



## Charter

Date: May 26, 2010 Version: 1.1

Prepared By: Fred Logman, Mike Dolbow

### • Business Need or Opportunity

A large portion (over 80%) of Minnesota governmental data contains an address. Minnesota State agencies and units of local government have a need to spatially locate buildings, services, individuals, incidents, etc. both singly and in large batches. In a vast majority of cases, no X Y coordinate is maintained in government databases, only addresses. There is a growing interest in and demand for displaying government data on a map either in a batch process or interactively for one address or multiple addresses. Several State agencies and units of local government are beginning to do geocoding with varied levels of success. There are multiple efforts to identify, acquire, build and/or access address point, street, and parcel data to support geocoding and other efforts. There is an opportunity to reduce or eliminate the multiple and redundant efforts to investigate, test and implement geocoding functionality by establishing State “standard” service(s). The Minnesota geospatial community has adopted a services-based architecture. There may be economies of scale for the State as an enterprise to acquire or develop and then maintain and support geocoding service(s). There is interest and willingness of agencies to participate in a State enterprise geocoding project.

### • Business Objectives

#### Project Objectives and Potential Tasks:

Determine the need, input requirements, benefits, and estimated costs to the State to develop or acquire geocoding service(s) along with needed or recommended standards and applicable dataset(s) necessary for its operation.

- Identify and document the needed functions and characteristic of a State geocoding service that would meet most State business needs
- At a high level, identify potential costs and benefits
- Identify some existing technology and/or services that may meet State needs
- Identify, develop and recommend any needed geocoding standards
- Identify needed or appropriate address standards
- Identify edits to typical address queries appropriate for use in geocoding
- Identify supporting address point, street centerline, or parcel polygon dataset(s) that can be used for geocoding State addresses, their source, limitations if any, availability and costs
- Develop a recommendation for supporting address point, street centerline, or parcel polygon dataset(s) to be used by a State geocoding service
- If needed, identify and quantify recommended data development projects and provide options and scoping cost estimates and benefits
- Identify and describe any follow-on projects that may be needed or recommended
- Develop a representative set of test addresses extracted from State public datasets
- Report on an on-going basis progress, findings and impediments to MnGeo and the geospatial community



## • Project Description

- 1) Create and approve a project charter and acquire participation commitment
- 2) Create and approve detailed project plan
- 3) Identify State geocoding business needs, potential benefits and anticipated costs
  - a. Remove from project scope business needs that are deemed too specific or cost-prohibitive
  - b. Document out-of-scope needs for approval from Geospatial Advisory Councils
- 4) Define the needed geocoding functions both batch and interactive
  - a. State government functions
  - b. MN geospatial community functions
  - c. Determine if consumable service(s) can meet identified needs
- 5) Define consumable geocoding service(s) characteristics and functionalities (batch and interactive)
  - a. Identify needed address structure, edits and standards
  - b. Identify needed geocoding standards
  - c. Identify characteristics of needed dataset(s)
- 6) Identify available address point, street centerline, or parcel polygon data and note geographic extents, limitations, licensing requirements, etc.
- 7) Perform market search to identify software and/or services available to meet identified geocoding business and address point, street centerline, or parcel polygon data needs
- 8) Refine the address, address point, street centerline, and parcel polygon data and geocoding standards and proposed functionality
- 9) Make recommendations and project plan for full production geocoding service(s)
  - a. Roles and responsibilities
  - b. Functions to be included
  - c. Standards and guidelines
  - d. Implementation methods and options
  - e. Resource requirements
  - f. Timeline(s)
  - g. Governance
- 10) Development of a “Report of Findings”
- 11) Presentation(s) to stakeholders of findings
- 12) Seek commitment and resources

## • Anticipated Milestones and timeframes

- 1) Development of detailed project plan
- 2) Identification of State Geocoding business needs
- 3) Identification of geocoding services(s) functionality needed to meet State business needs
- 4) Identification of potential benefits of “standard” State Geocoding Service(s)
- 5) Identification of potential costs of “standard” State Geocoding Service(s) both initial and on-going
- 6) Identification of potential geocoding solutions
- 7) Identification of desired address point, street centerline, and parcel polygon dataset characteristics
- 8) Identification and analysis of available address point, street centerline, and parcel polygon dataset(s)
- 9) Identification of needed and/or appropriate standards or guidelines
- 10) Identification of suggested services or routines to be developed or acquired
- 11) Development of recommendations including any follow-on projects
- 12) Generation of “Report of Findings”
- 13) Presentation of findings



# Geocoding Workgroup

## • Constraints

The following limitations and constraints have been identified for this project:

- The effort relies on voluntary participation by organizations and their staff
- This project does not have an allocated budget
- There is no existing State geocoding standard
- There is no existing State address standard, although a national standard is currently under review
- There are multiple address point, street centerline, and parcel polygon databases for Minnesota with varied levels of location accuracy and varied geographic coverage
- State government business databases may contain multiple types of address (i.e. building & mailing address)
- The understanding and definition of “geocoding” varies among individuals and agencies
- Geocoding needs vary among agencies and programs

## • Assumptions

The following assumptions were made when developing this Charter:

- The eventual project goal is to have geocoding service(s) available to State agencies and partners
- Geocoding services, and the data that support them, can meet multiple and varied State business needs
- Participating organizations will support staff involvement with this project.
- The project will be completed in phases as time and resources allow.
- There are growing State business needs and expectations for geocoding addresses
- Location accuracy requirements will vary among potential uses
- Location accuracy will depend on available data, especially address point, street centerline, and parcel polygon data

## • Roles

**Executive Sponsor(s):** Advocate and promote project

- David Arbeit, Minnesota CGIO, MnGeo

**Stakeholders and Interests:**

- Minnesota Department of Agriculture – Need for geocoding services
- Minnesota Department of Employee and Economic Development – Need for geocoding service
- Minnesota Department of Revenue – Currently doing geocoding and in need of a statewide service
- Minnesota Geospatial Information Office – Coordination of geospatial technology and data for Minnesota State Government
- Minnesota Department of Human Services – State Agency with large amount of data and need to geocode
- Metropolitan Council – Regional governmental agency currently using geocoding services
- Minnesota Office of Enterprise Technology – Approve and administer information technology and data standards
- Minnesota State Legislature – Desire for Minnesota government data to be viewable on a map

**Workgroup Chairpersons:** Lead the planning and execution of the project, chair or co-chair workgroup

- Mike Dolbow, Department of Agriculture
- Kent Treichel, Department of Revenue



# Geocoding Workgroup

**Workgroup Members:** Serve as steering team in between Council Meetings

- Mike Dolbow, Agriculture
- Kent Treichel, Revenue
- Mary Arvesen, Human Services
- Jessica Fendos, DEED
- Jennifer Johnson, Corrections
- Sandi Kuitunen, MnGeo
- Fred Logman, MnGeo
- Lee Meilleur, Legislative Coordinating Commission
- Brad Neuhauser, Office of the Secretary of State
- John Wiersma, Human Services
- Tim Zimmerman, Hennepin County

**“Work Team”:** Plan and execute elements of the project; organize and prepare materials for workgroup

- Mike Dolbow, Agriculture
- Kent Treichel, Revenue
- Jon Wiersma, Human Services
- Tim Zimmerman, Hennepin County