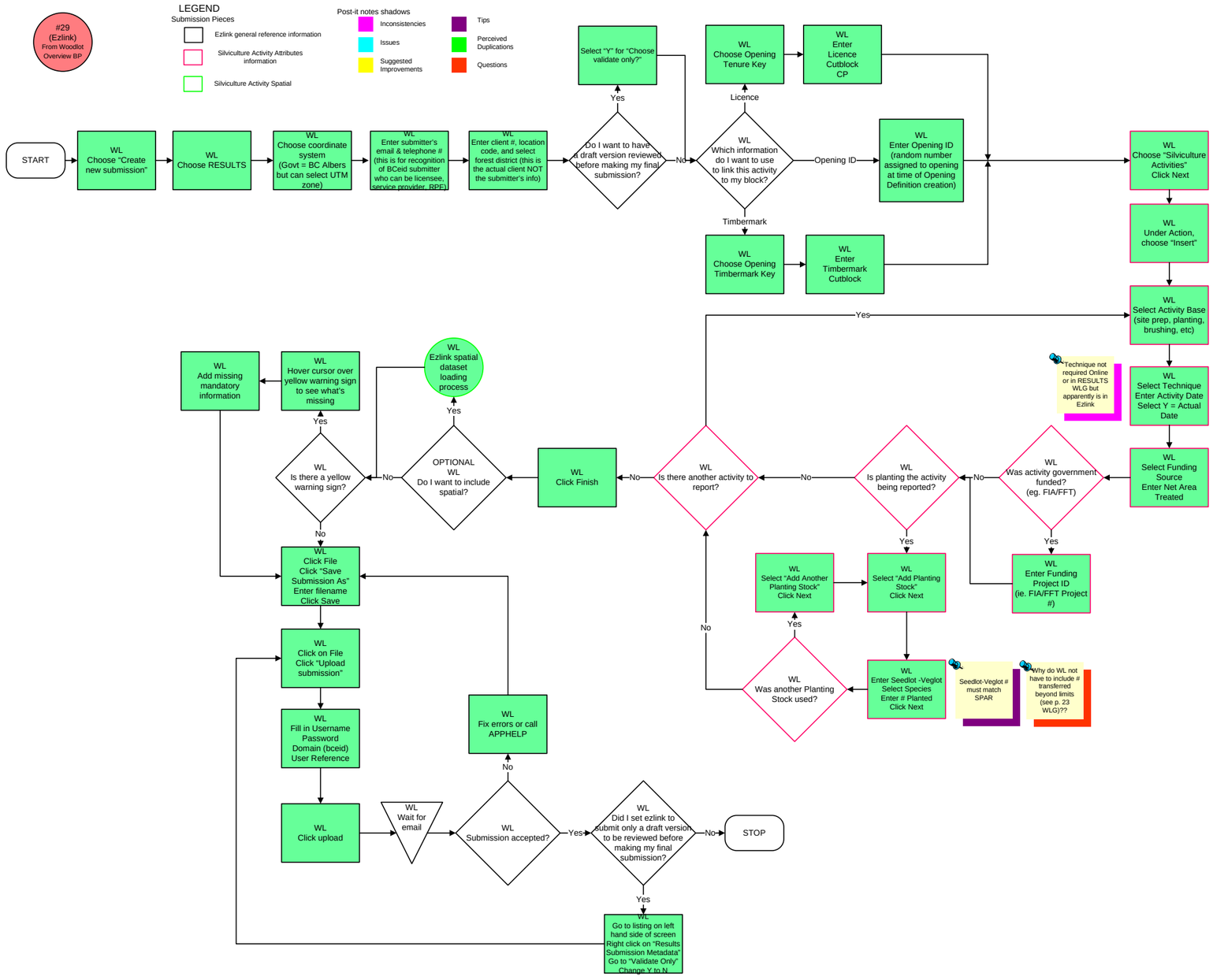
Comments:
1. Only required fields are shown; other information can be included at the licensee's discretion
2. Applies for all silviculture activities – planting, brushing, juvenile spacing, site prep, surveys, fertilization, pruning, etc.
3. This flowchart is based on the DEV environment of RESULTS Version 03.01.05 at the following website address: http://victoria.pangaeainc.com:9389/results/ with username IDIR\RESULTSADMIN



2.11. RESULTS – Silviculture Activities using eziLink BPM

Woodlot EFM Project – "FINAL" RESULTS 3.1 Complete Silviculture Activities Submission (Ezlink) Business Process Mapping

Dated June 22, 2008



Assumptions:

Comments:
1. Only required fields are shown; other information can be included at the licensee's discretion
2. This flowchart is based on Ezlink Version 1.5.1 as available from the MFR Program Neighborhood/Citrix site

UPDATES
(**bold** indicates who did Visio update)

May 2008
Original Re-Design Team Members
TBD

May 16 & April 19, 2008
Original Visio completed by:
Stephanie Mooney

Original Design completed by:
May 16, 2008
Stephanie Mooney

April 16, 2008
Coleen MacLean Marlow
Stephanie Mooney
Susan Prosser
John Gallimore
Dave Haley (half)

2.12. RESULTS – Forest Cover (free growing, regen or other) Online BPM

Woodlot EFM Project – "FINAL" RESULTS 3.1 Free Growing Forest Cover Submission (Online) Business Process Mapping

Dated June 22, 2008

#30 (Online)
From Woodlot Overview BP

Assumptions:
1. Only one block per opening (block could be made up of one or more separate pieces but is identified as one block in FTA)

Comments:
1. Only required fields are shown; other information can be included at the licensee's discretion
2. This flowchart is based on the DEV environment of RESULTS Version 03.01.05 at the following website address: http://victoria.pangeasinc.com/59693/results/ with username IDIR|RESULTSADMIN

UPDATES
(**bold** indicates who did Visio update)

May 2008
Original Re-Design Team Members
TBD

May 15, 2008
Original Visio completed by:
Stephanie Mooney

Original Design completed by:
May 15, 2008
Stephanie Mooney

LEGEND

Submission Pieces
- General instructions
- Forest Cover information

Post-it notes shadows
- Inconsistencies
- Issues
- Suggested Improvements
- Tips
- Perceived Duplications
- Questions

Forest Cover must represent entire opening at all times as old Forest Cover is deleted as soon as add new forest cover (even if only part of block is FG – need to re-enter everything)

Polygon ID is the same as the Stratum ID as indicated on survey

Do reserved stems need to be captured as separate forest cover polygon layer data?

Only required for leading species

Only required for leading and secondary species

START

WL
Go to Search Tab
Click Opening Tenure Search

WL
In "Licence No." box, enter Woodlot Licence # (eg. W0000)

WL
Click Search
Locate appropriate opening
Click Details

WL
Click Forest Cover tab

WL
Click "New Forest Cover" hyperlink

WL
Select SU #
Enter Polygon ID
Enter Gross Area of polygon

WL
Enter Reference Year (ie. year logging complete or data collected)

WL
Are there trees left in opening that are excluded (reserved) from future harvesting?
Yes
No

WL
Select Reserve Type
Select Reserve Objective

WL
Select Stocking Status
Select Stocking Type

WL
Are there non-mapped areas within polygon (eg. rock, road, swamp, etc)?
Yes
No

WL
Click Add (next to Type)
Enter ID
Enter Area
Select Status
Select Type

WL
Enter Site Index & Site Index Source

WL
Click "Add Layer" button
(= Inventory Layer)

WL
Is SU stocking standard multi-layered ?
Yes
No

WL
Click "Convert to Multi Layer" button
(= Inventory Layers – Mature, Pole, Sapling & Regen)

WL
Have all 4 inventory layers been entered?
No
Yes

WL
Scroll to appropriate layer

WL
Enter
Crown Closure
Stems/ha Total

WL
Is there a Basal Area requirement to meet as part of my stocking standards or other objectives (eg. MDWR)?
Yes
No

WL
Enter Basal Area

WL
Click Add
(next to Avg Height)
Select Tree Species
Enter Species %

WL
Is there another tree species?
Yes
No

WL
Is FC polygon Stocking Status IMM (immature)?
Yes
No

WL
Enter Average Age
Enter Average Height

WL
Is SU stocking standard multi-layered ?
Yes
No

WL
Scroll up
Click "Add Silviculture Layer" button

WL
Enter
Well Spaced
Free Growing

WL
Is there a Basal Area requirement to meet as part of my stocking standards or other objectives (eg. MDWR)?
Yes
No

WL
Click Add
(next to Avg Height)
Select Tree Species
Enter Species %

WL
Enter Basal Area

WL
Enter Average Age
Enter Average Height

WL
Is FC polygon Stocking Status IMM (immature)?
Yes
No

WL
Is there another tree species?
Yes
No

WL
Click "Add Polygon"

WI
Is there another polygon to be added for this block?
Yes
No

WL
Scroll up to top of page
Click "Save Forest Cover"

Map Submission Process (ESF submission)

STOP

WL
Is there more than one SU or polygon for this block?
Yes
No

WL
Scroll up to top of page
Click on "Include Exhibit A spatial

WL
Click "Save Forest Cover"

WL
Is SU stocking standard multi-layered ?
Yes
No

WL
Have all 4 silviculture layers been entered?
Yes
No

WL
Scroll to appropriate inventory layer
Click "Add Silviculture Layer" button

2.13. RESULTS – Forest Cover (free growing, regen or other) using eziLink BPM

Woodlot EFM Project – "FINAL" RESULTS 3.1 Free Growing Forest Cover Submission (EZlink) Business Process Mapping
Dated June 22, 2008

#30 (EZlink) From Woodlot Overview BP

LEGEND

Submission Pieces
- Ezlink general reference information
- Forest Cover Attribute (text or xml)
- Forest Cover Spatial (spatial or gml)

Post-it notes shadows
- Inconsistencies
- Issues
- Suggested improvements
- Tips
- Perceived Duplications
- Questions

Assumptions:
1. Only one block per opening (block could be made up of one or more separate pieces but is identified as one block in FTA)

Comments:
1. Only required fields are shown; other information can be included at the licensee's discretion
2. This flowchart is based on Ezlink Version 1.5.1 as available from the MFR Program Neighborhood/Citrix site

UPDATES
(**bold** indicates who did Visio update)

May 2008
Original Re-Design Team Members
TBD

May 16, 2008
Original Visio completed by:
Stephanie Mooney

Original Design completed by:
May 16, 2008
Stephanie Mooney

START
WL Choose "Create new submission"
WL Choose RESULTS
WL Choose coordinate system (Govt = BC Albers but can select UTM zone)
WL Enter submitter's email & telephone # (this is for recognition of BCeid submitter who can be licensee, service provider, RPF)
WL Enter client #, location code, and select forest district (this is the actual client NOT the submitter's info)
Do I want to have a draft version reviewed before making my final submission?
Yes: Select "Y" for "Choose validate only?"
No: WL Which information do I want to use to link this activity to my block?
Licence: WL Choose Opening Tenure Key → WL Enter Licence Cutblock CP
Opening ID: WL Enter Opening ID (random number assigned to opening at time of Opening Definition creation)
Timbermark: WL Choose Opening Timbermark Key → WL Enter Timbermark (M) Cutblock (M)
WL Choose "Forest Cover Polygons" Click next
WL Enter Licensee ID (= FC polygon identifier)
WL Enter Area Reference Year Stocking Status Stocking Type
WL Are there trees left in opening that are excluded (reserved) from future harvesting?
Yes: WL Select Reserve Type Select Reserve Objective
No: WL Enter SU ID Click Next
WL Enter Site Index & Site Index Source Click Next
WL Choose "Add Layers . . ." Click Next
WL Is SU multi-layered?
Yes: Select appropriate inventory layer 1-Mature 2-Pole 3-Sapling 4-Regen
WL Choose "Add another Layer . . ." Click Next
No: Select Layer "I = Inventory Layer"
WL Is there a Basal Area requirement to meet as part of my stocking standards or other objectives (eg. MDWR)?
Yes: WL Enter Basal Area
WL Enter Crown Closure Total Stems Click Next
WL Choose "Add Tree Species to the current Layer" Click Next
WL Select Tree Species Enter Species %
WL Is FC polygon Stocking Status IMM (immature)?
Yes: WL Enter Average Age Average Height
No: WL Click Next
WL Is there another tree species?
Yes: WL Choose "Add another Tree Species to the current Layer" Click Next
No: WL Have all 4 inventory layers been entered?
Yes: WL Is SU multi-layered?
Yes: Select appropriate Silviculture layer 1S 2S 3S 4S
WL Choose "Add another Layer . . ." Click Next
No: WL Is SU multi-layered? (ie. unevenaged)
Yes: Select Layer "S = Silviculture Layer – even aged"
WL Is there a Basal Area requirement to meet as part of my stocking standards or other objectives (eg. MDWR)?
Yes: WL Enter Basal Area
WL Enter Well Spaced Free Growing
WL Choose "Add Tree Species to the current Layer" Click Next
WL Select Tree Species Enter Species %
WL Is FC polygon Stocking Status IMM (immature)?
Yes: WL Enter Average Age Average Height
No: WL Click Next
WL Is there another tree species?
Yes: WL Choose "Add Tree Species to the current Layer" Click Next
No: WL Are there non-mapped areas within polygon (eg. rock, road, swamp, etc)?
Yes: WL Choose "Add Non Mappable . . ." Click Next → WL Enter ID Enter Area Select Stock. Status Select Stock. Type Click Next
No: WL Is SU multi-layered?
Yes: WL Have all 4 silviculture layers been entered?
No: WL Choose "Add another Layer . . ." Click Next
WL Is there more than one SU or polygon for this block?
No: WL Click Finish → WL Click File Click "Save Submission As" Enter filename Click Save → WL Click File Click Load Dataset (or click 6th icon from left) → WL On left hand side of new dialogue box, Choose format of spatial info to be loaded (shp, IGDS, etc)
Yes: WL Is there another polygon to be added for this block?
Yes: WL Choose "Add another Forest Cover Polygon" Click Next
No: WL Is there another FC polygon to be added?
Yes: WL Click Locate appropriate file (go to correct directory where files are stored) Click ok → WL Click View, Zoom to full extent (or click Planet icon) → WL Click on arrow icon → WL Click on appropriate FC polygon (should highlight with yellow squares) → WL Place cursor on FC polygon and right click → WL Click "Copy Selected Items" → WL Highlight & click appropriate Forest Cover Polygon under Forest Cover → WL Right click then click "Paste selected items" → WL (Is there more than one FC polygon for this block? → No: WL Go to "Working" layer and click on checkbox to remove checkmark
No: WL Is there a yellow warning sign?
Yes: WL Hover cursor over yellow warning sign to see what's missing → WL Add missing mandatory information
No: WL Click File Click "Save Submission As" Enter filename Click Save → WL Click on File Click "Upload submission" → WL Fill in Username Password Domain (bceid) User Reference → WL Click upload → WL Wait for email → WL Submission accepted?
No: WL Fix errors or call APPHELP
Yes: WL Did I set ezlink to submit only a draft version to be reviewed before making my final submission?
No: STOP
Yes: WL Go to left hand side of screen and right click on RESULTS Submission Metadata → WL Go to Validate Only Select N

Forest Cover Declaration RESULTS does not populate x layers and x SUs – Ezlink does auto-pop when >1 SU & multi layers For future release of RESULTS – this will be seen as high workload for interior woodlot holders

Forest Cover Inventory & Silviculture layers are mandatory at FG declaration

2.14. RESULTS – Milestone Declaration (free growing, regen or other) Online BPM

Woodlot EFM Project – "FINAL" RESULTS 3.1 Milestone Declaration Submission (Online) Business Process Mapping
Dated June 22, 2008

#31 (Online) From Woodlot Overview BP

LEGEND

Milestone Declaration information

Post-it notes shadows

- Inconsistencies
- Issues
- Suggested Improvements
- Tips
- Perceived Duplications
- Questions

Currently only need SU # entered under Forest Cover tab in order to declare

Assumptions:
1. Whoever is making declarations has requested and received RESULTS Declaration Authority

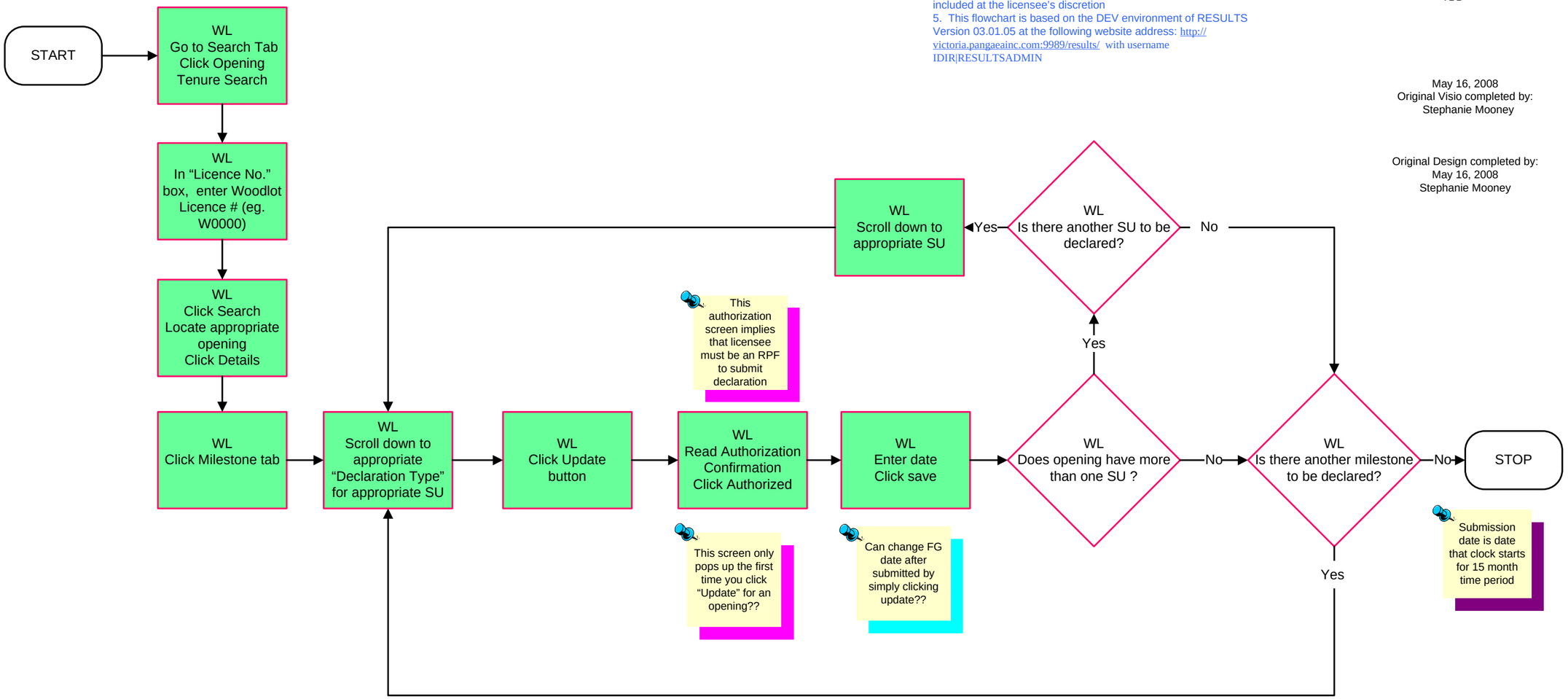
Comments:
1. Declarations can only be made if information exists under the Forest Cover tab
2. Free Growing Milestone Declaration can only be made if an RPF has declared opening free to grow (RPF can either provide licensee with paper copy or make declaration in RESULTS on licensee's behalf
3. If licensee makes declaration, must retain paper copy of RPF declaration.
4. Only required fields are shown; other information can be included at the licensee's discretion
5. This flowchart is based on the DEV environment of RESULTS Version 03.01.05 at the following website address: http://victoria.pangaeainc.com:9989/results/ with username IDIR|RESULTSADMIN

UPDATES
(**bold** indicates who did Visio update)

May 2008
Original Re-Design Team Members
TBD

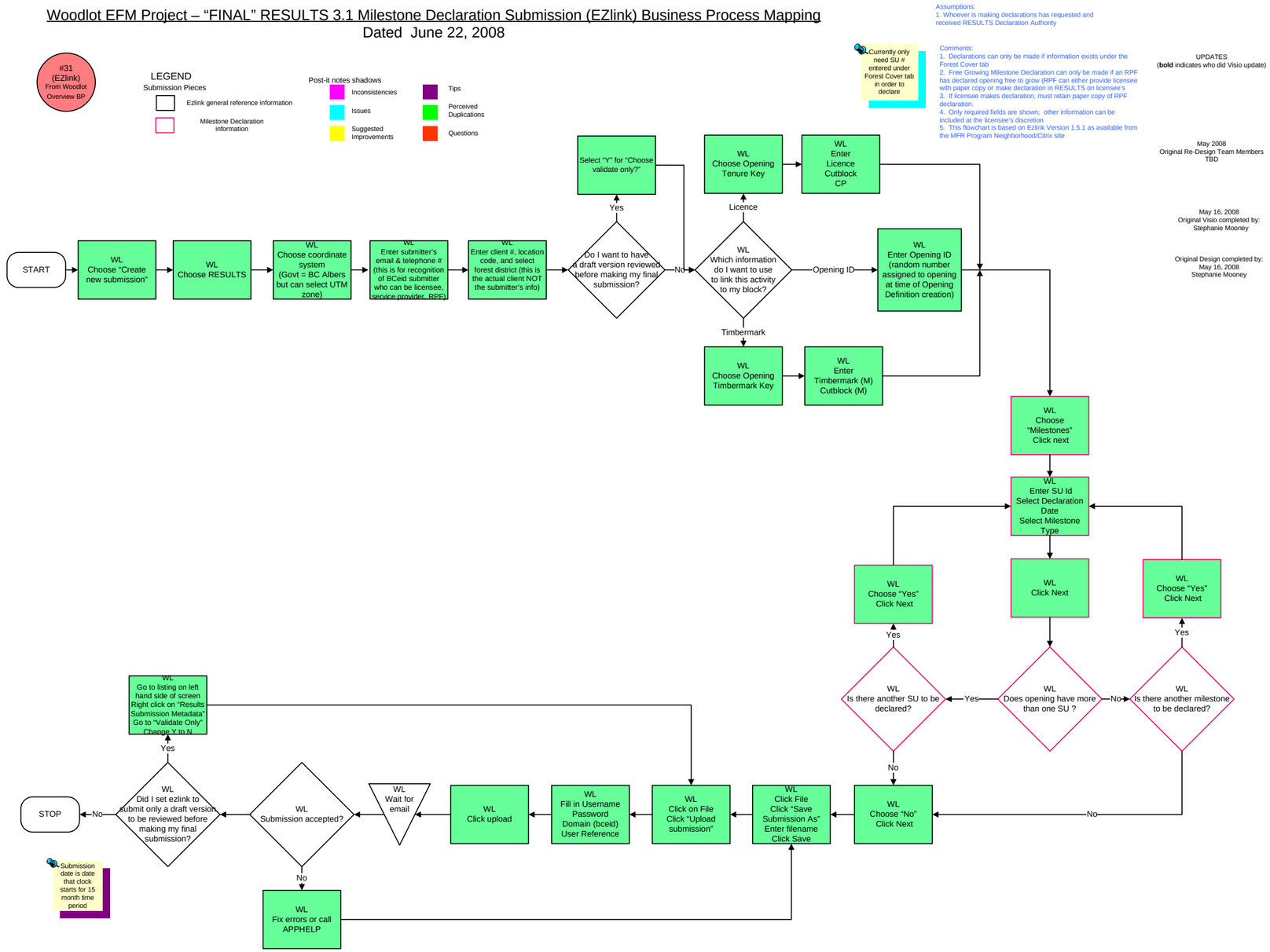
May 16, 2008
Original Visio completed by:
Stephanie Mooney

Original Design completed by:
May 16, 2008
Stephanie Mooney



2.15. RESULTS – Milestone Declaration (free growing, regen or other) using eziLink BPM

Woodlot EFM Project – "FINAL" RESULTS 3.1 Milestone Declaration Submission (EZlink) Business Process Mapping
Dated June 22, 2008



2.16. WASTE – Online BPM

Woodlot EFM Project – "FINAL" WASTE Waste "Annual Plan" & "Survey" Submission (Online) Business Process Mapping

Dated June 22, 2008

#21 (Online) From Woodlot Overview BP

LEGEND

Submission Pieces: Annual Plan Submission; Waste Survey Submission

Post-it notes shadows: Inconsistencies; Issues; Suggested Improvements; Tips; Perceived Duplications; Questions

Assumptions:

Comments:
1. Only minimal submission requirements shown – anything more is district specific
2. This flowchart is based on the TEST environment of WASTE Version 01.12.06 on the TURQUE server at the following website address: http://testapps30.for.gov.bc.ca/waste/index/Action.do with username IDIR/SJMOKINEY for organization 00012797 – Ministry of Forests

UPDATES
(**bold** indicates who did Visio update)

April 2008
Original Re-Design Team Members
TBD

May 12 & April 19, 2008
Original Visio completed by:
Stephanie Mooney

Original Design completed by:
May 5-6, 12, June 11-12, 2008
Stephanie Mooney

April 15, 2008
Coleen MacLean Marlow
Stephanie Mooney
Susan Prosser
Dave Haley (half)

NOTE: WASTE Annual Plan not represented on Woodlot Overview BP map

START

Annual Plan (AP) Start

WL Click Annual Plan Tab Click "Create Annual Plan" (screen 501)

WL Enter Year Select District

WL Do I know my client #?

No

WL Click 3 dots next to Licensee Client # Enter last name Click Search

WL Review list & find name associated with your woodlot Click Select

Yes

WL Enter Licensee Client # (autopopulates if did search)

Appears as though client location cannot be changed from 00 despite some woodlot licensees having several client #s and 00 might not be the client # associated with woodlot licence

WL Click Create Plan ("Save successful" message should appear)

AP Shell End

OPTIONAL WL Record Annual Plan ID #

Finding WASTE application is an issue since it's called "Production" on Waste website

AP Reporting Unit (RU) Start

What kind of waste sampling is planned?

Aggregate

WL Page down to Aggregate Option

WL Enter proposed dispersed (CV%) Enter proposed accumulated (CV%)

WL Click Save

Ocular Estimate

WL Page down to Ocular Estimate Option

WL Click Create New (ie. Reporting Unit)

OPTIONAL WL Record Reporting Unit ID# from Screen 501

AP RU shell End

Why does it only come up as a warning instead of saying no – you can't have more than one cutblock to create new plan (apparently can add new blocks later??)
ANSWER: If want more than 1 block under 1 reporting unit, should choose aggregate

Cutblock

WL Page down to Cut Block Option

WL Enter proposed dispersed (CV%) Enter proposed accumulated (CV%)

WL Click Save

Survey reporting process & requirements appear to be the same no matter which "Option" is chosen?? If only certain types of assessment methods are applicable for each option, then only those methods should be available to select on Screen 102

What's definition of net area?
Why can't this come from FTA or RESULTS?
ANSWER: Net area = gross area – roads
Normally provided from but FTA is plan and areas may not be the same. WASTE requires info sooner than RESULTS

AP RU details Start

WL Page up or down to type of waste sampling planned Click Details

WL Enter Licence # Block Timbermark Net Area

WL Click Save (should indicate "save successful")

Don't use submit button on block screen 101

Training powerpoint presentation different than reality – no "Save New" button available

Yes

WL Do I plan to conduct a waste survey on more than one block this year?

No

WL Click Back

WL Page up to top of Screen 501 Click Submit

WL Click 1st checkbox Select Role = unlicensed surveyor (most probable)

WL Scroll to bottom of page Click Submit

AP submission (Screen 303)

Is my woodlot within the Coast Region?

No

Plan gets approved (Status changes from Draft to Approved)

AP RU details end

WL Submitting waste survey info now or later?

Later

Survey Submission Start

WL Go to Annual Plan Tab

WL Do I know Annual Plan ID #?

Yes

WL "Annual Plan Details" Enter "Annual Plan ID #" Click Go

WL Scroll down to type of sampling option chosen in annual plan (usually ocular)

WL Click details

WL Go to appropriate block Click details

OPTIONAL WL Record or print screen to have copy of Annual Plan ID & Reporting Unit ID

Annual Plan should be done in accordance with Waste Manual (ie. before submitting survey info)

Now

Conflicting advice - user's guide indicates approval required on Coast but in reality approval automatic by system

WL Wait for Approval by MFR regional staff

Yes

No

WL Click Details for appropriate plan

WL Click on Annual Plan Search Enter Year From Enter Year To Click Search

Start Survey Block Details (Screen 102)

What's difference between "year logged to" and "primary logging complete date"?

Why not have "primary logging complete date" auto-fill "year logged to" field?

WL Enter Year logged from Year logged to Primary logging complete date

WL Enter Survey date Return number Waste survey licence #

(eg. 1, 2, etc) WACO/WASI/WANI

WL Select Mature or Immature

Coast

WL Where is woodlot located?

Interior

WL Select Zone type and Select Condition

WL Complete section (Primary Mark, etc) Click Save

Yes

WL Multiple marks or amalgamated blocks?

No

WL Did I have waste that would be categorized as dispersed waste?

No

Yes

WL Did I have waste that would be categorized as accumulated waste?

No

Yes

WL Go to Dispersed section

WL Go to Accumulation section

WL Did I have standing trees left on block that were suppose to be harvested but were not?

Yes

WL Have I entered accumulated waste?

No

Yes

WL Do I have another category of waste to enter?

No

Yes

WL Select assessment method Enter net area Click Save

WL Click Save Click Details

WL Select Species Kind Waste class Grade

Start Survey Waste Details (Screen 205)

WL Type of assessment method?

% estimate

WL Enter % Estimate

WL Click Save

WL Another species of waste to be recorded?

Yes

No

End Survey Waste Details (Screen 205)

WL Click Back

WL Click Back button on screen 102 to return to screen 101

End Survey Block Details (Screen 102)

WL Click submit

WL Any error messages?

Yes

No

WL Click 1st checkbox Select Role Enter Comments (if necessary/desired)

WL Was Plot assessment method used?

Yes

WL Attach waste survey map

No

WL Click submit

WL Receive email acknowledgement of submission

Survey Submission End

STOP

100% Scale

WL Enter Length, Top & Select End Enter Butt & Select End

OPTIONAL WL Enter Deductions Length, Top, Butt Select Decay Type & Comm Code

Why does waste plan submitted within 1 month of expiry of previous plan? -- workload with amending plan if block not logged??

What's purpose of plan?

Options:

1. Clarify use of ocular estimate
2. Estimate base level of wast & bill accordingly

No direct link from help screens to training manual --- welcome screen application link takes you to waste homepage and can then click on Training Manual

WASTE PLAN – requires null report – why?? Why not cross reference with FTA & CIMS (NOC) to determine if monitoring is required??

Use annual Plan ID for Woodlot Don't require reporting unit for each cutblock
Map - same process as RESULTS for copy map as a short term solution

Start Survey Waste Details (Screen 205)

WL Was "Plot" the assessment method?

No

Yes

WL Click Save Click Details

WL Select Species Kind Waste class Grade

"kind" are these letters defined anywhere? = user's manual. Why not include as part of drop down box??

"species" are given as codes only – these codes differ from species codes in RESULTS. Why not include species names as part of drop down box??

WL Was assessment method ocular estimate?

Yes

WL Enter either: Estimate (m3/ha) or Estimate volume (m3)

Estimate or estimate volume does not appear to be mandatory but is – why no * = one or the other is mandatory

WL Click save

WL Another species of waste to be recorded?

No

Yes

WL Was Plot assessment method used?

No

WL Click Back (to Screen 102)

WL Is there another plot to be entered?

No

Yes

WL Enter Plot Size Click Save Click Details

Plot size is shown as mandatory even if haven't selected "Plot" as assessment method

WL Enter Plot and Measure Factor (Screen 204)

WL Select borderline

plot

WL Type of assessment method?

% estimate

WL Enter Total Estimated Volume Click Save

WL Enter % Estimate

100% Scale

WL Enter Length, Top & Select End Enter Butt & Select End

OPTIONAL WL Enter Deductions Length, Top, Butt Select Decay Type & Comm Code

Easy link to definitions of waste types would be useful

Assume "area" to be entered here is actual estimated area of waste only

Select Waste type Harvest method Assessment method Waste level Enter Area

There are different types of waste under each waste category and there could be more than one category and/or type of waste associated with a block

Cold deck is different as it needs to be submitted separately and benchmarks do not apply

WL Do I have another waste type to enter?

End Survey Waste Details (Screen 205)

3. Inventory of e-FM Concerns

The inventory of e-FM concerns was separated into three groups.

- Issues,
- Inconsistencies, and
- Perceived Duplication.

3.1. Issues

A total of 54 issues were documented. The majority of the issues can be grouped into 4 themes:

1. Confusion – lack of, or conflicting, direction/guidance/definitions,
2. Data Clean Up – incorrect or missing data in system,
3. Data Entry Problem – systems do not reflect woodlot business rules thus preventing or misconstruing data entry, and
4. Non-Audience Focused Systems – lack of communication leading to misunderstanding of system requirements, systems that require industrial software tools to use, systems that are not focused on client needs, and/or systems that are technically beyond many clients.

A full list of identified issues is found on the following pages.

Theme: CONF = Confusion, DCU = Data Clean Up, DEP = Data Entry Problem, NAFS = Non-Audience-Focused Systems
Priority: 1 = top priority, 2 = next priority, etc
System/Business: EFM = possibly relates to all MFR applications; RTEB = Resource Tenures & Engineering Branch; FPB = Forest Practices Branch

#	Priority	Theme	Issue/Question	System/ Business
1		CONF	Avg vol/tree marked as mandatory in ECAS but all boxes are actually mandatory??	ECAS
2		CONF	Term discrepancies in ECAS - different terms all meaning the same thing?? = allocated, apportioned, amortized	ECAS
3		CONF	Despite ECAS manual and screen indicating search requires timbermark AND effective date, can actually search by timbermark only -- so why indicate otherwise?	ECAS
4		CONF	Different definitions in each application for what appears to be the same field (eg. SP exempt, Gross Area, Mature, etc)	EFM
5		CONF	Pine shown as Pli in RESULTS vs LO in Revenue systems (ECAS & WASTE)	EFM
6		CONF	Not knowing how/where to apply for a BCeid	EFM
7		CONF	"Submit" has different meanings depending on which application or which screen one is in -- confusing as to when is it the final submission vs one where changes can be made??	EFM
8		CONF	Changes to systems and legislation/regulations are too frequent --- just figure out what to do and changed again	EFM/Business
9		CONF	If external WTPs are included as part of opening definition's gross area in RESULTS, then the block hectares are greater than those in FTA which causes an error message during MFRs block retirement process (see example pages)	RESULTS
10		CONF	What if WTPs were not included as part of opening definition but are then included as part of Forest Cover?	RESULTS
11		CONF	What happens if go back into block for bugs after indicating block completion date on previous annual report?	RESULTS
12		CONF	Too much information collected by RESULTS for woodlots - should be limited to key data of spatial map where harvesting occurred, date harvesting began, and free growing date including forest cover	RESULTS
13		CONF	What's required if spur roads within clearance area of existing road permit connecting main road permit road to on-block roads?	RTEB
14		CONF	Inconsistency across districts with respect to skid trails that are main access to blocks - some require road permit submission or include trails as part of cutting permit submission while others may require nothing	RTEB
15		CONF	What are the reporting requirements for Wildlife Tree Patches - internal vs external and if assigned to block vs entire woodlot?	RTEB/FPB
16		CONF	Confusion over annual reports vs annual reporting requirements	RTEB/FPB
17		DCU	Blocks incorrectly positioned on base maps	FTA
18		DCU	Not all associated files (private timber mark and/or road permit) are showin up in "Associated-Use table" under "Associated file ID" with Woodlot # under Forest File Id	FTA
19		DCU	Many management unit and quota types are still incorrect in FTA	FTA
20		DCU	Blocks or openings not in FTA and/or RESULTS	FTA/RESULTS
21		DCU	Legacy data in LRDW - old cutblocks incorrect & no official provincial map for private lands	LRDW/FTA

Theme: CONF = Confusion, DCU = Data Clean Up, DEP = Data Entry Problem, NAFS = Non-Audience-Focused Systems
Priority: 1 = top priority, 2 = next priority, etc
System/Business: EFM = possibly relates to all MFR applications; RTEB = Resource Tenures & Engineering Branch; FPB = Forest Practices Branch

#	Priority	Theme	Issue/Question	System/ Business
22		DCU	Data clean up contracts not being fully completed (ie. not all spatial data being entered) = concern for future free growing submission 15 years from now when licensee's spatial file could be in wrong format or lost = more cost to licensee	RESULTS
23		DCU	FTA data clean up often did not include spatial so no spatial available for uploading to RESULTS (ie. "Include Exhibit A spatial" checkbox won't work)	RESULTS
24		DCU	Much more resourcing needed to both clean up RESULTS backlog and add missing info and ensure new data is clean	RESULTS
25		DCU	Data entry errors in RESULTS	RESULTS
26		DEP	CIMS is not available on any website - so even if licensees wanted to use electronic notice of commencement, they can't find the application	CIMS
27		DEP	FRBC codes (and other old funding sources) are unavailable to those doing RESULTS data clean up - even though appear in drop down list	RESULTS
28		DEP	"No regen obligation" option is confusing as woodlots don't have regen obligations but this option is actually for intermediate cuttings or commercial thinning	RESULTS
29		DEP	Why are silviculture system, variant and/or cutphase all required?	RESULTS
30		DEP	In ezlink, prime licence is mandatory but very unclear as to where you enter it	RESULTS
31		DEP	Schedule A - Indian Reserve – unable to report in RESULTS since not in FTA – cutting authority issued by feds as timber permit not a cutting permit in our system	RESULTS
32		DEP	Spatial only submissions can blow away some existing data in RESULTS = caution -- know the right way to submit spatial only submissions	RESULTS
33		DEP	Stocking standards regime id unchangeable - unable to correct if select the wrong one by mistake?	RESULTS
34		DEP	Getting woodlot stocking standards ids into RESULTS - who's responsible?	RESULTS
35		DEP	Partially harvesting of blocks over several years does not fit in RESULTS (disturbance hectares keep doubling) - suggest RELOG code for those who want to track their activities annually rather than just at block completion	RESULTS
36		DEP	How to deal with Sect 22.01 sites planted & reported before FTA & RESULTS submissions?	RESULTS
37		DEP	Reserve – what codes should be used for single tree or clearcut with reserves where leaving all of the fir?	RESULTS
38		DEP	Hectares – what to use for non-completed single tree or salvage or group selection??	RESULTS
39		DEP	Free Growing – what kind of survey data needs to be submitted?	RESULTS
40		DEP	Planting areas that are not obligations – do they need to be reported?	RESULTS
41		DEP	If so, how to report areas planted that are not associated with a particular block?	RESULTS

Theme: CONF = Confusion, DCU = Data Clean Up, DEP = Data Entry Problem, NAFS = Non-Audience-Focused Systems
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#	Priority	Theme	Issue/Question	System/ Business
42		DEP	Amalgamations - issue with areas = NAR can be changed but Exhibit A and Forest Cover areas not changeable; - issue with approval time for stocking standard amendments	RESULTS
43		DEP	Previous stand info requirement for old blocks	RESULTS
44		DEP	Free Growing survey can only be submitted once early free growing date is reached even if only doing a light selection cut where survey done immediately after harvest	RESULTS
45		NAFS	Apparent lack of communication or communication not reaching affected audiences around major changes to systems/applications before changes occur (eg. timbermark designate, previous stand type, etc)	EFM
46		NAFS	BCeid expires every 2 years – why?	EFM
47		NAFS	Salvage type options in ESF cutting permit submission not appropriate for woodlots - woodlot option required	ESF-FTA
48		NAFS	If type link for Woodlot RESULTS guide into Internet Explorer, guide won't come up; however, if send link in email and click on link, then guide is available	RESULTS
49		NAFS	One report of RESULTS access deactivation without notification if haven't used it in awhile = is this true??	RESULTS
50		NAFS	Frustration with lack of knowledge and understanding of RESULTS requirements	RESULTS
51		NAFS	Private timber marks not tied to Woodlot Licence in RESULTS	RESULTS
52		NAFS	RESULTS not working properly with different internet browsers	RESULTS
53		NAFS	RESULTS online data entry screens very unfriendly -- "add" button needs to be hit before entering data but is at bottom of screen	RESULTS
54		NAFS	Access to waste system not easily recognizable	WASTE

3.2. Inconsistencies

Inconsistencies cause client frustration with e-FM systems. Three main sources of inconsistencies were identified:

1. The e-FM systems were designed using FSP client business rules, and are inherently inconsistent with woodlot regulatory regime and reporting requirements.
2. The legislative, regulative, and personnel changes experienced over the past 13 years.
3. The disconnects and discrepancies between and amongst MFR Business Areas, Regions and Districts.

At least 52 inconsistencies were identified covering legislation (Forest Act, FPC, FRPA), regulations (WLFMR, WLPPR), documents and definitions. The complete list of inconsistencies found during the project is listed below.

1	FA Sect 46 (2 b iv, c iii D), (3 d) All reference FRPA – what about those under CODE??
2	FA Sect 45 d iv & v A to F Why are these sections still there? Duplicating FDP and/or WLP or other legislation??
3	FA Sect 83 Timbermark good for 5 years but permit only for 4? What about postponement?
4	FA Sect 136 Person who harvests timber or buys, sells timber or products or operates timber processing facility must keep accurate records & must report in writing under Sect 1.2 (including costs)
5	FA Sect 45 e CPs Within limits provided in woodlot licence and subject to this Act and the FRPA . . . ---what about those under Code??
6	FPC Sect 65 Need consent to connect to FSR – RP deals with this; however, CP does not so any roads constructed under CP instead of RP need to apply for this separately
7	FPC Sect 22.01 vs CP Sect 5.00 Access trail “approval” vs CP (on block roads only) = RP
8	FPC Sect 58 Under FPC can authorize road construction either under Road Permit or Cutting Permit --- how to decide which?? Inconsistencies between offices. New Cutting Permit limits roads to on-block.
9	FPC Sect 54 If road construction/use is authorized under CP – what happens when CP expires?? Does licensee then have to apply for RP to use when transporting from another CP??
10	FPC Sect 54 If authorizing road construction under CP – is road volume part of cruise?? How do we know – issue for take or pay??

11	FRPA Sect 15(2) Lieutenant Governor may make regulations respecting surveys, records, & reports. Does this regulation exist?? Why not??
12	FRPA Sect 162 Lieutenant Governor may make regulations to give notice when obligations complete under operational plan or FRPA --- Has this been created? Why is it in CP template??
13	FRPA Sect 142 Lieutenant Governor may make regulations respecting – furnishing of info for FA - furnishing this info at specified times & format; including electronic may prescribe forms for FRPA – Where is this regulation?
14	FRPA Sect 29 (3) How do we know what NAR is? – relate to WLPPR Sect 33 Pre-harvest mapping? If not done, then what?
15	FRPA Sect 52(1a&b) & 52.1(1) Sect 52 requires authorization. Can require review & comment for 52(1b) – silv stand tending, forest health, etc.
16	FRPA Sect 107 “may submit to the dm a written declaration” vs RESULTS electronic declaration submission – 15 months start clock??
17	FRPA WLPPR Sect 18(3) How do you determine if both tests are met?
18	FRPA WLPPR Sect 52 Wildlife tree retention – how do we know if wildlife tree retention % is being met?
19	FRPA WLPPR If have alternative performance requirements – where are these stored? 100 Mile CI Project for FSPs
20	FRPA WLPPR Sect 35 Stocking standards are in WLP or FDP Stocking Stds Guide. How do we know which & how do we ensure RESULTS data entry is consistent?
21	FRPA WLPPR Sect 34 FG Exemption – conflicts with RESULTS requirements to report everything – why report areas with no obligations? Woodlot Guide to Results = not required for salvage
22	FRPA WLPPR Sect 33 Pre-harvest mapping – seems like this is opening definition in RESULTS --- conflicts with Woodlot Guide to Results that says opening definition not required until block complete.
23	FRPA WLPPR Sect 34 FG obligations everywhere unless exempted --- again how do you know what’s NAR??
24	FRPA WLPPR Sect 25 & 29

	How do we (C&E) know how much total area of cutblock or woodlot is PAS if don't submit RP application or ABR? How do you know where roads are to check if revegetated?
25	FRPA WLPPR Sect 21 WLP amdt voluntary – no approval = no copy to MFR or does Sect 20 of FRPA take over?
26	FRPA WLPPR Sect 68(1) How do you authorize road construction under woodlot licence only?
27	FRPA WLPPR Sect 39 RRZ harvesting can occur without approval – what constitutes "material adverse impact"??
28	FRPA WLPPR No equivalent in WLPPR to Sect 70.1 of FPPR = authorization required to construct, maintain, deactivate road?? Why??
29	FRPA Sect 112 Power to impose conditions --- can use for FRPA FG exemption
30	FRPA Sect 16 What is the "prescribed subject matter" referenced in Sect 16 (WLP approval)??
31	FRPA Sect 108 Fund extra expense or waive obligation --- does this mean those woodlots who lost "plantations" in 2003 fires get funding?
32	FRPA Sect 25 Sanitation exemption "from specified provisions" of Act, regs, standards --- which ones. Only minister or has this been delegated?
33	WL Sect 1.03 (replacement only) "or as otherwise authorized under the forestry legislation" --- assume to deal with Sect 70 WLPPR; however, inconsistent with Sect 1.05 plus different than new licence.
34	WL Sect 8.03 CP application requirement – no reference to e-submissions so leaves it open to paper??
35	WL Sect 18.10 & 19.02 Why does "forestry legislation" not include *Forester's Act*? What about other legislation like Land Act, Species at Risk, Wildfire Act, etc??
36	WL Sect 19.02 Special use permits – under FA & FPC --- no longer needed if FRPA?? What if gravel pit not within road right of way??
37	WL Sect 5.02 h ii (replacement only) This commitment's clause does not exist in new licence --- is this because of new application package = $ only??
38	WL Sect 8.04 Areas on map must be consistent with WLP or FDP --- blocks not shown on WLP???

39	WL Sect 19.02 (replacement only) District manager & regional manager (a) appointed under Ministry of Forests and Range Act --- missing but in new licence
40	WL Schedule A Assume supposed to choose one of 3??
41	WL Sect 8.00 Apply for CP to harvest one or more "proximate areas … identified in a WLP" --- what's "proximate"? Is this supposed to be cutblocks or just areas of modified harvest??
42	WL Sect 8.05 c (new licence only) References Part 3.00 which doesn't make sense --- replacement licence references Part 2.00??
43	WL Sect 8.02 Should reference to 8.00 actually be 7.00 since dealing with cruise & appraisal data??
44	WL Sect 17.00 Notice --- no mention of email or e-submission notices?? --- road permit has wording
45	WL Sect 19.02 (new licence only) "remove" & "Regional Manager"order needs to be swapped (so stays alphabetical) --- replacement licence
46	CP – Pre – Exhibit A Only referencing FDP when could have same with WLPs
47	CP – Post – Exhibit A Referencing areas/blocks to be identified on FDP & WLP but not blocks in WLP
48	CP Sect 7.04 - inconsistent Pre – notify when all harvest related obligations completed Post – notify when primary logging complete and again when removal complete
49	CP - Notice of commencement Post CP = optional clause Sect 7.00 (b) Pre Cp = nothing – unless put under Sched A CODE = nothing FRPA = NOC required -- Sect 74 WLPPR
50	RESULTS Guidebook (p. 3 & 4) Opening definition to be submitted "following harvest completion or by annual report deadline" --- which annual report (year CP issued, year of 1st harvest, year of harvest completion)
51	Do licensees have free access to legislation? Why not??
52	Huge disconnect between what branch believes is happening vs what's actually happening at districts/regions (eg. CIMS, SCS, FTA, RESULTS)

3.3. Perceived Duplication

Apparent duplication in data entries was a key reason for the initiation of the e-FM Project. Examples of perceived duplication include:

- The requirement for spatial submissions showing Planned Net Area and Planned Gross Area in FTA and RESULTS.
- The requirement for previous stand type in RESULTS, rather than obtaining this information from inventory records.
- The requirement for a disturbance start and end date in RESULTS versus a Notice of Commencement date in CIMS versus approval and completion dates in FTA.

The project identified 16 perceived duplications, which are listed below.

1	Planned Net Area & Planned Gross Area = FTA, RESULTS, spatial submissions
2	RP application – why is mgmt unit type (eg. F = woodlot) needed?
3	Application description seems same as location (1st is mandatory vs 2nd is optional)
4	Location Desc not in manual INO/BCTS guide to RP submission vers 2.5
5	Road width has defined width - is same/similar info collected in RESULTS? - Will this create an interpretation issue vis a vis % of PAS? - Can it be used to sum % of PAS automatically?
6	RESULTS – previous stand type had it been previously provided with management plan?
7	Why is BGC info mandatory instead of optional? Why not link to BEC vis SS id? Also in WLP? Standards under S 22.01 of WLFMR apply to many BECs so this will not work.
8	Disturbance start & end date vs NOC date vs Approval date ---- source of confusion/duplication (FTA, RESULTS, ECAS, CIMS)
9	Disturbance complete vs notification of completion harvest & logs moved = WASTE – primary logging complete, RESULTS – update FTA to LC – is this for deletion process?, NOCompletion (CIMS?), CP
10	Getting access to various systems requires same info (xref to approach to LRDW base) ----BCEid = 1. access to all systems or 2. access to a WL bundle (eg. BCeid & client # = access to all MFR)
11	Salvage – FTA & ECAS & licensee vs MFR ideas
12	RESERVE = RESULTS & ??
13	WASTE – mature & immature different than RESULTS definition & FTA previous stand type
14	Return Number – is this same in WASTE and HBS or totally separate??
15	Harvest Method – ECAS, RESULTS, FTA?
16	Deciduous Volume – ECAS, FTA

4. Recommendations

In total, 127 recommendations were initially drafted to address the issues, inconsistencies, duplications, and other findings. These original recommendations were refined and consolidated to the current 75 recommendations. The General Report provided a listing of only the 18 highest priority recommendations. These recommendations are repeated, as listed in Appendix C of the General Report, and labeled as Sections 1 to 4 on the following pages.

Sections 5 to 13 are categorized by "System". With the exception of the first recommendation, labeled "S 1" or "Plan to Move Forward", all 74 other recommendations appear under one of these sections found on the following pages.

Please note that the **Recom. Number** column in the tables below identifies the number assigned to each of the original 127 recommendations. These recommendation numbers are to enable cross referencing with the original list that was circulated to the Review Panel for prioritization before the consolidation to the final 75.

1. Plan to Move Forward

Recom. Number	Priority	Term	Theme	Recommendation Definition of acronyms and abbreviations **Theme:** AFS = Audience-Focused Systems (I = improvement to existing; P = personal contact; R = recognition of tenure/other fields; T = tools) DCU = Data Clean Up, ERDR = Extensive Review of Data Requirements, AFT = Audience-Focused Training FTP = Full-Time Position, PPA = Policy Practices Audit **Priority:** S = Short, M = Medium, L = Long, 1 = top priority, 2 = next priority, etc **Term:** O = Ongoing, S = Short Term, M = Medium Term, L = Long Term, more than one letter = applies across terms **Status:** P = Planned, I = In Progress, D = Done, NP = Not Currently Planned	Status/Date	Contact Person	Comments
1, 5, 42, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 62, 65, 66, 67, 95, 96, 97, 114, 115, 116, 120, 122, 124	**S 1**	O-S	ERDR, AFS, AFS-I, AFS-T, ERDR, DCU	A cross-functional team (CF Team) should be formed to complete the review of e-FM data requirements begun by the Woodlot e-FM Strategic Plan project (WeSP). **Team Composition:** • Representatives of the Branches responsible for the business rules and systems that define the current scope of e-FM. • Two Woodlot Federation representatives. • Two MFR District representatives. • One MFR Regional representative. Dedicated time for individuals to participate on CF Team will need to be endorsed and possibly directed/assigned by the Operations Leadership Team (OLT). **Terms of Reference and Tasks** The CF Team will: 1. Build on the work completed by the Woodlot e-FM Strategic Plan project (WeSP). Materials prepared by the WeSP project will inform and guide the deliberations of the CF team. 2. Obtain clarification regarding Chief Forester's expectations with respect to Woodlots and e-FM, especially RESULTS. 3. Assess what e-Submissions are reasonable to require from a small business operating on an area based tenure under each business area (tenures, silviculture, revenue, etc), and will validate their assessment with strong reasons. 4. Review and prioritize action on the opportunities for improvement identified on the business process flowcharts prepared by WeSP. The objective is to increase the clarity and utility of the e-FM system for end users. 5. Review and prioritize action on the data issues and inconsistencies list from WeSP. The objectives are to ensure that the data definitions for each e-FM data field are clear and unique, and to communicate these clear definitions to end users.			

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	S 1 (cont.)			6. Review the list of perceived duplications in the e-FM system developed by WeSP. In the case of real duplication, CF Team will either a) provide a rationale as to why the information requires input into more than one location/application, b) recommend the removal of the duplicate entry fields, or c) recommend that systems be modified to copy the information item from point of entry to duplicate locations. In the case of a perceived duplication, CF Team will change the data definition and/or screen label and/or field name to eliminate perception of duplication. 7. Oversee the production of comprehensive, audience focused guides to the e-FM system for Woodlot Licences and MFR. 8. Monitor the work and findings of the North East Pilot Project, which is currently examining aspects of electronic reporting of information. 9. Communicate implementation progress reports to the JWG and the Woodlot e-FM group. 10. Communicate the WeSP and CF Team recommendations approved/endorsed by OLT to the broad Woodlot e-FM group. **General Principles** 1. All system and business process changes should be evaluated for feasibility and return on investment. 2. Woodlots and their distinctive legislation and regulations must be recognized and considered at the planning stages of business/system changes. 3. Planned new or modified legislation, regulations and policies should be reviewed using business process mapping to assess the impacts to Woodlots prior to enactment. 4. New e-FM functions should be added to existing systems/applications rather than creating a new systems/applications. 5. MFR woodlot staff and Woodlot licensees should be directly contacted prior to implementing major changes to inform them of the changes. 6. Training and/or information sessions must be held when significant changes are made to any application.			

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	S 1 (cont.)			7. Maintenance and updating of guidance material must be completed as part of the change rollout procedure. 8. Old and outdated guidance material and data on web sites should be removed, and, where appropriate, replaced by correct information. The outdated information should be archived so it is available if required, but is not mistakable for current information.			

2. High Priority Short Term Recommendations

Short Term Recommendations with priority 2 through 10 are listed below. These recommendations are repeated in context in later sections.

Recom. Number	Priority	Term	Theme	Recommendation Definition of acronyms and abbreviations **Theme:** AFS = Audience-Focused Systems (I = improvement to existing; P = personal contact; R = recognition of tenure/other fields; T = tools) DCU = Data Clean Up, ERDR = Extensive Review of Data Requirements, AFT = Audience-Focused Training FTP = Full-Time Position, PPA = Policy Practices Audit **Priority:** S = Short, M = Medium, L = Long, 1 = top priority, 2 = next priority, etc **Term:** O = Ongoing, S = Short Term, M = Medium Term, L = Long Term, more than one letter = applies across terms **Status:** P = Planned, I = In Progress, D = Done, NP = Not Currently Planned	Status/Date	Contact Person	Comments
17	**S 2**	S	AFS-P	Due to the many differences in e-FM requirements for Woodlots, attributable to the unique Woodlot legislation/regulations, a Woodlot specific e-FM expert should be available as the first point of contact when Woodlot Licensees require assistance.			
34	**S 3**	S	AFT	A series of demos, workshops, mini-training sessions should be held at the next Woodlot Federation Annual General Meeting in October 2008 covering BCeid, MFR applications registration, RESULTS, Mapview, EZlink and other software.			
24, 25	**S 4**	S	AFS-T	Software tools for data capture and upload to e-FM system should be evaluated, including: 1. Purchase of a group EZlink licence, or other software, administered in a similar way to the IFS Appraisal software currently widely used by Woodlot Licensees. 2. If Option 1 is favoured, negotiating specific modifications to EZlink to reflect unique regulatory and reporting environment of Woodlots.			

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	S 4 (cont.)			3. Development of a new desktop application that records required information for each opening and creates a submittable XML/GML as required. 4. Creating a woodlot specific web portal hosted by Woodlot Federation to facilitate licensee data entry online. 5. Other alternative solution. After an option is selected, a pilot test project of the selected tool option should be undertaken.			
31	**S 5**	S	AFS-T	An audience-specific and business oriented web portal should be created where Woodlot Licensees and MFR staff can efficiently access all e-FM applications, guides, flowcharts, data protocols and schemas, with links to a woodlot specific FAQ and an ESF contact list. Hosting could be by the MFR or by the Woodlot Federation.			
35	**S 6**	S	AFT	Training in specific e-FM applications should be mandatory for MFR staff, depending on job description/responsibilities.			
45, 46, 47	**S 7**	S	DCU	In order to avoid RESULTS submission issues faced in spring 2008, MFR obligations to input previous years' annual report data must be met. Data types entered must include i) spatial data for opening definition, ii) stocking standards, and iii) forest cover. First priority should be on spatial data, as District staff or Licensees can update attribute info online, if necessary This necessary activity may require full time auxiliaries in larger districts.			
64	**S 8**	S	FTP	At least one full time temporary assignment or auxiliary position is required to lead the CF Team in the implementation of the WeSP strategic plan and recommendations. Tasks will include: • planning and conducting meetings, • developing implementation schemes, • monitoring progress, • developing communication strategies, and • tracking and reporting on progress.			
19	**S 9**	S	AFS-R	At a minimum, grant information view and report generation access to all relevant e-FM applications to Woodlot Licensees and to District Staff based on their position. Granting "change" level access preferred wherever possible.			

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Short Term Recommendations with priority 2 through 10 are listed below. These recommendations are repeated in context in later sections.

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63	**S 10**	S	ERDR	System requirements and definitions for Stocking Standards need to be adjusted to match woodlot legislation and regulations. Woodlots operate under either a FDP or a WLP, not an FSP. Woodlots have operated under site plans that differ from FSP site plans since 1998. Woodlots under an FDP are still required to submit a paper SP for approval; those under a WLP submit only a pre-harvest map. Both are required to report stocking standards to RESULTS.			

3. High Priority Medium Term Recommendations

Medium Term Recommendations with priority 1 through 5 are listed below. These recommendations are repeated in context in later sections.

Recom. Number	Priority	Term	Theme	Recommendation Definition of acronyms and abbreviations **Theme:** AFS = Audience-Focused Systems (I = improvement to existing; P = personal contact; R = recognition of tenure/other fields; T = tools) DCU = Data Clean Up, ERDR = Extensive Review of Data Requirements, AFT = Audience-Focused Training FTP = Full-Time Position, PPA = Policy Practices Audit **Priority:** S = Short, M = Medium, L = Long, 1 = top priority, 2 = next priority, etc **Term:** O = Ongoing, S = Short Term, M = Medium Term, L = Long Term, more than one letter = applies across terms **Status:** P = Planned, I = In Progress, D = Done, NP = Not Currently Planned	Status/Date	Contact Person	Comments
100, 101, 125	**M 1**	M	FTP	Create two cross-program/branch full time positions for e-FM implementation (1 for woodlots and 1 for others). These positions should be derived from current short term positions. Function of staff in positions is to • keep fully informed of the strategic direction of e-FM and of planned and current modifications to systems, • serve as liaisons between programs and systems in order to improve coordination and consistency of e-FM implementation, • take lead role in streamlining of e-FM, • monitor proposed business rule changes and provide feedback on potential consequences, • take lead role in training and communication on e-FM to Licensees and MFR staff, and • maintain and update content of flowcharts, web links, portals and form specific guides as required.			

3. High Priority Medium Term Recommendations

Medium Term Recommendations with priority 1 through 5 are listed below. These recommendations are repeated in context in later sections.

Recom. Number	Priority	Term	Theme	Recommendation Definition of acronyms and abbreviations **Theme:** AFS = Audience-Focused Systems (I = improvement to existing; P = personal contact; R = recognition of tenure/other fields; T = tools) DCU = Data Clean Up, ERDR = Extensive Review of Data Requirements, AFT = Audience-Focused Training FTP = Full-Time Position, PPA = Policy Practices Audit **Priority:** S = Short, M = Medium, L = Long, 1 = top priority, 2 = next priority, etc **Term:** O = Ongoing, S = Short Term, M = Medium Term, L = Long Term, more than one letter = applies across terms **Status:** P = Planned, I = In Progress, D = Done, NP = Not Currently Planned	Status/Date	Contact Person	Comments
	M 1 (cont.)			The woodlot staff person should also serve as a direct contact to licensees as they will be familiar with unique woodlot regulations and e-FM requirements. These positions need to be considered essential liaison positions that are always filled to ensure coordination among business areas/systems - especially changes or new systems.			
89, 93, 94	**M 2**	M	DCU	Review and update base map information (lakes, streams, roads, etc) in each Woodlot Licence using orthophotos or other suitable data sources to identify apparent mapping errors (eg. woodlot boundaries, blocks, openings, NAD shifts, etc). Work in co-operation with affected Licensees to resolve noted differences. The FTA data cleanup could provide initial information on the accuracy of base map information, and on the likely scope of this data cleanup project.			
16, 81	**M 3**	S-M	AFS-I	Improved reporting to facilitate access to information held in RESULTS by target audience is required. Examples include but are not limited to: • for Licensees: simple summary report of all blocks' data (similar to milestone report) • for Woodlot Foresters: report showing which Woodlots have reported activity in a designated year. Similar recommendations were made regarding the CRS system (#69) and the HBS cut control statements (#79, #78, #11).			
60, 73, 74	**M 4**	S-M	AFS-I, ERDR	Following the review work of the CF Team: 1. Revise current standards or develop appropriate standards for licensee submission, focusing on usability of interface, data definitions, and user help facilities. This exercise must maintain a strong focus on the abilities of the clients, who are Woodlot Licensees and MFR District and Regional staff. 2. Review e-FM tutorials, technical specifications, help files, data dictionaries, and user manuals for consistency in terminology and accuracy.			

3. High Priority Medium Term Recommendations

Medium Term Recommendations with priority 1 through 5 are listed below. These recommendations are repeated in context in later sections.

Recom. Number	Priority	Term	Theme	Recommendation Definition of acronyms and abbreviations **Theme:** AFS = Audience-Focused Systems (I = improvement to existing; P = personal contact; R = recognition of tenure/other fields; T = tools) DCU = Data Clean Up, ERDR = Extensive Review of Data Requirements, AFT = Audience-Focused Training FTP = Full-Time Position, PPA = Policy Practices Audit **Priority:** S = Short, M = Medium, L = Long, 1 = top priority, 2 = next priority, etc **Term:** O = Ongoing, S = Short Term, M = Medium Term, L = Long Term, more than one letter = applies across terms **Status:** P = Planned, I = In Progress, D = Done, NP = Not Currently Planned	Status/Date	Contact Person	Comments
99	**M 5**	M	ERDR	Waste reporting for woodlots should be reviewed and adjusted. Possible options include: 1. Eliminate annual plan for waste on woodlots. The system could recognize the woodlot, provide a reporting unit number for each block, and then move to the ocular estimate screen. 2. Examine option of eliminating waste reporting on woodlots due to significant cost of surveys versus dollar return to Crown. 3. If concerns over potential loss of revenue prevent Option 2, examine option of having a licensed scaler do a waste audit and then enter waste volumes into HBS for billing. This would require turning on HBS block level. 4. Set a waste percentage or volume per hectare to be billed to all licensees following harvest in lieu of survey and filing process.			

4. High Priority Long Term Recommendations

Long Term Recommendations with priority 1 through 5 are listed below. These recommendations are repeated in context in later sections.

Recom. Number	Priority	Term	Theme	Recommendation Definition of acronyms and abbreviations **Theme:** AFS = Audience-Focused Systems (I = improvement to existing; P = personal contact; R = recognition of tenure/other fields; T = tools) DCU = Data Clean Up, ERDR = Extensive Review of Data Requirements, AFT = Audience-Focused Training FTP = Full-Time Position, PPA = Policy Practices Audit **Priority:** S = Short, M = Medium, L = Long, 1 = top priority, 2 = next priority, etc **Term:** O = Ongoing, S = Short Term, M = Medium Term, L = Long Term, more than one letter = applies across terms **Status:** P = Planned, I = In Progress, D = Done, NP = Not Currently Planned	Status/Date	Contact Person	Comments
108	**L 1**	S-L	AFS-R, AFS-I	All e-FM systems should recognize the Woodlot Licence tenure and accurately reflect appropriate business rules. The e-FM system must distinguish between FSP administration and WLP administration.			
103, 104, 105	**L 2**	M	AFS-I	General guidelines for e-FM interface design: 1. All MFR e-FM applications should be standardized to have the same look and feel, use the same terminology, provide help in the same way, use similar data entry and save principles, etc. 2. Easier movement between individual e-FM applications should be developed. Each application should contain tabs that move the user to any of the other e-FM applications. 3. Field descriptions and data example pop-ups should be created that appear when the user hovers over a particular field.			
109	**L 3**	L	AFS-T	The overview business map flowchart should be converted to a web interface tool where a click on any process loads process information and/or a process flowchart in the browser.			

5. e-FM - Electronic Forest Management							
Recom. Number	**Priority**	**Term**	**Theme**	**Recommendation** Definition of acronyms and abbreviations **Theme:** AFS = Audience-Focused Systems (I = improvement to existing; P = personal contact; R = recognition of tenure/other fields; T = tools) DCU = Data Clean Up, ERDR = Extensive Review of Data Requirements, AFT = Audience-Focused Training FTP = Full-Time Position, PPA = Policy Practices Audit **Priority:** S = Short, M = Medium, L = Long, 1 = top priority, 2 = next priority, etc **Term:** O = Ongoing, S = Short Term, M = Medium Term, L = Long Term, more than one letter = applies across terms **Status:** P = Planned, I = In Progress, D = Done, NP = Not Currently Planned	**Status/Date**	**Contact Person**	**Comments**
5.1 System/Application Improvement - e-FM							
117		O	AFS-I	Government website addresses should be more stable, especially for e-FM sites. It is counterproductive when users click on a saved link to carry out their e-Business and receive a message that the desired site no longer exists.			
60, 73, 74	**M 4**	S-M	AFS-I, ERDR	Following the review work of the CF Team: 1. Revise current standards or develop appropriate standards for licensee submission interface, focusing on usability of interface, data definitions, and user help facilities. This exercise must maintain a strong focus on the abilities of the clients, who are Woodlot licensees and MFR District and Regional staff. 2. Review e-FM tutorials, technical specifications, help files, data dictionaries, and user manuals for consistency in terminology and accuracy.			
108	**L 1**	S-L	AFS-R, AFS-I	All e-FM systems should recognize the Woodlot Licence tenure and accurately reflect appropriate business rules. The e-FM system must distinguish between FSP administration and WLP administration.			
103, 104, 105	**L 2**	M	AFS-I	General guidelines for e-FM interface design: 1. All MFR e-FM applications should be standardized to have the same look and feel, use the same terminology, provide help in the same way, use similar data entry and save principles, etc. 2. Easier movement between individual e-FM applications should be developed. Each application should contain tabs that move the user to any of the other e-FM applications. 3. Field descriptions and data example pop-ups should be created that appear when the user hovers over a particular field.			
71, 72		M	AFS-I	Investigate streamlining options to reduce the number of spatial e-Submissions required. Is it feasible to submit one more complex map and have the system move the required spatial subsets to the required locations? Potential options include but are not limited to: 1. Bundling of cruise, appraisal, cutting permit, and notice of commencement. 2. Bundling of opening definition, standard units, forest cover, wildlife tree patches.			

5. e-FM - Electronic Forest Management							
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5.1 System/Application Improvement - e-FM							
70		M	AFS-I	Investigate the suitability of the FSP tracking system as a repository for WLP: 1. to facilitate retrieval of results and strategies by tenures, C&E, stewardship, and Licensees. 2. to streamline later data entry by creating uniquely named, approved stocking standards for each woodlot.			
107		L	AFS-R	e-FM systems should meet commercial standards for login and access. A single login with a client number should enable access to all e-FM systems required by a Woodlot, rather than the current model using separate login screens for separate systems.			
113		L	ERDR	Information requirements for applying for or reporting on non-timber forest products should be determined			
5.2 Tools – e-FM							
19	**S 9**	S	AFS-R	At a minimum, grant information view and report generation access to all relevant e-FM applications to Woodlot Licensees and to District Staff based on their position. Granting "change" level access preferred wherever possible.			
20, 27		S	AFS-R	If "change" level access to relevant e-FM applications cannot be automatically granted, then: • quicker processing of access requests is required, • applicants should have the ability to monitor the status of an access request online, and • a single form to request access to all relevant e-FM applications should be created.			
21, 22		S	AFS-R	e-FM Access Management: • Licensees should be able to view who has been granted access to act on their behalf for each e-FM application. • Licensees should be able to remove, or initiate expeditious removal of, any agent who has previously been granted access to their e-FM information.			

5. e-FM - Electronic Forest Management							
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5.2 Tools – e-FM							
24, 25	**S 4**	S	AFS-T	Software tools for data capture and upload to e-FM system should be evaluated, including: 1. Purchase of a group EZlink licence, or other software, administered in a similar way to the IFS Appraisal software currently widely used by Woodlot Licensees. 2. If Option 1 is favoured, negotiating specific modifications to EZlink to reflect unique regulatory and reporting environment of Woodlots. 3. Development of a new desktop application that records required information for each opening and creates a submittable XML/GML as required. 4. Creating a woodlot specific web portal hosted by Woodlot Federation to facilitate licensee data entry online. 5. Other alternative solution. After an option is selected, a pilot test project of the selected tool option should be undertaken.			
26, 28, 29, 30		S	AFS-T	Audience focused guides to the e-FM system need to be created for Woodlot Licences and MFR staff. Guides should include: • Flowcharts / Business Process Maps showing the processing path for each type of e-Submission, • Detailed guides that define required data items and provide examples for each e-Submission data entry form. • Printed forms that guide licensees to assemble and prepare the information required to accomplish their filing task before logging in.			
31	**S 5**	S	AFS-T	An audience-specific and business oriented web portal should be created where Woodlot Licensees and MFR staff can efficiently access all e-FM applications, guides, flowcharts, data protocols and schemas, with links to a woodlot specific FAQ and an ESF contact list. Hosting could be by the MFR or by the Woodlot Federation.			
32		S	AFS-T	Users require the ability to preview, save and print submissions before submitting information to e-FM to facilitate error checking and record keeping.			
109	**L 3**	L	AFS-T	The overview business map flowchart should be converted to a web interface tool where a click on any process loads process information and/or a process flowchart in the browser.			

5. e-FM - Electronic Forest Management							
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5.2 Tools – e-FM							
110		L	AFS-T	Monitor developments in remote sensing technology and in mapping software/freeware to identify technological advances that may facilitate e-Business by reducing costs and complexity and/or by improving the effectiveness of information exchange.			
5.3 Personnel / Resource - e-FM							
18, 119		O-S	AFS-P	Individuals currently listed as e-FM contacts and systems experts at the District, Region and Branch levels need to be well versed in Woodlot regulatory and business environment, be readily available, and keep up to date on system and business changes.			
121		O	AFS-T	Knowledge sharing (community of practice) between District woodlot staff should be encouraged and facilitated by provincial conference calls and one face to face annual meeting.			
35	**S 6**	S	AFT	Training in specific e-FM applications should be mandatory for MFR staff, depending on job description/responsibilities.			
85		S	AFS-P	Assess the services Front Counter BC plans to offer from MFR District offices in scheduled trials.			
64	**S 8**	S	FTP	Short Term: At least one full time temporary assignment or auxiliary position is required to lead the CF Team in the implementation of WeSP the strategic plan and recommendations. Tasks will include: • planning and conducting meetings, • developing implementation schemes, • monitoring progress, • developing communication strategies, and • tracking and reporting on progress.			
17	**S 2**	S	AFS-P	Short Term: Due to the many differences in e-FM requirements for Woodlots, attributable to the unique Woodlot legislation and regulations, a Woodlot specific e-FM expert should be available as the first point of contact when Woodlot licensees require assistance.			

5. e-FM - Electronic Forest Management

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5.3 Personnel / Resource - e-FM							
100, 101, 125	**M 1**	M	FTP	Medium Term: Create two cross-program/branch full time positions for e-FM implementation (1 for woodlots and 1 for others). These positions should be derived from current short term positions. Function of staff in positions is to: • keep fully informed of the strategic direction of e-FM and of planned and current modifications to systems, • serve as liaisons between programs and systems in order to improve coordination and consistency of e-FM implementation, • take lead role in streamlining of e-FM, • monitor proposed business rule changes and provide feedback on potential consequences, • take lead role in training and communication on e-FM to Licensees ad MFR staff, and • maintain and update content of flowcharts, web links, portals and form specific guides as required. The woodlot staff person should also serve as a direct contact to Licensees as they will be familiar with unique woodlot regulations and e-FM requirements. These positions need to be considered essential liaison positions that are always filled to ensure coordination among business areas/systems - especially changes or new systems.			
5.4 Implementation / Communications / Monitoring - e-FM							
126		O	PPA	Audits of MFR offices should be regularly scheduled to determine if practices are following policy with the goal of providing better cross-district consistency.			
127		O	PPA	Periodic reviews/audits of woodlot business as a whole should be planned, budgeted for and scheduled.			
34	**S 3**	S	AFT	A series of demos, workshops, mini-training sessions should be held at the next Woodlot Federation Annual General Meeting in October 2008 covering BCeid, MFR applications registration, RESULTS, Mapview, EZlink and other software.			
43, 44		S	DCU	Block/opening status reports outlining what information is entered in the RESULTS & FTA systems will be distributed to Licensees.			

6. FTA – Forest Tenures Administration

Recom. Number	Priority	Term	Theme	Recommendation Definition of acronyms and abbreviations **Theme:** AFS = Audience-Focused Systems (I = improvement to existing; P = personal contact; R = recognition of tenure/other fields; T = tools) DCU = Data Clean Up, ERDR = Extensive Review of Data Requirements, AFT = Audience-Focused Training FTP = Full-Time Position, PPA = Policy Practices Audit **Priority:** S = Short, M = Medium, L = Long, 1 = top priority, 2 = next priority, etc **Term:** O = Ongoing, S = Short Term, M = Medium Term, L = Long Term, more than one letter = applies across terms **Status:** P = Planned, I = In Progress, D = Done, NP = Not Currently Planned	Status/Date	Contact Person	Comments
6.1 Data Requirement Review - FTA							
61		S	ERDR	The CP/RP administration manual should be revised to better reflect legislation and regulations governing Woodlots. Manual currently reflects FSP administrative model.			
6.2 System/Application Improvement - FTA							
7		S	AFS-I	A new field should be created in ESF schema for CP block, RP section and Opening Definition to identify whether block/opening was created under pre-FDP, FDP or WLP Woodlot administrative regime.			
8		S	AFS-I	Options for Salvage Type in ESF CP submission should include "Woodlot Salvage". Currently available options do not apply to woodlots, so Woodlot salvage permits are currently incorrectly labeled as "green permit".			
9		S	AFS-I	A "Free Growing Exempt" checkbox is required in the ESF CP submission that feeds into FTA to identify blocks where a RESULTS submission is not required.			
10		S	AFS-I	Current Woodlot Licence boundaries (Schedule A & B) should be available as maps in a FTA tombstone.			
77		M	AFS-I	When a new CP or RP is issued, FTA should notify CIMS and GAS. This will enable an appraisal to be prepared and then sit in GAS until notification indicates rate to be calculated. This will shorten a key administrative turn around time.			
86		M	AFS-R	Marking Instrument and Method should be auto-populated with option for user override based on tenure recognition			
76		M	AFS-I	Forest Tenure capture schemas should be made available to Woodlot Licensees and service providers to facilitate woodlot boundary data clean up and/or boundary change requests.			
106		L	AFS-I	Biogeoclimatic zones and subzones should be auto-populated with option for user override based submitted spatial information.			
6.3 Data Clean-up - FTA							
90, 91, 92		M	DCU	In co-operation with licensees, check, and, if appropriate, correct woodlot licence boundary problems on Schedule A and B lands. Key sources of information to identify boundary mapping issues will be current digital cadastral information, TRIM mapping, orthophotos, satellite imagery, and woodlot licensees. Send each woodlot licensee a plot of existing boundary on an orthophoto/TRIM/cadastral base with a letter of explanation requesting return to indicate whether exiting boundary is correct or incorrect in their opinion.			

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6.4 Training - FTA							
36		S	AFT	Training workshops for service providers, Licensees, and MFR staff in Woodlot CP and RP submissions, and in MFR e-processing of said submissions, is required to achieve consistency and data reliability.			

7. RESULTS - Reporting Silviculture Updates and Land status Tracking System							
Recom. Number	**Priority**	**Term**	**Theme**	**Recommendation** Definition of acronyms and abbreviations **Theme:** AFS = Audience-Focused Systems (I = improvement to existing; P = personal contact; R = recognition of tenure/other fields; T = tools) DCU = Data Clean Up, ERDR = Extensive Review of Data Requirements, AFT = Audience-Focused Training FTP = Full-Time Position, PPA = Policy Practices Audit **Priority:** S = Short, M = Medium, L = Long, 1 = top priority, 2 = next priority, etc **Term:** O = Ongoing, S = Short Term, M = Medium Term, L = Long Term, more than one letter = applies across terms **Status:** P = Planned, I = In Progress, D = Done, NP = Not Currently Planned	**Status/Date**	**Contact Person**	**Comments**
7.1 Data Requirement Review - RESULTS							
63	**S 10**	S	ERDR	System requirements and definitions for Stocking Standards need to be adjusted to match Woodlot Legislation and regulations. Woodlots operate under either a FDP or a WLP, not an FSP. Woodlots have operated under site plans that differ from FSP site plans since 1998. Woodlots under an FDP are still required to submit a paper SP for approval; those under a WLP submit only a pre-harvest map. Both are required to report stocking standards to RESULTS.			
98		M	ERDR	Streamlining RESULTS Reporting for woodlots should be reviewed and adjusted. Options include but are not limited to: • eliminate need for previous stand type, and • auto-populate layers for multiple inventory layers in forest cover.			

7. RESULTS - Reporting Silviculture Updates and Land status Tracking System							
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7.2 System/Application Improvement – RESULTS							
12, 87		S	AFS-I	RESULTS should recognize the Woodlot tenure and applicable administrative regime - pre-FDP, FDP, or WLP. Recognition should transform the input screens available to the user. Input options specific to FSPs should not be available, and required Woodlot input options should be.			
23		S	AFS-R	District Code and Woodlot number should be linked in a lookup data set to prevent submitting RESULTS data to wrong woodlot.			
13		S	AFS-I	Guidance material should be revised to clearly describe the varying requirements for stocking standards entry under differing administrative regimes (pre-FDP, FDP, WLP).			
14		S	AFS-I	"Disturbance Complete" field label should be changed to "Block Complete" to avoid confusing Licensees who log a block over several years and "complete" their logging each year.			
16, 81	**M 3 (a)**	S-M	AFS-I	Improved reporting to facilitate access to information by target audience is required. Examples include but are not limited to: • for Licensees: simple summary report of all blocks' data (similar to milestone report) • for Woodlot Foresters: report showing which Woodlots have reported activity in a designated year.			
98		M	AFS-I	RESULTS should provide drop down menus for stocking standards selection/entry depending on administrative regime (FDP or WLP)			
82		M	AFS-I	Investigate potential for users to change spatial and attribute data after commencement date is entered to facilitate amalgamating or expanding blocks as allowed by regulations.			
106		L	AFS-I	Biogeoclimatic zones and subzones should be auto-populated from information contained in FTA system.			
83		L	AFS-I	Investigate potential to simply existing data entry model.			
7.3 Data Clean-up - RESULTS							
45, 46, 47	**S 7**	S	DCU	In order to avoid RESULTS submission issues faced in spring 2008, MFR obligations to input previous years' annual report data must be met. Data types entered must include i) spatial data for opening definition, ii) stocking standards, and iii) forest cover. First priority should be on spatial data, as District staff or Licensees can update attribute info online, if necessary This necessary activity may require full time auxiliaries in larger districts.			

7. RESULTS - Reporting Silviculture Updates and Land status Tracking System							
Recom. Number	**Priority**	**Term**	**Theme**	**Recommendation** Definition of acronyms and abbreviations **Theme:** AFS = Audience-Focused Systems (I = improvement to existing; P = personal contact; R = recognition of tenure/other fields; T = tools) DCU = Data Clean Up, ERDR = Extensive Review of Data Requirements, AFT = Audience-Focused Training FTP = Full-Time Position, PPA = Policy Practices Audit **Priority:** S = Short, M = Medium, L = Long, 1 = top priority, 2 = next priority, etc **Term:** O = Ongoing, S = Short Term, M = Medium Term, L = Long Term, more than one letter = applies across terms **Status:** P = Planned, I = In Progress, D = Done, NP = Not Currently Planned	**Status/Date**	**Contact Person**	**Comments**
7.3 Data Clean-up - RESULTS							
48, 123		S	DCU	Data Cleanup project to correct deficiencies in data previously entered by MFR or Contractors: • Data clean up contract particulars should be reviewed with District staff to ensure needs will be met. • The scope of the data clean-up activity should be uniform across the current data cleanup program. • Once cleanup work has been completed on a Woodlot, the Licensee should be contacted to inform them of changes made and to provide them with a copy of any altered spatial data in PDF and/or Shape format.			
111, 112		L	DCU	All cutblocks and other openings in system should be reviewed against latest spatial data for woodlot boundaries and orthophotos. • Any openings mapped outside current mapping of woodlot boundaries should be reviewed to achieve spatial data consistency. • Any opening mapping not matching orthophoto should be revised from orthophoto. • Licensees to be fully informed of proposed spatial revisions, and be provided with digital files of altered linework.			
7.4 Training - RESULTS							
38, 39, 40		S	AFT	Demand for and type of Woodlot RESULTS training desired by Woodlot licensees, service providers and MFR staff needs to be identified. If demand research indicates an audience, possible training options include: • reuse of existing Woodlot RESULTS training program, with possible adjustment to be more goal-focused (how to enter data, how to use Mapview, how to generate reports, etc), • development of new Phase II Woodlot RESULTS training workshop using licensees individual data, and/or • other.			
7.4 Training - RESULTS							
33		S	AFS-T	If a woodlot specific information sharing tool not available, a flip guide to RESULTS should be created. The flip guide should be published electronically to facilitate updates and revisions.			

8. CRS - Corporate Reporting System							
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8.1 System/Application Improvement - CRS							
68		M	AFS-I	Ability to generate a map with harvesting and silviculture layers displayed by year, mimicking the old annual report, should be investigated.			
69	**M 3 (b)**	M	AFS-I	Links to CRS reports require clear names and descriptions to facilitate occasional users selecting the correct report. The description information should be presented before clicking the link to the report, unlike the current situation.			
88		M	AFS-T	Woodlot specific reports to retrieve information from FTA, RESULTS and HBS should be developed within CRS.			
8.2 Training - CRS							
41		S	AFT	Training on how to generate reports in CRS is required for Licensees and MFR staff			

9. VRIMS - Vegetation Resource Inventory Management System							
Recom. Number	**Priority**	**Term**	**Theme**	**Recommendation** Definition of acronyms and abbreviations **Theme:** AFS = Audience-Focused Systems (I = improvement to existing; P = personal contact; R = recognition of tenure/other fields; T = tools) DCU = Data Clean Up, ERDR = Extensive Review of Data Requirements, AFT = Audience-Focused Training FTP = Full-Time Position, PPA = Policy Practices Audit **Priority:** S = Short, M = Medium, L = Long, 1 = top priority, 2 = next priority, etc **Term:** O = Ongoing, S = Short Term, M = Medium Term, L = Long Term, more than one letter = applies across terms **Status:** P = Planned, I = In Progress, D = Done, NP = Not Currently Planned	**Status/Date**	**Contact Person**	**Comments**
9.1 System/Application Improvement - VRIMS							
84		M	AFS-I	An adjustment to VRIMS automatic update data capture protocol is required. VRIMS currently captures updates based on existence of new submission IDs in RESULTS. Online changes to stand attribute data in RESULTS do not generate a new submission ID, so revised stand attributes may not be captured by VRIMS.			

10. LRDW - Land and Resource Data Warehouse							
Recom. Number	**Priority**	**Term**	**Theme**	**Recommendation** Definition of acronyms and abbreviations **Theme:** AFS = Audience-Focused Systems (I = improvement to existing; P = personal contact; R = recognition of tenure/other fields; T = tools) DCU = Data Clean Up, ERDR = Extensive Review of Data Requirements, AFT = Audience-Focused Training FTP = Full-Time Position, PPA = Policy Practices Audit **Priority:** S = Short, M = Medium, L = Long, 1 = top priority, 2 = next priority, etc **Term:** O = Ongoing, S = Short Term, M = Medium Term, L = Long Term, more than one letter = applies across terms **Status:** P = Planned, I = In Progress, D = Done, NP = Not Currently Planned	**Status/Date**	**Contact Person**	**Comments**
10.1 System/Application Improvement - LRDW							
80		M	AFS-I	Investigate possibility of Licensees using Mapview as a tool to plan their harvest and/or silviculture activities. This would require the ability to permanently save, adjust, and readjust plan. Currently Mapview only saves a session for 90 days.			
		M	AFS-I	Investigate potential functionality of Licensees and/or their mapping contractor downloading shape files of spatial information on licensee activities that is stored and viewed in MapView. This would: • enable licensees to shop for GIS service providers, as their legacy spatial data would be available as required to any mapping consultant, and • enhance the value of the e-FM system as a record keeping and data archive system for licensees.			
75		M	AFS-I	Full access to current SPOT satellite imagery purchased by Government should be negotiated for MFR staff and Woodlot licensees.			
		M	AFS-I	Provide access to downloadable riparian classification mapping of lakes and wetlands. Also provide riparian classification of streams, where feasible without field work.			
10.2 Training – Mapview							
37		S	AFT	Mapview training should be provided to Licensees and service providers to facilitate checking if proposed harvest blocks overlap existing blocks in the system. If there are overlaps, then a rationale can be included with the ESF submission to possibly avoid a rejection and then resubmission costs.			
10.3 Data Clean-up – LRDW							
4		S	AFS-I	Downloadable data should be labeled with an easily accessible date and/or version identifier.			
89, 93, 94	**M 2**	M	DCU	Review and update base map information (lakes, streams, roads, etc) in each Woodlot Licence using orthophotos or other suitable data sources to identify apparent mapping errors (eg. woodlot boundaries, blocks, openings, NAD shifts, etc). Work in co-operation with affected Licensees to resolve noted differences. The FTA data cleanup could provide initial information on the accuracy of base map information, and on the likely scope of this data cleanup project.			

11. ECAS - Electronic Commerce Appraisals System							
Recom. Number	**Priority**	**Term**	**Theme**	**Recommendation** Definition of acronyms and abbreviations **Theme:** AFS = Audience-Focused Systems (I = improvement to existing; P = personal contact; R = recognition of tenure/other fields; T = tools) DCU = Data Clean Up, ERDR = Extensive Review of Data Requirements, AFT = Audience-Focused Training FTP = Full-Time Position, PPA = Policy Practices Audit **Priority:** S = Short, M = Medium, L = Long, 1 = top priority, 2 = next priority, etc **Term:** O = Ongoing, S = Short Term, M = Medium Term, L = Long Term, more than one letter = applies across terms **Status:** P = Planned, I = In Progress, D = Done, NP = Not Currently Planned	**Status/Date**	**Contact Person**	**Comments**
11.1 Data Requirement Review - ECAS							
2		S	AFS-I	Amortization of current road costs against future cutting permits must be business mapped.			
102		M		Appraisal allowances should be considered to reflect RESULTS data entry and/or service provider costs.			

12. HBS - Harvest Billing System							
Recom. Number	**Priority**	**Term**	**Theme**	**Recommendation** Definition of acronyms and abbreviations **Theme:** AFS = Audience-Focused Systems (I = improvement to existing; P = personal contact; R = recognition of tenure/other fields; T = tools) DCU = Data Clean Up, ERDR = Extensive Review of Data Requirements, AFT = Audience-Focused Training FTP = Full-Time Position, PPA = Policy Practices Audit **Priority:** S = Short, M = Medium, L = Long, 1 = top priority, 2 = next priority, etc **Term:** O = Ongoing, S = Short Term, M = Medium Term, L = Long Term, more than one letter = applies across terms **Status:** P = Planned, I = In Progress, D = Done, NP = Not Currently Planned	**Status/Date**	**Contact Person**	**Comments**
12.1 System/Application Improvement - HBS							
118		O	AFS-I	Cut control reconciliations need to ensure private timber mark harvesting is accurately identified and reported.			
11	**M 3 (c)**	S	AFS-I	In HBS Timber Mark Monthly Billing/Scaling History report request, all files associated with a Woodlot should automatically be identified when Woodlot Licence number is entered.			
78	**M 3 (d)**	M	AFS-I	Timber Mark Monthly Billing/Scaling History reports should be adjusted from 1 year to 5 years' worth of data.			
79	**M 3 (e)**	M	AFS-I	Cut control statements should be auto-generated and made available online through HBS to Licensees and district staff.			

13. WASTE							
Recom. Number	**Priority**	**Term**	**Theme**	**Recommendation** Definition of acronyms and abbreviations **Theme:** AFS = Audience-Focused Systems (I = improvement to existing; P = personal contact; R = recognition of tenure/other fields; T = tools) DCU = Data Clean Up, ERDR = Extensive Review of Data Requirements, AFT = Audience-Focused Training FTP = Full-Time Position, PPA = Policy Practices Audit **Priority:** S = Short, M = Medium, L = Long, 1 = top priority, 2 = next priority, etc **Term:** O = Ongoing, S = Short Term, M = Medium Term, L = Long Term, more than one letter = applies across terms **Status:** P = Planned, I = In Progress, D = Done, NP = Not Currently Planned	**Status/Date**	**Contact Person**	**Comments**
13.1 System/Application Improvement - WASTE							
99	**M 5**	M	ERDR	Waste reporting for woodlots should be reviewed and adjusted. Possible options include: 1. Eliminate annual plan for waste on woodlots. The system could recognize the woodlot, provide a reporting unit number for each block, and then move to the ocular estimate screen. 2. Examine option of eliminating waste reporting on woodlots due to significant cost of surveys versus dollar return to Crown. 3. If concerns over potential loss of revenue prevent Option 2, examine option of having a licensed scaler do a waste audit and then enter waste volumes into HBS for billing. This would require turning on HBS block level. 4. Set a waste percentage or volume per hectare to be billed to all licensees following harvest in lieu of survey and filing process.			