Landover Hills - MD Open Data Portal
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INST490 0110

Project Plan

Task	Assigned To	Deadline	Status
Schedule internal meetings	Daniel	TBD	On-going
Draft team contract	Everyone	02/17/25	Complete
Develop roles matrix	Everyone	02/17/25	Complete
Conduct background research	Ruth	02/24/25	Complete
Document project understanding	Arafat	TBD	Not Started
Develop requirements questions	Shishir/Ruth	02/24/25	Complete
Schedule requirements meeting	Daniel	03/05/25	Complete
Draft problem definition	Zulykath	02/26/25	Not Started
Conduct risk assessment	Avindra	2/26/25	Started
Draft project summary	Shishir	03/05/2025	Not Started

Project Overview

Title: Integration of Landover Hills Municipal Data into the Maryland Open Data Portal

Duration: January - May 2025

Client: Town of Landover Hills

Objective: Our project aims to assist Landover Hills in integrating its municipal data into the Maryland Open Data Portal. This involves assessing existing municipal data, identifying gaps, and ensuring compliance with state guidelines.

Detailed Tasks and Goals

1. **Initial Project Briefing:**
   - Collaborate with the client to understand the organization, stakeholders, the platform's role, and any perceived challenges.
   - Establish regular meeting times with the client.
2. **Requirements Document:**
   - Confirm project needs, including technical and non-technical requirements, by engaging with relevant stakeholders like Maryland State Chief Data Officer and representatives from Eastern Shore Land Conservancy.
3. **Data Assessment and Planning:**
   - Identify the types of municipal data required by the state.
   - Assess existing data in Landover Hills and determine if new data collection is necessary.
   - Conduct comparative analyses with other Maryland municipalities to understand their contributions to the portal.
   - Develop a comprehensive plan for how Landover Hills can collect, format, and submit its data.
4. **Implementation Plan:**
   - Create a step-by-step guide for the town to format, organize, and submit its data to the Maryland Open Data Portal.
5. **Final Presentation and Report:**
   - Prepare and deliver a final presentation to the client and other stakeholders.
   - Compile a final report summarizing the project outcomes and recommendations.

Deliverables

- **Data Needs Report:** Summarizes specific data categories requested by the state for municipal contributions.
- **Municipal Data Assessment:** Inventory of existing data in Landover Hills and analysis of any gaps.
- **Best Practices Review:** Comparative analysis of data contribution strategies by other municipalities.

- **Implementation Plan:** Guide for data submission to the Maryland Open Data Portal.
- **Final Report and Presentation:** Comprehensive overview of the project with recommendations and next steps.

Client-provided Resources

- Access to organizational materials and staff.
- Regular feedback and communication during the project lifecycle.

Project Point of Contact

- **Primary Contact:** Mayor Jeffrey Schomisch
- **Alternative Contact:** Rommel J Pazmiño

This project requires a detailed understanding of municipal data management, as well as effective collaboration with various stakeholders to ensure the successful integration of Landover Hills' data into the state-wide portal. Our tasks will revolve around research, planning, stakeholder engagement, data assessment, and presenting your findings and recommendations.