MD FirstNet Team Progress Report 1/29/15

**Activities for the part of prior and current week:**

* Worked on and finalized presentation for FirstNet SPOC roundtable at MACINAC conference.
* Prepared for outreach presentations.
* Worked on finalizing travel reimbursement information/forms to MD conference participants
* Participated in MACINAC Regional conference in Richmond, VA and took part in a panel/presentation for SPOC roundtable on Jan. 28/29
* Scheduled and prepared for a meeting with our prospective pilot user needs assessment county (Caroline County).
* Refined the data needs "menu" of items included in the assessment. We also worked to analyze the OEC Broadband Workshop maps, and OEC Mobile Data Survey Tool results.
* Launched the updated website.
* Revised content for the website.
* Developed draft *Service Level Agreement* defining roles and responsibilities regarding website updates.
* Researched and wrote blog about the recent Metro fire in DC - analyzing how FirstNet might have improved/changed the interoperability situation in that response.
* Attended the MACINAC Conference in Richmond, VA January 28-29, 2015
* Research additional sources for public safety agency information, including CASM database, agency organizations such as Maryland State Fireman’s Association (MSFA) and Maryland Chiefs of Police Association to confirm or identify additional user information. Outputs included:
  + Updated user spreadsheet and list.
* Begin development of user requirements plan, including sections on governance, users, outreach and education, and user requirements gathering process. Output included:
  + Draft requirements data plan

**Planned activities for next week and beyond:**

* Give MD FirstNet briefing to MD Broadband Cooperative at MSP Easton Barrack on Feb. 3
* Planning call on Feb. 3 to discuss the session “SLIGP Lessons Learned - Straight from the States” that will take place at IWCE (International Wireless Communications Expo) 2015 in Las Vegas on March 20.
* Hold discussion of User Needs Survey Process for FirstNet with Caroline County on Feb. 4
* Review of outreach materials.
* Garrett County Local Emergency Planning Committee: 17 February 2015
* Reviewing and editing *Communication Management Plan*.
* Editing *Risk Management Plan*.
* Final review of *Business Case and Justification*.
* Reviewing final version of *Maryland Statewide Education and Outreach Plan Regarding Public Safety Communications Interoperability*.
* Continue work on user requirements plan.