

Prototype Plan

What are the salient features of your implementation you want to test with a prototype?

The feature to be tested includes the multistep process for making data open, which is portrayed in the attached storyboard. The steps for making data open, along with questions that we need to answer to create the prototype, follow:

1. Create or access a dataset for use and/or sharing among departments or other agencies, including RTK requests.

This step includes fulfillment of any data sharing request so workflows that are familiar to data stewards are not interrupted.

2. Record initial tracking information about the dataset and share with the department of Innovation & Performance (I&P).

Step 2 is the first step in the tracking process. The data coordinator (DC) will send the following information to I&P: the unique identifier, title, description, and identification date of the dataset and the name of the data steward and department. The status of this dataset will be 'inventory expected.'

3. Read procedures and call I&P for assistance with the data inventory.

This step is repeatable and can be visited at any point. We need to determine where procedures will be made available to users, who users should contact for help, and how they should contact that person (phone, email).

4. Create the data inventory using the procedures for reference. Call I&P for assistance if necessary.

We need to review the current documentation for creating data inventories and determine if any additional information or modifications would be helpful to the users. We also need to find out how each department can share their data inventory with I&P.

5. Record that the data inventory was completed and share the date with I&P.

Step 5 is the second step in the tracking process. The data coordinator (DC) will send the following information to I&P: the unique identifier and inventory date. The status of this dataset will be 'inventory completed.'

6. Determine if the dataset should be made openly available to the public.

Use the data inventory to determine if the dataset should be made open. Dataset prioritization involves evaluating the sensitivity level of the data, the anonymity of the data or the ability of the data to be anonymized, and the value of the dataset to stakeholders.

Note: All RTK data is priority because organizations are required by law to fill these requests for information. As soon as data is distributed to the requesting agency, it belongs to everyone and

should be published to the open data portal.

7. Record the openness determination and share the date with I&P.

Step 7 is the third step in the tracking process. The data coordinator (DC) will send the following information to I&P: the unique identifier and openness determination date. The status of this dataset will be 'expected to be made open.'

8. Publish the data on the WPRDC portal.

This step involves determining how data will be 'moved' to publication. We discussed the following three options for streamlining the publication process:

- a. CSV file upload to WPRDC
- b. Cloud data warehouse - application to table pipeline to get data from secure place
- c. Secure file transfer protocol - WPRDC pulls via SFTP

9. Record that data is published and share the date with I&P.

Step 9 is the fourth step in the tracking process. The data coordinator (DC) will send the following information to I&P: the unique identifier and publication date. The status of this dataset will be 'published.'

10. Participate in periodic check-ins with I&P.

We need to research a reasonable interval for holding meetings, i.e., quarterly, tri- or bi-annually. We also need to create a mockup for the newsletter with a section that highlights departments' progress.

The tracking process allows the city to measure their progress and to hold data stewards and coordinators accountable for identifying datasets, creating inventories, determining whether to make data open, and publishing data. We are still uncertain whether I&P will be able to track datasets from the point of identification or if they will have to wait until the data is added to the data inventory before they can track it. We believe they will at least be able to track data at the point that the data is inventoried, which will eliminate Step 2. This will make it difficult to measure progress, because knowing when a dataset has been identified provides a more complete picture of what data departments have and how productive they are in completing the process. However, the process will still be more helpful than no process at all even if we must eliminate Step 2.

What questions do you want to answer with your prototype?

- What questions do the users have for us or I&P as they go through our procedures?
- Is I&P spending too much time supporting the procedures?
- Are users asking questions that are very specific to their issue that do not affect anyone else, or are they asking questions that others may have?
- Do users say that anything is confusing or unclear?
- Considering answers to the above questions, should the procedures be revised?

What prototyping method do you want to use?

We plan to produce a high-fidelity prototype to represent our design solution that will take the form of a draft of our procedures. A high-fidelity prototype will ensure that the procedures and corresponding document features and formatting will be assessed for accuracy and usability.

What kind of users will be exposed to your prototype?

In addition to our contact for our partner organization, we hope to share our prototype document with several data managers from various city departments for their thoughts and feedback. These users will likely not only use our procedures but will have a good idea of the expectations of other department users as well.

How will you collect feedback from the users?

Feedback will likely be collected from our partner contact and city stakeholders through email. Depending on user availability, video conference calls might also be used to collect user thoughts and feedback.