

2018-19 Work Plan Template

All fields with an * are mandatory

Project Description Summary			Co-Chair Decision
Date *	Project/Work Plan Identifier (if applicable)	Program Type and Strategic Alignment *	<p>* Decision Pool A: Workplan approved. * Approved at \$385,000</p> <p>* It is a requirement of funding that key members of the project team participate in all Integration Workshops that will be informed by the Oil Sands Monitoring Secretariat. This is to ensure clear integration and prioritization of Data Management across the OSM Program</p> <p>* It is also a requirement of funding that this project aligns with D-2-1819 and the two projects be integrated into a single workplan in 19/20.</p> <p>*Funding expectations: as a minimum an annual progress report is required by February 28, 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>
6/15/2018	D-6-1819	OSM - Focus Study	
Program Category *	Status *	Dept. ID	
Standards, QA/QC	Existing Project		
Project Leadership / Contact information			
Project Title *	Key Words (max 10) *		
OSM Data Publishing and Improvements to Standardization, Storage and Master Data Management	Data management, standards, publication, portal, exchange, metadata, master data, geospatial		
Surname *	Given Name *	Title *	
Kelly	Kevin	IM & IT Team Lead	
Organization *	Department	Division	
ECCC			
Branch *	Section/Unit (if applicable)	Phone *	
CSFB		8194207558.00	
Email *	Mailing Address	City	
kevin.kelly2@canada.ca	351, boul. Saint-Joseph,	Gatineau	
Postal Code	EMSD Executive Owner (if Applicable)		
K1A 0H3			
Project Information			
Project Objective(s) (Bullet Form) *	Provide a robust Oil Sands Monitoring (OSM) data management framework for public dissemination of OSM data, as outlined in the plan.		
Plain Language Overview (100 words) *	Over the next five years, the intention of Environment and Climate Change Canada's (ECCC's) Oil Sands Monitoring (OSM) Data Management Component is to continue to improve the access, usability, standardization and completeness of ECCC OSM data. This will be achieved through the implementation of data standardization and improving data management service delivery, and will be done in conjunction with our federal responsibilities around Open Government, which have similar requirements. The desired end state is to have ECCC's OSM collected data high-quality, complete, transportable, machine-readable, and well described in order to support OSM deliverables and to contribute to a central OSM portal, which will require collaboration between OSM partners and solidification of the federated data model.		
Project Duration *	Project Original Start Date *	Estimated Completion Date *	
Multi-Year	4/1/2017	3/31/2017	
Specify Objectives This Project Will Address in 2018/2019. *	<ul style="list-style-type: none"> • Ensure ECCC OSM portal remains operational, including data management and data publication support for release of ECCC OSM monitoring data. • Design and deploy a standards based master-data management structure, toward enabling relational, linked ECCC OSM data. • Convert ECCC OSM water monitoring data from the ACBIS program data system into a linked, Open Geospatial Consortium (OGC) TimeseriesML based data profile and define criteria for data conversion quality assessment and reporting. • Publish geospatial services for ECCC OSM data, beginning with air monitoring datasets. • Work with Alberta Environment and Parks (AEP), by continuing to provide access to ECCC OSM metadata from ECCC's data catalogue and begin defining data sharing APIs for the exchange of standardized data. 		
Specify Objectives This Project Will Address Beyond 2018/19 (if multi-year). *	This project will be integrated with D-2-1819 into a single work plan in 2019/20		
List Key Questions/Hypotheses Related to Each Objective Stated Above. *	<ul style="list-style-type: none"> * By continuing to improve the completeness and standardization of ECCC OSM data, it will make it easier to be machine processable, allowing it to be ingested and combined with data originating from other sources (AEP included). * Implementing a master data management structure will allow better management of metadata used to describe, and analyse, ECCC OSM data. * Publishing geospatial services for our datasets will allow easier layering on geospatial mapping applications. 		
Main Assumptions, Constraints, Dependencies. *	<ul style="list-style-type: none"> * Assumption that infrastructure will be available, as required. (also a dependency) * Assumption there will be timely collaboration with data stewards to complete and quality check data as it's transformed into standardized format. * Dependency on having skilled human resources available (both in the data management program and data steward programs). 		

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 checked="" 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) Choose one Choose one		
AEP ONLY: Strategic Alignment to AEP Departmental Outcomes		
AEP ONLY: Environmental and Ecosystem Health and Integrity Choose one	AEP ONLY: Sustainable Economic Diversity Choose one	AEP ONLY: Social Well-Being Choose one
AEP ONLY: Protected Public Health and Safety from Environmental Choose one		
AEP ONLY: IMAG/IMSC Information Needs, Please Specify Which Need(s) is Being Addressed. File location M:\EMSD\Common\Portfolio Mgmt System Shared Docs		
AEP ONLY: How This Project Will Address Each Strategic Theme Selected Above.		
Project Methodology		
List the Key Project Phases and Provide Bullets for Each Major Task Under Each Project Phase. *	1) To improve the access, usability, standardization and completeness of ECCO OSM data. 2) Ensure ECCO OSM portal remains operational, including data management and data publication support for release of ECCO OSM monitoring data. 3) Design and deploy a standards based master-data management structure, toward enabling relational, linked ECCO OSM data. 4) Convert ECCO OSM water monitoring data from the ACBIS program data system into a linked, Open Geospatial Consortium (OGC) TimeseriesML based data profile and define criteria for data conversion quality assessment and reporting. 5) Publish geospatial services for ECCO OSM data, beginning with air monitoring datasets. 6) Work with Alberta Environment and Parks (AEP), by continuing to provide access to ECCO OSM metadata from ECCO's data catalogue and begin defining data sharing APIs for the exchange of standardized data.	
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". *	NONE	

Provide a Brief Description of the Methods By Project Phase. *	<p>1) To improve the access, usability, standardization and completeness of ECCC OSM data.</p> <p>2) Ensure ECCC OSM portal remains operational, including data management and data publication support for release of ECCC OSM monitoring data.</p> <ul style="list-style-type: none"> • Continuous scheduled data publishing through the ECCC Data Management Service. • Maximize use of departmental and Government of Canada solutions to minimize downtime. <p>3) Design and deploy a standards based master-data management structure, toward enabling relational, linked ECCC OSM data.</p> <ul style="list-style-type: none"> • Pilot master data components, usable and expandable for all ECCC OSM datasets, through the design and building of SKOS dictionaries linked to monitoring data that as they are transformed into the open data profile. • Publish master data dictionaries associated with monitoring sites as part of building an open, linked data warehouse. • Publish new and update existing master data dictionaries as part of pilot conversion of ACBIS data to the open data profile. <p>4) Convert ECCC OSM water monitoring data from the ACBIS program data system into a linked, Open Geospatial Consortium (OGC) TimeseriesML based data profile and define criteria for data conversion quality assessment and reporting.</p> <ul style="list-style-type: none"> • Map ACBIS water data against the linked, open data profile and update profile if required. • Create Extract, Transform, Load (ETL) scripts to transform data from ACBIS system to the linked, open data profile. • Create feedback system on completeness and issues encountered transforming the data to allow for continuous improvement. <p>5) Publish geospatial services for ECCC OSM data, beginning with air monitoring datasets.</p> <ul style="list-style-type: none"> • Create and publish a Data Catalogue record and geospatial service for ECCC OSM monitoring sites. • Assess ECCC OSM Air datasets, and where possible create and publish geospatial services. • Continue this process for rest of ECCC OSM datasets. <p>6) Work with Alberta Environment and Parks (AEP), by continuing to provide access to ECCC OSM metadata from ECCC's data catalogue and begin defining data sharing APIs for the exchange of standardized data.</p> <ul style="list-style-type: none"> • Continuous alignment of ECCC data standardization work with AEP initiatives, including pilot testing of data connectivity.
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. *	None
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.		
Will Capacity Building and Training be a Component of the Project and If So, Explain How. If Not, State N/A. *	N/A	
Environmental Impact and Considerations.	N/A	
Data Management and Digital Assets		
Will Data be Produced as a Result Of This Project? *	Type of Quantitative Data Variables	Frequency Of Collection
No	Choose one	Choose one
Data Collection Period: Date - End Date	Start Date - End Date	Timeline For Upload Period: Start Date - End Date
N/A	N/A	N/A
Is There a Data Sharing Agreement? (Yes or No).	No	
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.	N/A	
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"/> 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.
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"/> 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.
All Completed Products		
If a multi-year project, specify all completed products to date (consistent format for the fields below). Add rows as required.		
Journal Paper		
Required Format: Author (follow APA citation format), Year, Title, Journal, Volume, Page Numbers, Open or Closed and Document Location		
Example: Jacoby, W. G. (1994). Public Attitudes Toward Government Spending. American Journal of Political Science, 38(2), 336-361.		
Fearon, J. D., & Laitin, D. D. (2003). Ethnicity, Insurgency, and Civil War. American Political Science Review, 97(01), 75. doi: 10.1017/S0003055403000534		
1)		
2)		
3)		
4)		
5)		
Technical Report		
Required Format: Author, Year, Title, Publisher Location, Name of Publisher, Publisher, Document Location		
Example: Author, F.M. (Publication Year). Title of Report (Report No. XXX). Publisher City, State: Publisher		
1)		
2)		
3)		
4)		
5)		
Book Chapter		
Required Format: Author, Year, Title of Paper, Editors, Title of Book, Page Numbers, Location of Publisher, Name of Publisher, Document Location		
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		
1)		
2)		
3)		
4)		
5)		
Conference Proceeding		
Required Format: Author, Year, Title of Paper, Editors, Title of Proceedings, Name of Conference Location of Conference, Publisher Location, Name of		
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.)		
1)		
2)		
3)		
4)		
5)		
Public Dissemination Document		
Required Format: Author, Year, Title, Journal / Report, Volume, Publisher, Page Number, Number of Pages, Document Location		
1)		
2)		
3)		
4)		
5)		
AEP ONLY: EMSD Strategic and Operational Publication		
Required Format: Author, Year, Title, Publisher Location, Name of Publisher, Publisher, Document Location		
1)		
2)		
3)		
4)		
5)		
Other Documents		
Detailed Information of Other Documents		
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
Project Manager	ECCC	Planning, oversight, management, architecture
Work Package Managers/ETL/Modelers	ECCC	Tool support, data modelling, architecture, ETL, etc.
Work Package Managers/ETL/Modelers	ECCC	Tool support, data modelling, architecture, ETL, etc.
ETL/Modeler Support	ECCC	Data publication support, metadata support, training, system monitoring, etc.

AEP ONLY: Additional Human Resources Required from EMSD

Name & Role	Branch - Section	Estimated time (% of annual FTE)	Salary Estimate Range

Financial Details and Budget Request

Source of Funding Requested Year 1 - 2018/19			
	AEP ONLY: EMSD	OSM	
Salaries and Benefits		304194	
Operations and Maintenance		80806	
Consumable materials and supplies			
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	385000	Approved at: 385,000
Total budget approved			

Source of Funding Requested Year 2 - 2019/20			
	AEP ONLY: EMSD	OSM	
Salaries and Benefits			
Operations and Maintenance			
Consumable materials and supplies			
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	0
Total budget approved		
Source of Funding Requested Year 3 - 2020/21		
	AEP ONLY: EMSD	OSM
Salaries and Benefits		
Operations and Maintenance		
Consumable materials and supplies		
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	0
Total budget approved		
Source of Funding Requested Year 4 - 2021/22		
	AEP ONLY: EMSD	OSM
Salaries and Benefits		
Operations and Maintenance		
Consumable materials and supplies		
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	0
Total budget approved		
Budget Request for the Entire Project	0	385,000
Project Approval(s)		
Proposal Submitted by		
Surname	Given Name	Organization
Kelly	Kevin	ECCC
Signature	Date	
Proposal for OSM Reviewed by		
EMSD Executive Director	Signature	Date
AEP Administrator/Coordinator - Review	Signature	Date
ECCC Administrator/Coordinator - Review	Signature	Date
Cathy Cormier, Acting Manager - Data Management Services		8-Aug-18
OSM Project Approved by		
AEP Co-Lead for OSM	Signature	Date
ECCC Co-Lead for OSM	Signature	Date
Ross Gordon, Director, Records & Information Management		8-Aug-18
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