

USDA Service Center Initiative

Directory Structure and File Naming Convention

Change Control Policy

Introduction

Each of the USDA Service Centers will store their geospatial data under the F:\Service Center Themes (shared as DATA) on the Service Center server and within a directory structure that is common for all USDA Service Centers. In addition these geospatial data files will be named according to a file naming convention that is common for all USDA Service Centers. Maintaining this commonality across all USDA Service Centers is critical for the development and deployment of business applications and the sharing of data.

The purpose of this document is to describe the Change Control Policy that will guide the change control process and ensure the directory structure and file naming convention are consistent. The change control process, from the initiation of a change request to its implementation, will also be described in detail.

Section 2 – Change Control Policy, describes the directory structure and file naming convention change control policy.

Section 3 – Change Control Process, provides a flow diagram of the process and describes each of the steps within it.

Change Control Policy

In order to maintain a common directory structure and file naming convention for the geospatial data under the F:\Service Center Themes (shared as DATA) on all Service Center servers, the following policy will be applied:

“Any request for a change to the USDA Service Center geospatial data directory structure and file naming convention must be approved through the Change Control Process before it can be implemented at a USDA Service Center”.

Change Control Process

The steps that make up the Change Control Process are presented in Figure 3.1 and described in the following sub-sections.

3.1 *Change Request Initiated*

Many different groups can request a change to the geospatial data directory structure and file naming convention. A change may be required in order to store an additional geospatial data theme that was not previously accounted for. An application development team might request that an existing folder be split to enhance the functionality of their application. Additional file names may be requested to accommodate the inclusion of a new geospatial data theme within an existing folder. In each of these cases a Change Request will need to be initiated and passed into the change control process.

Each change request will need to contain the following minimum information at the time that it is initiated.

- A description of the existing folder or file naming convention the change is applicable to

- A description of the change being requested for the existing folder or file naming convention
- A brief explanation of the reason for the change

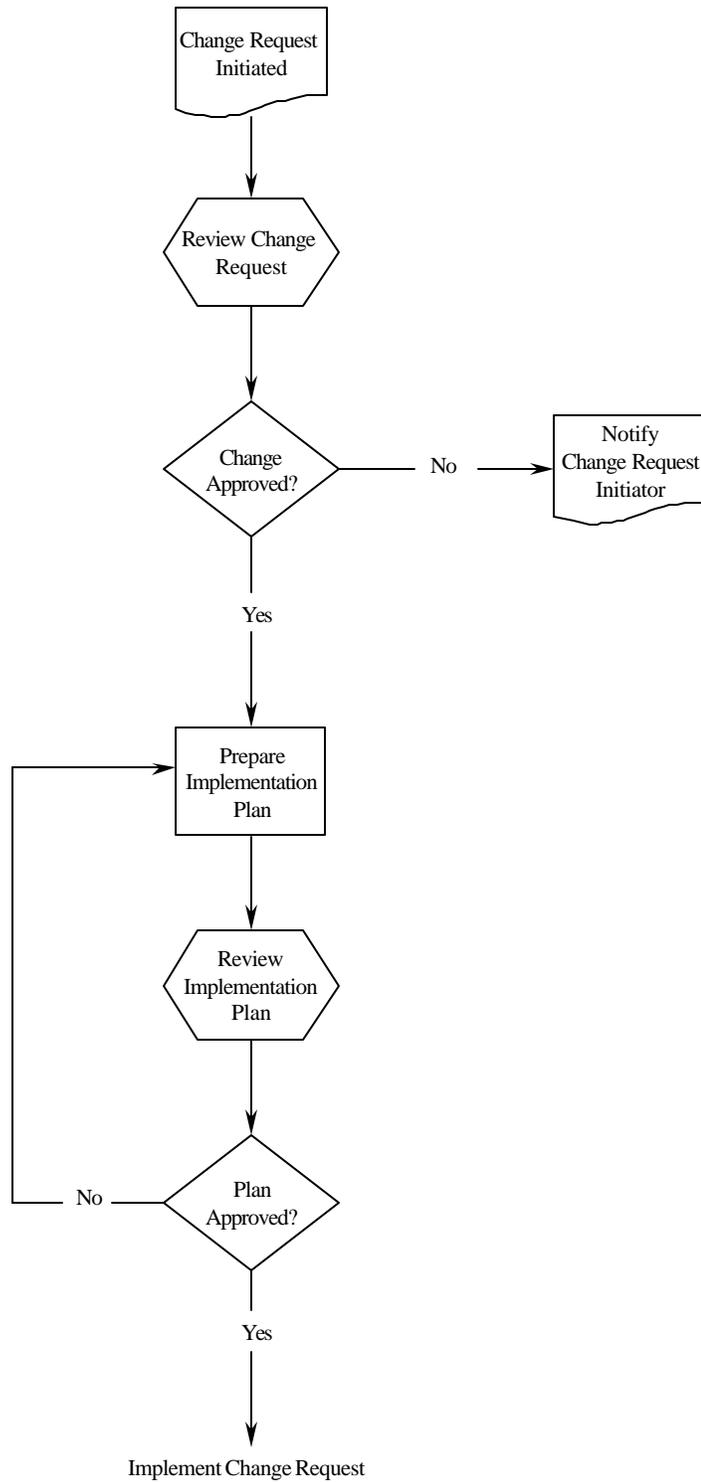


Figure 3.1 – Change Control Process Diagram

All Change Requests are to be submitted by email or faxed to the following individual who will log it in and assign it a sequential number to be used for status reporting.

Mr. Jack Zechman
Manager, Integration Center Inter-Operability Lab
Telephone: (301) 504-4162
Fax: (301) 504-4170
Email: Jack.Zechman@po.nrcs.usda.gov

Review Change Request

A team will be designated to review each change to determine if they are approved for implementation. The Integration Center Inter-Operability Lab Manager will designate the appropriate group or groups to be represented on each review team based on the following criteria, and the list of teams contained in Appendix A.

- A designated representative from the Data AID Team will be included on every review team
- A designated representative from the team initiating the change request
- A designated representative from each of the teams that use the geospatial data (see Appendix A)

The review team will then thoroughly review the change request and document the following information.

- 1) Which projects, if any, are impacted by the change
- 2) For each impacted project, describe the impact and estimate it in terms of man-hours for applicable development and re-deployment, re-training, or any geospatial data delivery activities
- 3) Are there acceptable alternatives that will lessen the impact

A report will then be submitted to the Integration Center Inter-Operability Lab Manager to determine whether the Change Request is approved or not. If the original Change Request is approved or an alternative, it will be passed on to the Data AID Team for the preparation of an implementation plan. In the event the original Change Request or its alternatives are not approved, the group or team who initiated the Change Request will be notified in writing with an explanation.

Prepare Implementation Plan

The Data AID Team will prepare a plan for the implementation of all approved Change Requests. Each implementation plan will describe in detail how the approved change is to be implemented and include the following components.

- 1) The Change Implementation Coordinator will be identified and this person will be responsible for managing, coordinating, and reporting the progress of the change implementation
- 2) A work breakdown structure (WBS) containing all of the implementation tasks, identifying the person(s) responsible for each task, and an estimate of the level of effort in man-hours. Appropriate testing and notification tasks will be included in the WBS
- 3) A scheduled completion date for each of the major tasks
- 4) A final implementation completion date

Review Implementation Plan

Once completed, the implementation plan will be submitted to the Integration Center Inter-Operability Lab Manager for review and approval. The plan will be reviewed to ensure all of the

necessary components have been included and the scheduled completion dates are reasonable and achievable based on available resources.

In the event the implementation plan is not approved, an explanation will be documented and the plan will be passed back to the Data AID Team for correction.

Implement Change Request

At this stage the Change Request has been approved and the implementation plan is ready to be executed as described in the WBS. The Change Implementation Coordinator will meet with the implementation team (these individuals will be identified in the WBS) and brief them on the implementation plan and schedule.

As the change is being implemented, The Change Implementation Coordinator will provide a progress report to the Integration Center Inter-Operability Lab Manager on a weekly basis, by email. This report at a minimum will report on the activities of the previous week, what activities are planned for the upcoming week, issues and problems, and an estimate of the completion date.

Upon completion of the change implementation, the Change Implementation Coordinator will notify the Integration Center Inter-Operability Lab Configuration Manager and Integration Center Inter-Operability Lab Manager by email.

APPENDIX A: List of Geospatial Service Center Initiative Teams

<u>Project Team</u>	<u>Point of Contact</u>	<u>POC Information</u>
Common Land Unit		
Wetlands and Easements		
GIS Software and Application Training	Sue Rourk King – KCMO, Kansas	
Conservation Area Resource Assessment Analysis	Jill Kelley – NRCS, NHQ	
Common Eligibility and Compliance Applications		
Customer Information Management		
Customer Service Toolkit		
Risk and Productivity Assessment		
Geospatial Data AID	Steve Nechero – NCGC, Ft. Worth	(817) 509-3366
Data Management		