



Existing Vegetation Technical Guide Implementation Management Team

Change Management and Operations Working Group Charter

Authority: EVTG Implementation Management Team charter (May 2, 2014) delegates the Implementation Management Team the authority to charter technical working groups to assist with the implementation effort.

Business Need: Implementation of the EVTG will result in suggestions for improvement and identify opportunities to incorporate new science and technology. A dynamic, transparent, and well-managed process for collecting, assessing, and acting upon proposed changes and the incorporation of new science and technology are essential to the support of agency and partner business needs. The efforts and operation of the IMT as chartered must also be effectively supported and efficient to maintain the diverse engagement of supporting program staff.

Scope: The Change Management and Operations Working Group will focus its efforts on three primary focus areas:

- A. **Develop and facilitate a dynamic multi-tiered change management process** for updates and revisions to the technical guide. This process will clearly describe how suggested changes are captured, assessed, and procedures for release of updates or identification of the need to revise the technical guide and supporting appendices. Change management outcomes can also extend to the identification of changes and revisions to FSM Chapters and Handbooks.
- B. **Evaluate new science and technical methods** that could improve the integration of classification, mapping, and inventory of existing vegetation or land cover or improve the efficiency procedures described in the technical guide. Develop a process for routinely assessing potential changes and incorporation of new science and technology into technical guide updates or revision.
- C. **Provide operational support to the IMT**, including development and maintenance of IMT meeting agendas, meeting notes, briefing papers for executive sponsors and program managers, and the IMT website.

Additional work items may be assigned by the Implementation Management Team who will determine the need to update the description of the Working Group's scope in a modification or amendment to this Charter.

Key Stakeholders: Within the Forest Service key stakeholders include: National and regional GIS coordinators, national and regional remote sensing coordinators, national and regional vegetation ecologists, resource inventory and monitoring coordinators, information management directors, geospatial information officer, deputy area program leads, Geospatial Service and Technology Center, Remote Sensing Applications Center, National Inventory and Monitoring Applications Center, field level practitioners (e.g., range, timber, wildlife, recreation, soils, fire and fuels, GIS coordinators/resource information managers).

The partner agency and organization list of key stakeholders will look substantially like the Forest Service list with adaptation to the partner's organizational structure.

Assumptions/constraints: Although development efforts were supported by funding provided by the Information Resources Decision Board, continued support during implementation can be expected to be significantly reduced or unavailable. Change management procedures and operational support to the IMT must be sensitive to funding constraints. Change is inevitable and will originate from multiple sources. A visible and transparent process for collecting and assessing proposed changes and coordinating updates and their release is essential to the maintenance of the EVTG and its use by agency staff and partners. Effective change management procedures used by Forest Inventory and Analysis, Natural Resource Manager and Geospatial Management Office should serve as starting points for developing procedures to capitalize on opportunities to integrate update and release schedules with these programs.

Operations: Members of the Working Group will establish their own operating procedures. Leadership will be determined by work group members and is expected to rotate through work group members. The Working Group Leader, in consultation with the designated IMT liaison, will provide quarterly briefings to the EVTG IMT. Contractor assistance to the Working Group will be provided consistent with available funding for the implementation effort.

Approved By: Jim Alegria Date: 10/7/2014
Jim Alegria, EVTG IMT Leader