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DEQ Charter

NPDES Permit Data Bridging Project

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DEQ
State of Oregon
Department of
Environmental
Quality

Purpose: To authorize the project, specify resources, and assist the project manager and team to organize, execute, and maintain oversight of project work.

Project Manager: Svetlana Lazarev	**Sponsor**: Keith Andersen
Version: 3	**Date**: 3/21/2017

Description and goals	
Initial problem statement	Timely access to essential data is a significant problem that hampers the preparation of NPDES permits and permit renewal. Data are not readily accessible, outdated, or incomplete.
Project scope	Identifying the types of data necessary to write an NPDES individual permit in Oregon; cataloging the locations of the data; identifying the means of acquiring the necessary data; identifying or developing the skills needed to compile the data. Developing a temporary process to ensure that data are available in a usable format when needed by permit writers. Provide a foundation for a long-term strategy development.
Out of scope	Developing an electronic data reporting system. Developing a long-term strategy
Desired outcomes	A clear and comprehensive description of the data required to write NPDES permits and a means of ensuring that permit writers will have that data in a timely fashion. A template for data collectors to use when acquiring the data.

Deliverables:
1. Near term "bridging system", process, or template to ensure NPDES permit writers have the right data at the right time.
2. Description of the business process related to the acquisition, organization and delivery of data necessary for NPDES permit writing or renewal for use in the EDMS project in a consistent format.

Roles and responsibilities			
Name	**Role in project**	**Responsibilities**	**Expected time commitment & dates of involvement**
Keith Andersen	Project Sponsor	Provide guidance to team and project manager Review and approve team work products Remove roadblocks Control project scope Approve changes to project Communicate progress to the agency Review project status	12/1/2016 - 7/30/17
Svetlana Lazarev	Project Manager	Sustain focus on deliverables and outcomes Keep sponsor informed Sustain engagement of team members and team performance Control project scope Effective meeting management	1/11/17 – 7/30/2017
Steve Schnurbusch Rob Burkhart Spencer Bohaboy Jeff Linzer	Permit writers and coordinators. Data needs, process development and testing	Team members are selected because they have particular skills and knowledge that are required to complete project tasks. The Team Member's role is to successfully perform the tasks that have been allocated, keeping the project manager informed of progress and any issues that may arise.	3/16/17 - 7/30/17
Lori Pillsbury	Lab connection, EDDS, ambient data		
Melissa Kays	Data analysis and business process		
Angel Gillette	EDMS		
Pete Bryant	TMDL data extraction tool		

Project Milestones

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Task Start Date	Task Completed Date
1.1 Identify standard data sets for permits by permit type			▓	▓									3/16/2017	
2.1 Identify and catalogue data locations					▓									
2.2 Learn about NetDMR, EDD, DMS, LASAR, Element, STORET, USGS, DMR, TMDL data extraction tool					▓									
2.3 Identify staff, skills, and training required to compile needed information for use by permit					▓									
3.1 Develop the process														
4.1 Create the template														
4.2 Test, revise, and document							▓							30-Jun-17
4.3 Deploy							▓							
5. Close														

Approval	
Sponsor Approval:	**Approval date:**