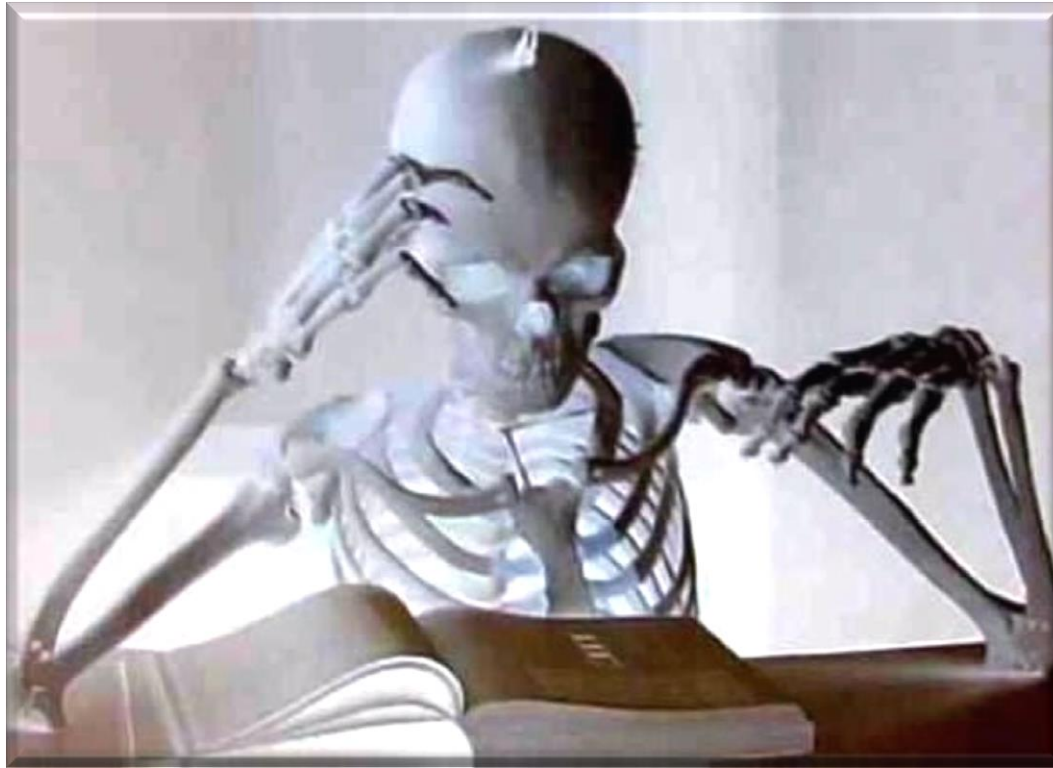


# Frederick County GIS Project Tracking System



# **What Is It? Where Is It? Who Knows Anything About It!?**



**Sometimes finding the correct information can take a very long time.**



# The Challenge

- A wealth of project and ongoing data maintenance information spanning over 12 years of GIS support and organizational evolution.
- A complex and living data management structure spanning 805,000 network folders, 52,000 files and an expanding information storage of over 1 terabyte.
- A multitude of workspace locations utilized daily by county staff supporting diverse business functions.
- Loss of historical and workflow knowledge through staff reductions and departures.

# Possible Solutions

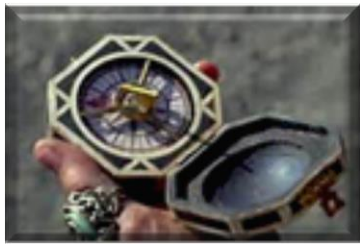
- **Reorganize the Data Management Structure (Folders and Files)**
  - Too many dependencies on network pathways.
  - Confusion among network users.
  - Just too much information.
- **Descriptive Metadata Document Within Each Project and Task Data Folder**
  - Would not allow easy discovery of the information.
  - Additional metadata information was required (what the project delivered, data resources utilized, archival information, etc.)
- **Our Conclusion:**





# A Workable Solution

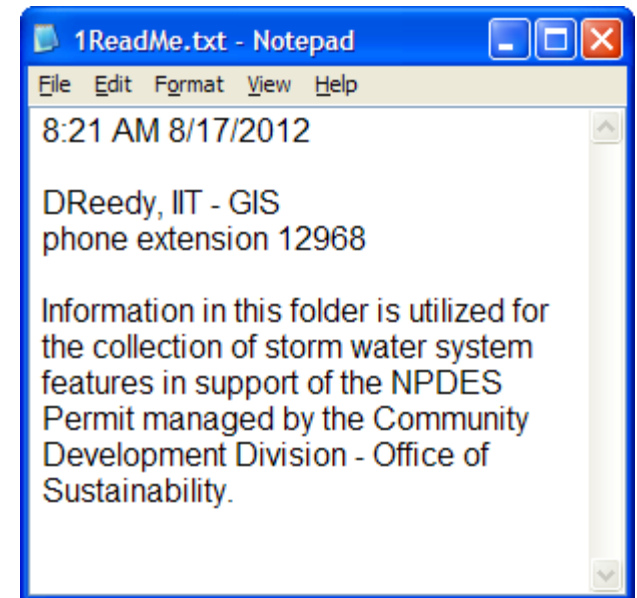
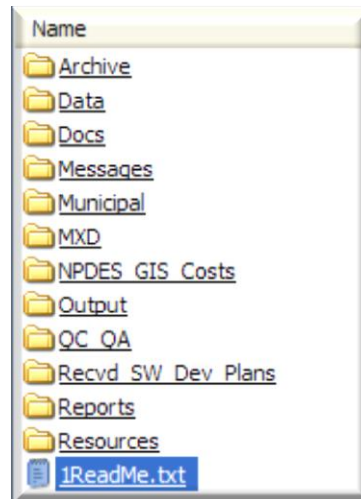
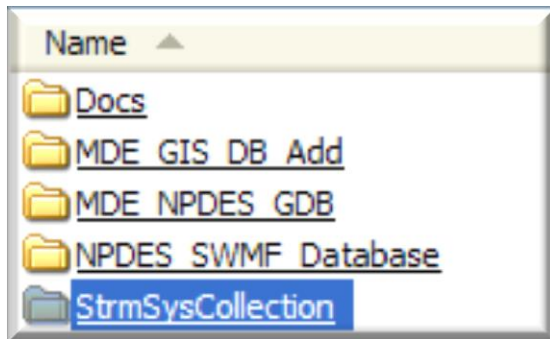
- Do not reorganize the existing data management structure (network workspace folders\files).
- Do create a “standard” data management folder hierarchy to organize information into a predictable and less confusing way for future workspaces.
- Produce a “ReadMe” metadata document saved in each top workspace folder containing the who, what, why and when details of the stored information.
- Develop a GIS Activity Search (GAS) application for entering and retrieving metadata for legacy, active and GIS Request support projects and tasks.



# How It Works

## (Legacy Information Doesn't Change)

The existing or “legacy” project folders\file names and locations remained unchanged but were modified to include a descriptive metadata document (simple text file).

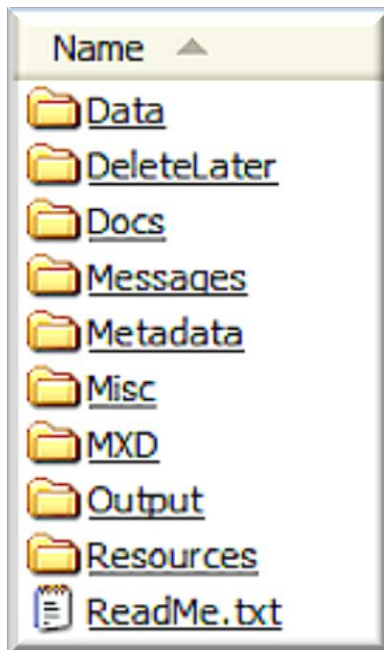




# How It Works

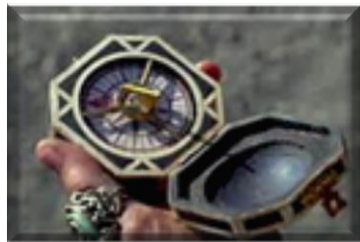
## (New Information is Standardized)

A standard network storage hierarchy was developed to organize information into a predictable, less confusing and logical way for future workspace use.



The rules for using this folder structure are simple:

- Use only the folders needed for the project or task, or use all the folders.
- Additional folders may be added, determined by the activity supported.
- The ReadMe.txt descriptive metadata file must be in place and contain current information.



# How It Works

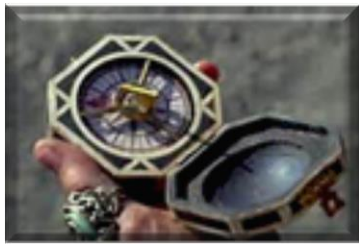
## (Support Information is Searchable)

Use the GIS Activity Search (GAS) application to enter and retrieve metadata for legacy projects and tasks.

Active	Legacy	GIS ACTIVITY SEARCH		Search	Add Record
		LEGACY ID:	<input type="text" value="00127"/>		
		*ASSIGNED STAFF:	<input type="text" value="CC, JJ, LW"/>	*REQUEST DATE:	<input type="text" value="08/26/2013"/>
		*REQ. DIVISION:	<input type="text" value="DEM, DFRS, ECC"/>	LAST UPDATE:	<input type="text" value="09/18/2013"/>
		*SUMMARY:	<input type="text" value="Service Area Maps - Large format fire or ambulance service maps by district"/>		
		COMMENTS:	<input type="text" value="Boundary adjustments are ongoing. Maps are completed as requested and copied to the S: drive for DFRS access."/>		
		*WORKSPACE PATH:	<input type="text" value="\\fcgshare\gis\Projects\OEM\GeneralProjects\ServiceAreaMaps\"/>		
		OUTPUT PATH:	<input type="text" value="\\S:\DFRS All-County Share\Fire Service Area Maps\"/>		
		* indicates required field		<input type="button" value="Clear"/>	<input type="button" value="Add/Update Record"/>

Welcome to GIS Activity Search!






# How It Works

## (GIS Request Information is Searchable)

Use the GIS Activity Search (GAS) application to enter and retrieve metadata for GIS Request tasks.

Active	Legacy	GIS ACTIVITY SEARCH	Search	Add Record
		REQUEST ID: <input type="text" value="00096"/>	*REQUEST TYPE: <input type="text" value="Request"/>	
*ASSIGNED STAFF: <input type="text" value="JJ"/>		*REQUEST DATE: <input type="text" value="02/28/2013"/>		
*REQ. DIVISION: <input type="text" value="CDD"/>		LAST UPDATE: <input type="text" value="02/28/2013"/>		
*SUMMARY: <input type="text" value="Highway District Map of Potomac Direct Watershed."/>				
COMMENTS: <input type="text" value="TrackIT Work Order 104132"/>				
*WORKSPACE PATH: <input type="text" value="\\Fcgshare\gis\Projects\GISRequests\00096"/>				
OUTPUT PATH: <input type="text"/>				
* indicates required field		<input type="button" value="Clear"/>	<input type="button" value="Add/Update Record"/>	

Welcome to GIS Activity Search!



# The Results

- Higher degree of institutional knowledge (we know what it is, where it is and who may know something about it).
- Time savings in not searching through thousands of network folders\files for the information we need.
- Share authoritative and current information.
- By avoiding information duplication, workloads may be decreased.
- Increased understanding of information and processes required to support agencies and departments.

# Thank You and Remember

*“It ain't what you don't know that gets you into trouble. It's what you know for sure that just ain't so.” (Mark Twain)*

Douglas Reedy, [dreedy@FrederickCountyMD.gov](mailto:dreedy@FrederickCountyMD.gov)