



## PROJECT CHARTER

<b>Project Name:</b> Open Data Joint Initiative	<b>Client/Department:</b> City & County of Durham
<b>Project Sponsor:</b> Kerry Gooden-City CIO & Greg Marrow-County CIO	
<b>Overall Project Manager:</b> Anthony Pergolotti-City & Ivan Silis-County	

<b>Business Objectives</b>	<p>Create a joint (City and County of Durham) platform (Open Data Portal) to publish datasets to the community to foster a more innovative, open, transparent, accessible and collaborative government. The implementation of this platform is a multi-year and multi-phase endeavor.</p> <p>Phase 1-FY15: The initial phase of the program is a proof of concept to determine the value to the community, alignment to the City and County Strategic Plans and sustainability of the initiative. Open Data Proof of Concept goals are to establish policy &amp; procedures, communications plan, platform deployment, Open Data SME on-boarding, value proposition definition, determine sustainability requirements, publish key sustainable data-sets, establish internal business unit partners, Community advisory board/steering committees, and value analysis.</p>
<b>Project/Solution Overview</b>	<ol style="list-style-type: none"><li>1. Purchase an Open Data Portal to store critical City &amp; County datasets and provide analytical tools for data analysis.</li><li>2. Provide procedures and processes to obtain, maintain and post open data for developers and City and County departments to leverage for developing opportunities for entrepreneurship, economic development, commerce, increased investment and civic engagement.</li><li>3. To publish several articles to acknowledge City &amp; County efforts to increase transparency and innovation through Open Data.</li><li>4. Document the value and impact of the program on the community, the continued resource needs of the City and County, and the value to the City and County departments.</li></ol>
<b>Business Value</b>	Open Data Initiative aligns with the Joint (City & County) Strategic Initiatives Team's short and long term goals. It engages the community in sharing



	information that can be used for economic growth and community prosperity. It also engages City and County employees by proving analytics cross-City and County Data. Technology Solutions and Information Services & Technology departments working in partnership encourages government collaboration and cooperation.
<b>Budget</b>	\$129,500 total ( 50% City and 50% County)

**Milestones:** *(significant major project points that must be accomplished to complete project. These major milestones may be large enough to be subprojects. Eg. A large event and dinner hosted to support the project)*

<b>Milestone</b>	<b>Schedule Completion Date</b>	<b>Notes</b>
Create Req./RFP	August 29 <sup>th</sup> 2014 (done)	RFP to hire Program Analyst will be completed and it will be ready for public view.
Select Consultant	October 17 <sup>th</sup> 2014 (done- November, 12 <sup>th</sup> 2014)	Program Analyst selection process will be completed.
Creation of Org Structure, Data Stewards, processes and procedures for Open Data	February 30 <sup>th</sup> 2015	Program Analyst will complete Org. structure, select data stewards and develop processes and procedures for Open Data.
Platform Implementation	January 30 <sup>th</sup> 2015	New Open Data platform will be implemented with public portal
Datasets Deployment	April 24 <sup>th</sup> 2015	Datasets will be deploy
Sustainability & Value Proposition findings	June 30 <sup>th</sup> 2015	Report out during budget process.

*(It is critical that this document be reviewed and approved by the Project Sponsor! And, typically, their signature is on a hard-copy of this document and kept by the project manager in the overall file.)*

We agree that this is a viable project. We authorize the beginning of the planning and execution of the project.

**Project Sponsor City:**

**Project Manager City:**



Role	Responsibility	Core Team Members
Executive Sponsor	<i>The person authorizing the project, authorizes funding, resolves resource and priority issues</i>	Kerry Gooden-City CIO & Greg Marrow-County CIO
Project Manager (PM)	<i>Responsible for the overall success of the project.</i>	Anthony Pergolotti-City & Ivan Silis-County
Other internal: functional leaders/subject matter experts	<i>Provides experience/knowledge for project to work with PM and team to determine requirements, execution</i>	Les Hamashima, County Communications Officer
Other internal: functional leaders/subject matter experts	<i>Provides experience/knowledge for project to work with PM and team to determine requirements, execution</i>	Steve Barden, County Applications Manager
Open Data Subject Matter Expert	The person responsible for building the Open Data platform, process and procedures.	Open Data Consultant
Others: eg. Vendor Contact	Coming Soon.	Coming Soon.

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**Project Sponsor County:**

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**Project Manager County:**