

2018-19 Work Plan Template

All fields with an * are mandatory

Project Description Summary			Co-Chair Decision (March 8, 2018)
Date *	Project/Work Plan Identifier (if applicable)	Program Type and Strategic Alignment *	<p>* Decision Pool B: Workplan approved with contingency</p> <p>* Approved at \$332,000 contingent upon budget rationalization of staffing capacity required (Alberta Environment and Parks staffing request)</p> <p>* Funds will not be released until this budget rationalization is completed.</p> <p>* An amended workplan and rationalized budget is to be submitted before March 23, 2018 to the Oil Sands Monitoring Secretariat.</p> <p>* It is a requirement of funding that this work be informed by a meeting coordinated by the Oil Sands Monitoring Program Secretariat on high resolution imagery, remote sensing, LIDAR, geospatial analysis application and directions for the OSM Program overall.</p> <p>*Funding expectations: as a minimum an annual progress report is required by March 31, 2019. All publications or products resulting from this work requires acknowledgement of funding from the Oil Sands Monitoring Program and are to be provided to the Oil Sands Monitoring Secretariat for tracking and any programmatic communications purposes. Work funded through the Oil Sands Program will be available for public dissemination.</p>
15/01/18		OSM - Long Term Monitoring	
Program Category *	Status *	Dept. ID	
Environmental Data, Analytics, Prediction	New Project	1104	
Project Leadership / Contact information			
Project Title *	Key Words (max 10) *		
GIS and Modelling Data Management Environment	Data, GIS, Modelling Environmental Condition, Oil Sands		
Surname *	Given Name *	Title *	
Lazar-Tippe	Rita	CIO	
Organization *	Department	Division	
Alberta Provincial	AEP	EMSD	
Branch *	Section/Unit (if applicable)	Phone *	
IEAP		7802297220	
Email *	Mailing Address	City	
rita.lazar-tippe@gov.ab.ca	9th floor 9888 - Jasper Avenue	Edmonton	
Postal Code	EMSD Executive Owner (If Applicable)		
T5J 5C6	Monique Dube		
Project Information			
Project Objective(s) (Bullet Form) *	<ul style="list-style-type: none"> To implement, sustain and evolve an integrated GIS and Modelling data management environment in order to derive visualization products, support the analysis and prediction of environmental condition in the Oil Sands region. To support integrated reporting on environmental condition. To provide open, transparent, searchable and publically accessible Oil Sands Monitoring GIS data and products in an interactive way. 		
Plain Language Overview (100 words) *	To implement a GIS and Modelling data management environment to support integrated reporting of environmental condition in the Oil Sands.		
Project Duration *	Project Original Start Date *	Estimated Completion Date *	
Multi-Year	1-Apr-18	31-Mar-23	
Specify Objectives This Project Will Address in 2018/2019. *	<ul style="list-style-type: none"> To implement a GIS and modelling data management environment in order to store, manage and search GIS data and products. 		
Specify Objectives This Project Will Address Beyond 2018/19 (if multi-year). *	<ul style="list-style-type: none"> To create spatial data and products from internal non-spatial data. Establish partnerships to compute power in order to incorporate machine learning for complex datasets for spatial data. To create and provide spatial data for external consumption. To create and provide modelling environment for internal consumption. 		
List Key Questions/Hypotheses Related to Each Objective Stated Above. *	N/A		
Main Assumptions, Constraints, Dependencies. *	<ul style="list-style-type: none"> Human resource capacity and subject matter expertise. Adoption of the standards that will be outlined for GIS data, repository and metadata. 		
Partner Categories (select all that apply) * A partner is an individual, group, agency, community etc. that is an active participant in the project and in achieving the project deliverables.	Knowledge System *	Location (select all that apply) *	
<input type="checkbox"/> Federal Government <input type="checkbox"/> Another AEP Division <input type="checkbox"/> Another GoA Department <input type="checkbox"/> University/Academic Institution <input type="checkbox"/> Solely delivered by GoA <input type="checkbox"/> Citizen Science <input type="checkbox"/> Indigenous Community or Organization <input type="checkbox"/> ENGO <input type="checkbox"/> Other	Classical Science	<input checked="" type="checkbox"/> Office or Laboratory <input type="checkbox"/> Sub-regional <input type="checkbox"/> Transboundary (provincial/territorial) <input type="checkbox"/> Lower Peace Region <input type="checkbox"/> Upper Peace Region <input type="checkbox"/> North Saskatchewan Region <input type="checkbox"/> Red Deer Region <input type="checkbox"/> Lower Athabasca Region <input type="checkbox"/> Upper Athabasca Region	
AEP ONLY: Strategic Alignment to EMSD Outcomes			
AEP ONLY: Strategic Alignment to EMSD Science Plan, select 1-2 areas that apply (if Applicable)			
Legislated/Policy Requirement			
Choose one			
AEP ONLY: Strategic Alignment to AEP Departmental Outcomes			
AEP ONLY: Environmental and Ecosystem Health and Integrity	AEP ONLY: Sustainable Economic Diversity	AEP ONLY: Social Well-Being	
Choose one	Yes	Yes	
All			
AEP ONLY: Protected Public Health and Safety from Environmental			
Yes			

AEP ONLY: IMAG/IMSC Information Needs, Please Specify Which Need(s) is Being Addressed. File location M:\EMSD\Common\Portfolio Mgmt System Shared Docs	15,22,38
AEP ONLY: How This Project Will Address Each Strategic Theme Selected Above.	Provide access to a spatial and modelling representation of new and historical foundational environmental monitoring data in the Oil Sands region.
Project Methodology	
List the Key Project Phases and Provide Bullets for Each Major Task Under Each Project Phase. *	<p>Phase 1: To implement a GIS data management environment in order to store, manage and search GIS data and products. (Q3)</p> <ul style="list-style-type: none"> o Task: Acquire capital end user hardware. (completed from the 2017/18 approved capital budget) to expedite the usage in 2018/19. o Task: To investigate and acquire all necessary GIS and Modelling tools and repository. o Task: To discover and document all of the GIS data sources and data paths. o Task: Design and implement a file structure, naming convention and metadata structure to be adopted.
Describe How Changes in Environmental Condition Will Be Assessed. *	N/A
Are There Benchmarks (e.g., objectives, tiers, triggers, limits, reference conditions, thresholds, etc.) Being Used to Assess Changes in Environmental Condition? If So, Please Describe, If Not, State "NONE". *	N/A
Provide a Brief Description of the Methods By Project Phase. *	N/A
List the Key Indicators Measured. *	N/A
Describe Sample Handling Procedures, If Not Applicable, State N/A. *	N/A
List SOPs that Will Be Used, If Not Applicable, State N/A. *	N/A
Describe the QA/QC Plan, If Not Applicable, State N/A. *	N/A
Describe How Indigenous Communities are Involved in the Project Design, Data Collection, and Analysis (Knowledge Co-creation) and How is their Consent Sought. If Not Applicable, State N/A. *	N/A
Components Delivered by Others	
List by Project or Project Phase Each Component That Will Be Delivered by An External Party (including analytical laboratories) and Name the Party. State None if Not Required. *	N/A
Will These Components be Delivered Under Grant or Contract or Both? Please Describe and Name the Associate Work Plan/Grant/Contract for These Services if Not Included Within This Work Plan. *	N/A
Monitoring Site Locations and Coordinates (for all sites, please add them to the Monitoring Site Location tab - a separate excel sheet)	
Attach Map of Locations. Distinguish Indicators by Station if Necessary. Distinguish Sampling Frequency by Station if Necessary.	N/A
Project Schedule	
FOR OIL SANDS MONITORING PROJECTS ONLY: A coordinated field monitoring schedule for the OSM Program is required. Please complete the attached document named "OSM Program Field Monitoring Schedule" in addition to this work plan. Fill as much as you can recognizing that scheduling changes will occur and the scheduling document will be updated regularly. Please note the scheduling document will be shared with stakeholders.	N/A
FOR OIL SANDS MONITORING PROJECTS ONLY: Have You Coordinated With Other Project Leads On Field Logistics? If So, Please Specify. *	N/A
Other	

Additional Details.	The OSM Program is a joint program managed by the Governments of Alberta and Canada, AEP and ECCC respectively. The OSM Program naturally interfaces with other GoA departments and data systems. To date, \$250M has been invested into the OSM Program. Due to the transitions between AEMERA and the GoA, development of GIS data management environment for OSM was impacted. Thus, this workplan is focused entirely on the mandate of the OSM Program; to provide an visual integrated data and products for environmental monitoring in the Oil Sands to support reporting of environmental condition. Interfacing data management systems with other government data repositories will be considered in future years of this project.	
Will Capacity Building and Training be a Component of the Project and If So, Explain How. If Not, State N/A. *	Training of all internal stakeholders pertaining to GIS standards, accessibility and searchability for creators or consumers of the GIS data or products.	
Environmental Impact and Considerations.	None	
Data Management and Digital Assets		
Will Data be Produced as a Result Of This Project? *	Type of Quantitative Data Variables	Frequency Of Collection
Yes	Other	Choose one
	All	All
Data Collection Period: Start Date - End Date	Timeline For Upload Period: Start Date - End Date	
All	All	
Is There a Data Sharing Agreement? (Yes or No).	Data sharing agreements will be required for partner acquired data. This requirement will be identified in the overall partner obligations.	
Will the Data Include Traditional Knowledge as Defined by and Provided by an Indigenous Representative, Community or Organization (Yes / No).	No.	
Platform/Location of Data Storage.	To be determined, as part of the discovery and assessment.	
Project Deliverables		
Proposed 2018-19 Deliverable Type (for each deliverable outline document, presentation, meeting, etc.)		
<input type="checkbox"/> Peer-reviewed Journal Publication	<input type="checkbox"/> Peer-reviewed Conference Proceeding	<input type="checkbox"/> Non-peer reviewed Conference Proceeding
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
<input type="checkbox"/> Technical Report	<input type="checkbox"/> Book Chapter	<input type="checkbox"/> Public Dissemination Document
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
<input type="checkbox"/> Conference Presentation(s)	<input type="checkbox"/> Stakeholder Presentation	<input type="checkbox"/> Key Engagement/Participation Meeting *
Q1 - Deliverable, Comments Choose one	Q1 - Deliverable, Comments Choose one	Q1 - Deliverable, Comments Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q2 - Deliverable, Comments Choose one	Q2 - Deliverable, Comments Choose one	Q2 - Deliverable, Comments Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q3 - Deliverable, Comments Choose one	Q3 - Deliverable, Comments Choose one	Q3 - Deliverable, Comments Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q4 - Deliverable, Comments Choose one	Q4 - Deliverable, Comments Platform	Q4 - Deliverable, Comments Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.

<input type="checkbox"/> EMSD Strategic & Operational Publication	<input checked="" type="checkbox"/> Other Documents	
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	
	<ul style="list-style-type: none"> o Task: Acquire capital end user hardware. (completed from the 2017/18 approved capital budget) to expedite the usage in 2018/19. o Task: To investigate and acquire all necessary GIS and Modelling tools and repository. o Task: To discover and document all of the GIS data sources and data paths. o Task: Design and implement a file structure, naming convention and metadata structure to be adopted. 	
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	
Proposed Deliverables After 2018/2019 for the project funds received in 2018/2019		
<input type="checkbox"/> Peer-reviewed Journal Publication	<input type="checkbox"/> Peer-reviewed Conference Proceeding	<input type="checkbox"/> Non-peer reviewed Conference Proceeding
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
<input type="checkbox"/> Technical Report	<input type="checkbox"/> Book Chapter	<input type="checkbox"/> Public Dissemination Document
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
<input type="checkbox"/> Conference Presentation(s)	<input type="checkbox"/> Stakeholder Presentation	<input type="checkbox"/> Key Engagement/Participation Meeting *
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
<input type="checkbox"/> EMSD Strategic & Operational Publication	<input type="checkbox"/> Other Documents	
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	

Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
All Completed Products if a <small>multi-year project, specify all completed products to date (consistent format for the fields below). Add rows as required.</small>	
Journal Paper	
<small>Required Format: Author (follow APA citation format), Year, Title, Journal, Volume, Page Numbers, Open or Closed and Document Location</small>	
<small>Example: Jacoby, W. G. (1994). Public Attitudes Toward Government Spending. American Journal of Political Science, 38(2), 336-361.</small>	
<small>Fearon, J. D., & Laitin, D. D. (2003). Ethnicity, Insurgency, and Civil War. American Political Science Review, 97(01), 75. doi: 10.1017/S0003055403000534</small>	
1)	
2)	
3)	
4)	
5)	
Technical Report	
<small>Required Format: Author, Year, Title, Publisher Location, Name of Publisher, Publisher, Document Location</small>	
<small>Example: Author, F.M. (Publication Year). Title of Report (Report No. XXX). Publisher City, State: Publisher</small>	
1)	
2)	
3)	
4)	
5)	
Book Chapter	
<small>Required Format: Author, Year, Title of Paper, Editors, Title of Book, Page Numbers, Location of Publisher, Name of Publisher, Document Location</small>	
<small>Example: Hemingway, E. (1999). The Killers. In J. Updike & K. Kenison (Eds.), The Best American Short Stories of the Century (pp.78-80). Boston, MA: Houghton Mifflin</small>	
1)	
2)	
3)	
4)	
5)	
Conference Proceeding	
<small>Required Format: Author, Year, Title of Paper, Editors, Title of Proceedings, Name of Conference Location of Conference, Publisher Location, Name of</small>	
<small>Example: Author of Paper, A., & Author of Paper, B. (Year, Month date). Title of Paper. In A. Editor, B. Editor, & C. Editor. Title of Published Proceedings. Paper Presented at Title of Conference: Subtitle of Conference, Location (inclusive page numbers). Place of Publication: Publisher.)</small>	
1)	
2)	
3)	
4)	
5)	
Public Dissemination Document	
<small>Required Format: Author, Year, Title, Journal / Report, Volume, Publisher, Page Number, Number of Pages, Document Location</small>	
1)	
2)	
3)	
4)	
5)	
AEP ONLY: EMSD Strategic and Operational Publication	
<small>Required Format: Author, Year, Title, Publisher Location, Name of Publisher, Publisher, Document Location</small>	
1)	
2)	
3)	
4)	
5)	
Other Documents	
<small>Detailed Information of Other Documents</small>	
1)	

2)
3)
4)
5)

Conference Presentation

Required Format: Presenter, Date, Location, Title, Platform or Poster, Conference Name

1)
2)
3)
4)
5)

Stakeholder Presentation

Required Format: Presenter, Date, Location, Title, Platform or Poster, Name of Meeting

1)
2)
3)
4)
5)

Key Engagement/Participation Meeting

Required Format: Meeting Host, Date, Location

1)
2)
3)
4)
5)

Human Resources / Staffing Plan (roles and responsibilities)

Name & Role	Organization	Responsibilities
Monique Dube	IEAP	Strategic oversight
Rita Lazar-Tippe	IEAP	Strategic planning and Project leadership
TBD	IEAP	Project manager and partnership development
TBD	IEAP	Data Scientist
TBD	Science	GIS Data Scientist

AEP ONLY: Additional Human Resources Required from EMSD

Name & Role	Branch - Section	Estimated time (% of annual FTE)
Rita Lazar-Tippe	IEAP	10

Financial Details and Budget Request

Source of Funding Requested Year 1 - 2018/19

	AEP ONLY: EMSD	OSM
Salaries and Benefits - AEP Chargeback		12000
Salaries and Benefits - New OSM Staff		0
Operations and Maintenance		100000
Consumable materials and supplies		5000
Conferences and meetings travel		
Field work travel		
Project-related travel		
Engagement		
Reporting		
External Contracts - Organization/Vendor/Suppliers		15000
Overhead		
Grants		
Capital		200000
Total budget request for the year	0	332000
Total budget approved		

Source of Funding Requested Year 2 - 2019/20

	AEP ONLY: EMSD	OSM

Salaries and Benefits - AEP Chargeback		50000
Salaries and Benefits - New OSM Staff		
Operations and Maintenance		100000
Consumable materials and supplies		5000
Conferences and meetings travel		
Field work travel		
Project-related travel		
Engagement		
Reporting		
External Contracts - Organization/Vendor/Suppliers		
Overhead		
Grants		
Capital		
Total budget request for the year	0	155000
Total budget approved		

Source of Funding Requested Year 3 - 2020/21

	AEP ONLY: EMSD	OSM
Salaries and Benefits - AEP Chargeback		25000
Salaries and Benefits - New OSM Staff		
Operations and Maintenance		100000
Consumable materials and supplies		5000
Conferences and meetings travel		
Field work travel		
Project-related travel		
Engagement		
Reporting		
External Contracts - Organization/Vendor/Suppliers		
Overhead		
Grants		
Capital		
Total budget request for the year	0	130000
Total budget approved		

Source of Funding Requested Year 4 - 2021/22


	AEP ONLY: EMSD	OSM
Salaries and Benefits - AEP Chargeback		25000
Salaries and Benefits - New OSM Staff		
Operations and Maintenance		100000
Consumable materials and supplies		5000
Conferences and meetings travel		
Field work travel		
Project-related travel		
Engagement		
Reporting		
External Contracts - Organization/Vendor/Suppliers		
Overhead		
Grants		
Capital		
Total budget request for the year	0	130000
Total budget approved		

Budget Request for the Entire Project	0	747,000
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Project Approval(s)

Proposal Submitted by

Surname	Given Name	Organization
Lazar-Tippe	Rita	AEP/EMSD

Signature	Date
	18/01/2018
Rita Lazar-Tippe CIO	

Proposal for OSM Reviewed by

EMSD Executive Director	Signature	Date
Monique Dube		16/02/2018

AEP Administrator/Coordinator - Review	Signature	Date

ECCC Administrator/Coordinator - Review	Signature	Date

OSM Project Approved by

AEP Co-Lead for OSM	Signature	Date

ECCC Co-Lead for OSM	Signature	Date

AEP ONLY: Proposal for EMSD Reviewed by		
EMSD Director	Signature	Date
AEP ONLY: EMSD Project Approved by		
EMSD Executive Director	Signature	Date
EMSD Chief Scientist	Signature	Date
OSM / EMSD Project Has Not Been Approved		
Project Status	Date Notified	Date Required
The project is conditionally approved. The following conditions are required before approval is granted.		
List the Condition(s)		
Condition(s) Addressed / Approval Granted		
Choose one		
OSM / EMSD Approval Post Removal of Condition(s)		
Name & Title	Signature	Date