DEPARTMENT OF LAND AND NATURAL RESOURCES - HISTORIC PRESERVATION DIVISION

Information Technology Work Plan
FISCAL PERIOD OCTOBER 1, 2013 - SEPTEMBER 30, 2015

1st quarter: 1 October 2013 – 31 December 2013

Implementation of Version 2 of the "Intake Log" database and the supporting web browser application programs will take place in this quarter. The changes found in this release will achieve the following objectives.

- Improved data validation to support better reporting capabilities.
- Selective data updating by more employees in every office location.
- Additional data fields to capture information useful for survey and inventory.
- Implementation of Universal Unique ID indexing to support GIS mapping.

Procurement and installation of six additional GIS workstations to support Archaeologist positions on Maui and Kauai, an Archaeology support position on Oahu, the branch chief for History and Culture, an Architectural Historian on Oahu, and a GIS support position on Oahu. Budgeted cost is $12,600.00.

Procurement and installation of 11 new General Office Productivity computers to support existing and new staff on all islands. After this purchase all staff computers will be less than a year old. Budgeted cost is $24,900.00.

Procurement planning will include a replacement Xerox DocuShare Server and data migration services. Estimated cost is $25k to 35k.

2nd quarter: 1 January 2014 – 31 March 2014

Implementation of Version 1 of the "Survey and Inventory" database and supporting web browser application programs will take place in this quarter. Initial design is based on the documents found in the Standard Operating Procedures published by Solutions Pacific in July 2012. Based on discussions with and input provided by the three SHPD branches it is expected that the database schema will change. The database design is flexible and will accommodate modifications as needed.

The goal is an operational "Survey and Inventory" database structure that will incorporate data from any new or legacy source. The primary criterion is that the data source includes some type of geographic reference. The expected data sources are the existing SHPD Library index, the existing SHPD Site database, the SHPD Intake Log, the Hawaii Historic Register databases, National Historic Nomination database, and all new Architectural, Archaeological, and Cultural Surveys.

Information Technology Work Plan

Also planned for this quarter is the procurement and installation of a replacement Xerox DocuShare Server and associated data migration services.

3rd quarter: 1 April 2014 – 31 June 2014

Refinement of the "Survey and Inventory" applications and databases will occur. Ongoing meetings and hands on experience by the end users will suggest what changes and improvements are needed.

Planned for this quarter is the purchase of the Xerox DocuShare Server upgrade. Time will be needed to learn the new features, to update our use patterns, and to re-train end users.

Planned for this quarter is a discussion on a special effort to digitize the SHPD Library and other paper documents. The discussion will include questions on the value of such an effort, and how it would be done, and what budget might be available to accomplish it.

Planned for this quarter is a discussion on how to take the established internal workflow, applications, and databases to the public. Some of the questions to be answered are, what data can be offered to the public, what data do we expect the public to provide, what will this interaction look like, what is the timeline, and what is the budget. This will provide the outline necessary to go forward with procurement.

4th quarter: 1 July 2014 – 31 September 2014

The 4th quarter could see the procurement or perhaps even the implementation of the two planned objectives discussed in the 3rd quarter - digitizing old records and a public facing interface for SHPD.

Of these, the need for a public for a public facing interface for SHPD data and processes is considered a requirement to be implemented as soon as possible. The benefits to having this capability include a web forms to conduct Surveys, live processing of reviews, online reporting of public discoveries, and support for public education efforts.

The benefit of digitizing older records is not so certain. One potential benefit would be a reduction in storage space and more complete mobile research ability. There is the potential for this work to be done by SHPD staff. Presumably SPHD staff will be proficient at digitizing new incoming material, and as the amount of new incoming material tapers off (because the originals are already in digital format) they will have time to address the older records.