

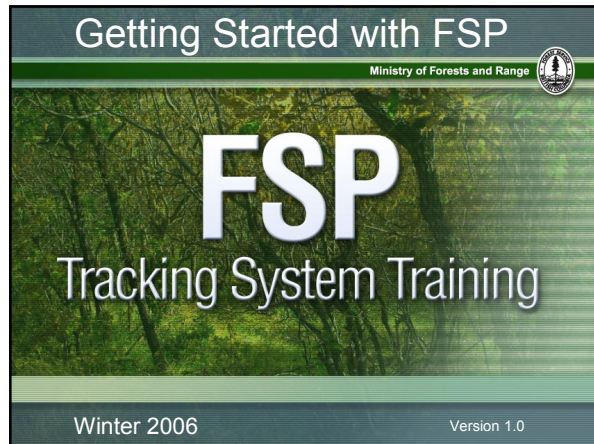


Getting Started with FSP Tracking System

Participant Guide

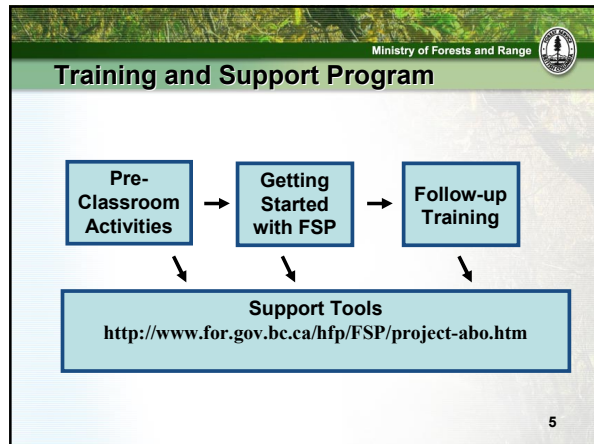
FSP Tracking System Training Program

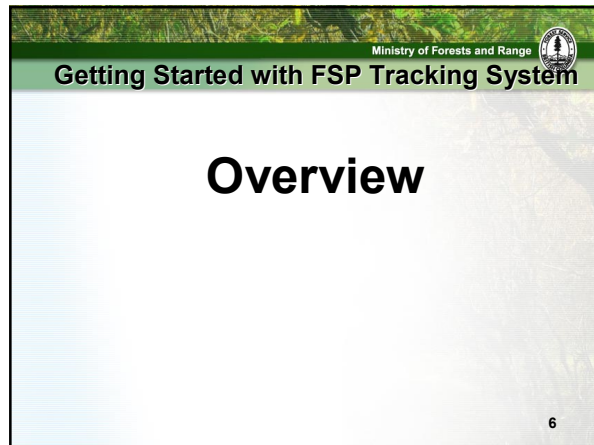
*Release 1.0
Dec 5, 2006*

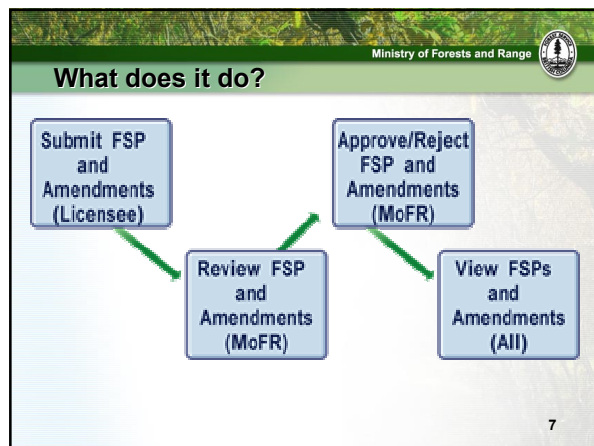


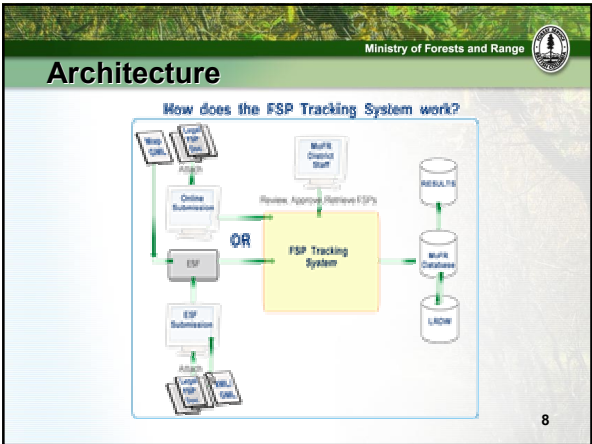
Getting Started with FSP	
Topic	Length
1. Introduction	5 min
2. Overview of FSP	15 min
3. Part I—Submitting an FSP Demonstration Question and answer	45 min
4. Part II—Review and Approval Demonstration Question and answer	40 min

Objectives
<ul style="list-style-type: none"> • How to submit an FSP or amendment • How to review and approve/reject an FSP or amendment • How to search and view an approved FSP









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What is Captured?

FSP Element	Storage
Legal FSP document with signature (pdf)	FSP
Supporting documentation	FSP
Map images (non-GML)	FSP
Decision letter with signature	FSP
FDU boundaries (GML)	LRDW
Stocking standards	RESULTS

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Access to the FSP Tracking System

Role	Description
Submitter	Submit FSPs & amendments
Reviewer	Review FSPs & amendments
Decision Maker	Approve FSPs & amendments
View All	View all approved FSPs
View Only	View approved FSPs submitted by organization
Administrator	Add/change/delete/view FSPs

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What are the benefits of the FSP?

- Electronic submission of FSPs
- Provincial system
- Central repository of FSPs

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Vision

Vision for FSP Tracking System

```
graph LR; A[Release 1 2006] --> B[Updates & Release 2 Target 2007]; B --> C[Release N];
```

- Release 1 2006**
 - Submit plans
 - Review and approve plans
 - View approved plans
- Updates & Release 2 Target 2007**
 - Enhanced reporting
 - Spatially enabled results/strategies
 - Declared areas
 - Public access to approved FSPs
- Release N**
 - Integrated applications for CP issuances, tenure transfer and Exhibit A clearances
 - Woodlot and range plans

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Getting Started with FSP Tracking System

Demonstrations

Part I

- Submit an FSP
- Amend an FSP

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Demo—Submit an FSP

How to submit an FSP

1 Submit FSP and Amendments (Licensee)

Electronic Submission Framework

- Submit XML/GML
- Attach FSP

OR

FSP Tracking System

FSP Info

Attachments

Stocking Standards

• Attach FSP, Stocking Standards, Attachments

Business Process: see AGFSP* Part 3

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Demo—Submit an FSP

Demonstration:

Submit an FSP

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Summary—ESF Submission

- ✓ Create and attach XML/GML file containing
 - FSP header information
 - FDU boundaries
- ✓ Attach FSP legal document and other documents
- ✓ Submit through ESF

NOTE: the FSP is NOT approved at this point

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Summary—FSP Submission

- ✓ Setup FSP with header information
- ✓ Attach FSP legal document
- ✓ Attach map image of FDU boundaries (non-GML)
- ✓ Enter the stocking standards
- ✓ Attach supporting documentation
- ✓ Submit through FSP

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Business Rules—Submit an FSP

- Can update FSP information until submitted
- Must attach legal FSP document to submission
- May attach other documents
 - .doc, .xls, .pdf, .txt, .rtf or .zip
- Spatial information must be submitted through ESF
 - Re-submit entire spatial map (GML) if any changes
- Can only delete FSP if “rejected”

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Quiz--Multiple Choice

Maps of FDU boundaries can be submitted for storage in LRDW through:

- a. ESF only
- b. FSP only
- c. Both ESF and FSP
- d. None of the above

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Quiz--Multiple Choice

Stocking standards can be submitted for storage in RESULTS through:

- ESF only
- FSP—stocking standards tab only
- FSP—attachment tab only (stocking standards report)
- Both “a” and “b”

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Demo—Amend an FSP

How to submit an FSP or amendment

1 Submit FSP and Amendments (Licensee)

Electronic Submission Framework

- Submit XML/GML
- Attach FSP

OR

FSP Tracking System

FSP Info

Attachments

Stocking Standards

• Attach FSP, Stocking Standards, Attachments

Business Process: see AGFSP* Part 3

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Amendments to an FSP

Original FSP

- Plan
- Map
- Stocking standards
- Supporting documents

Amendment 3

Amendment 2

Amendment 1

- Plan
- Map
- Stocking standards
- Supporting documents

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Demo—Amend an FSP

Demonstration:

Submit an amendment to an approved FSP

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Summary—Amend an FSP

- ✓ Search for approved FSP
- ✓ Request to “Amend FSP” (FSP Info screen)
- ✓ Confirm amendment requires approval
- ✓ Change header information (as necessary)
- ✓ Attach amended documents
 - Legal document
 - Amendment description
 - Other documents (as necessary)
- ✓ Submit to MOFR
 - Not requiring approval—status of “approved”
 - Requiring approval—status of “submitted”

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Getting Started with FSP Tracking System

Wrap-up Part I

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Loading of Currently Approved FSPs

- **FSPs submitted before application release:**
 - FSP and attachments to be loaded by MOFR
 - Licensees provide spatial files of FDUs for loading by MOFR
 - MOFR attach copy of decision document
- **Options for FSPs submitted after application released (before cut-off):**
 - MOFR to load paper copy submitted by licensee
 - Licensee to submit electronically

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Loading of Stocking Standards

- **Identify standards in approved FSPs—MOFR**
- **Submit stocking standards (options)**
 1. Licensee submit to RESULTS
 2. MOFR (District) submit to RESULTS on behalf of Licensee
 3. MOFR (FPB) enter to RESULTS
- **Verify standards (QA)—MOFR**
- **Utilize standards in site plans—Licensees**

More information via
fspapprovedstandards@gov.bc.ca

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Getting Started

- **Complete training evaluation**
<http://www.for.gov.bc.ca/his/training/survey/fsp/>
- **Ensure you have authority to access MOFR application websites (e.g., IDIR, BCeID)**
- **Request access role (e.g., submitter, view only, view all)**

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Updates on FSP Tracking System

- FSP Tracking System website
<http://www.for.gov.bc.ca/hfp/FSP/project-abo.htm>
- Application bulletin
<http://www.for.gov.bc.ca/gscripts/his/apb/profile.asp>
- MOFR "What's New" subscription
<http://www.for.gov.bc.ca/his/listserv/>

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Getting Started with FSP Tracking System

Demonstrations

Part II

Review and approval
View an approved FSP

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Demo—Review & Approval Process

- How to review an FSP or amendment

2 Review FSP and Amendments (MoFR)

Business Process: see AGFSP* Part 5

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Demo—Review & Approval Process

- How to approve an FSP or amendment

3 Approve FSP and Amendments (MoFR)

```

graph LR
    A[FSP Tracking System] --> B[FSP InBox]
    B --> C[Attachments]
    C --> D[Manage Workflow]
    
```

Business Process: see AGFSP* Part 5

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Demo—Review & Approval Process

Demonstration:

Review and Approval Process

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Summary—Review & Approval Process

- ✓ View InBox to select FSP
- ✓ View FSP
 - Legal document
 - Map of FDU boundaries (if GML submitted via ESF)
 - Stocking standards
 - Supporting documentation (if any)
- ✓ Track progress using Workflow
- ✓ Reviewer can mark ready for DDM decision
- ✓ DDM can request clarification or provide OTBH
- ✓ DDM must attach decision document
- ✓ DDM to mark as approved or rejected (workflow window)

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Multi-district FSP Submissions

- FSPs are submitted to the system, not a district
- FSP Tracking System will send to all districts named in FSP (InBox)
- One copy maintained in database
- Districts must determine who reviews and approves FSP
 - AGFSP contains information and advice (section 5.1.16)

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Declared Areas in FSP Tracking System

- Application does not currently identify or track declared areas spatially
- Planned for next upgrade/release
- Approach for capturing declared areas to be communicated

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Quiz—which business rule is NOT true?

- Reviewer can use workflow tools to attach review documentation
- Reviewer can request OTBH
- DDM can mark FSP as approved/rejected
- DDM can request clarification and “send back” to Licensee

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Business Rules—Review & Approval

- Email will be sent to the FSP submitter when:
 - the FSP or amendment is approved
 - the FSP or amendment is rejected
 - the DDM provides an Opportunity to Be Heard
 - the DDM requests clarification

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Demo—Viewing an Approved FSP

- How to search and view an approved FSP

4 View Approved FSP and Amendments (All)

```

graph LR
    Search[Search] --> FSPInfo[FSP Info]
    FSPInfo --> Map[Map]
    FSPInfo --> Stocking[Stocking Standards]
    FSPInfo --> Attachments[Attachments]
    
```

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Demo—Viewing an Approved FSP

Demonstration:

Viewing an Approved FSP

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Summary—Viewing an Approved FSP

- ✓ Search for approved FSP
- ✓ View FSP
 - Legal document
 - Map
 - Stocking standards
 - Supporting documentation (if any)

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Quiz—which business rule is NOT true?

- Reviewers can use the Search menu to find FSPs to review
- “View all” enables you to see all approved FSPs
- Submitter can see FSPs submitted by organization (regardless of status)
- Administrator—“super user” who can add/change/delete/view FSPs

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Getting Started with FSP Tracking System

Summary and Wrap-Up

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Review Learning Objectives

- How to submit an FSP or amendment
- How to review and approve/reject an FSP or amendment
- How to search and view an approved FSP

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Summary

What does the FSP Tracking System do?

Users	FSP Status
Submitter (Licensee)	Blank/ Draft
Reviewer (MoFR)	Submitted
Decision Maker (MoFR)	Approved/ Rejected/ OTD/Draft
View Only View All	Approved

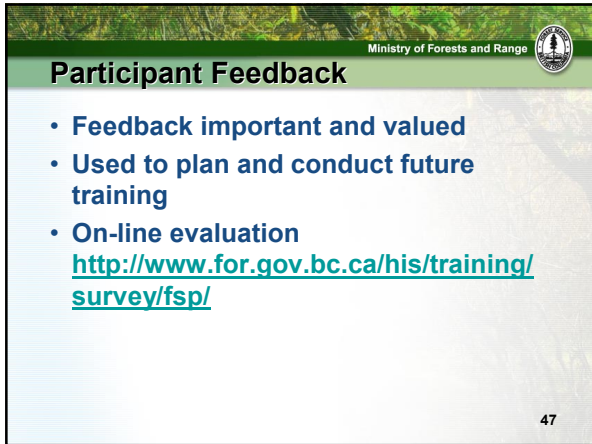
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Support tools

- Business process—(AGFSP)
 - Part 3—preparing an FSP
 - Part 4—review and comment requirements for proposed FSPs
 - Part 5—reviewing and approving proposed FSPs
- FSP Tracking System—Tiered support
 - Training <http://testwww.for.gov.bc.ca/hfp/FSP/project-abo.htm>
 - Online help
 - Application help (FORHISP.APPHELP@gov.bc.ca)
 - Data submission standards

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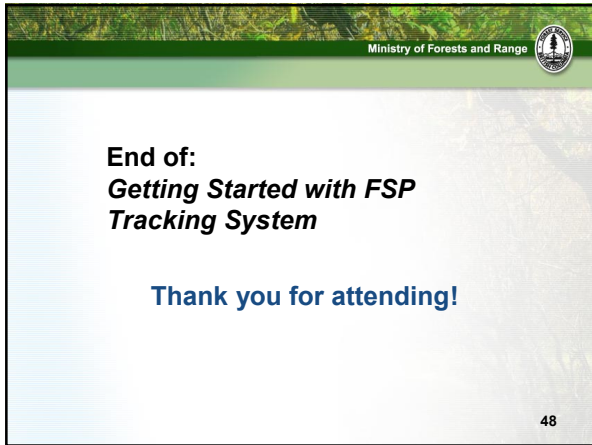


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Participant Feedback

- Feedback important and valued
- Used to plan and conduct future training
- On-line evaluation
<http://www.for.gov.bc.ca/his/training/survey/fsp/>

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**End of:
*Getting Started with FSP
Tracking System***

Thank you for attending!

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