Instructions

Steps and additional guidance. The goals is to have one maturity assessment document per data resource so that the individual document can be referenced by its GDocs URL. In addition to these instructions please reference the example (slide 3) for municipal boundaries.

1) Make a copy of this document

2) Rename the copy, giving it a standardized name in the format:

SGIDCategory.FeatureClassName [space] Assessment YYYYMMDD (ex. Geoscience.EarthquakeFaults Assessment20140323)

3) Add desired **agency logo** to the box in the upper left corner and a representative screen grab of the data layer to the box in the upper right corner.
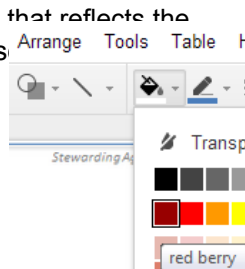
4) Fill in the the **Layer Information** box in the top center providing a very short description, steward contact info, how the work to maintain the data is generally funded, a url that is specific to the dataset, and the date of the document (same format as the title)

5) Fill out 4 maturity ratings categories on the form.

a) in the **Frequency of Update** section (purple), select the yellow triangle (grouped with the word 'Status') and then use the keyboard keys to move the pointer to the update frequency choice that best reflects current practices. When in doubt or in between levels, choose the lower numbered option. Select the numbered box that reflects the most appropriate goal for updating the publicly available version of this dataset and change its fill color to dark red (see graphic)

b) in the **Data Quality section** (green), select the yellow triangle and then use the keyboard keys to move the pointer to the data quality choice that best reflects current overall quality and usability (for general purpose usage) of the data. When in doubt or in between levels, choose the lower option. Select the numbered box that reflects the most appropriate goal for data quality for this datas change its fill color to dark red (see graphic). Note that SLA (Service Level Agreement) means that data quality is held to formally agreed upon (ie. MOU or contract with another party) quality levels.

Accessing the dark red fill color in Gdocs -->

c) in the **Completeness** section (pink), select the yellow triangle and then use the keyboard keys to move the pointer to the completeness choice that best reflects the degree (as a measure of effort) to which the dataset is complete statewide. When in doubt or in between levels, choose the lower numbered option. Select the numbered box that reflects the most appropriate goal for completeness in the publicly available version of this dataset and change its fill color to dark red (see graphic). Total completeness may not be the desired goal for some very dynamic or locally relevant datasets.

d) in the **Accessibility** section (blue), select the yellow triangle and then use the keyboard keys to move the pointer to the Accessibility choice that best reflects the current findability and method of access/sharing. When in doubt or in between levels, choose the lower numbered option. Select the numbered box that reflects the most appropriate goal for accessibility to this dataset and change its fill color to dark red (see graphic). The higher accessibility levels assume some of the lower level functionalities (like downloadable files) so the goal is to pick the highest level that is appropriate. API is short for application programming interface which equates to the data being available as a live streaming http-based web service.

6) Add any **assessment notes t**hat are helpful in explaining or tracking the current status or goal for each maturity category.

7) In the bottom middle section, **assess the value** of the data resource outside of the immediate program in which it is stewarded. Color the interior of the circle to reflect the current value being realized by external organizations yellow. Color the boundary of the circle dark red for what the potential value is to external organizations when no barrier exists to to find and actively using this data resource (when it is at its goal for completeness, quality, and currency) for their business processes. This is subjective and should be viewed as an initial starting point. Specify the organizations or groups of note into the two 'Other' options as desired.

8) Add a short comment pertaining to your value assessment in the lower right corner if desired.

9) Delete pages 1 and page 3 and **Share the document** (upper right corner of browser) so that 'Anyone who has the link can **view'.** Also in this share popup window, please fill in the "invite people" box with bgranberg@utah.gov and wkloos@utah.gov**.**

GIS Data Layer Title Here

Stewarding Agency(s)

Dept/Div/Program Logo Space

description:
steward:
funding:
info url:
document status:

Dataset Snapshot

Frequency of Update:

Goal

10	Live, near live, automated
9	Nightly, automated
8	Weekly, automated
7	Monthly
6	Every 3 months
5	Every 6 months
4	Every 2 years
3	Every 3 years
2	Annually
1	Defined, greater than 3 years
0	Not defined

Status

Quality/Usability:

Goal

10	Published, defined SLA
9	Published, 3rd party review
8	Published, best effort w/metrics
7	Published, best effort
6	Published as draft
5	Shared working document
4	Initial complete draft
3	Progressing draft
2	Poor, limitations disclosed
1	Poor
10	Unknown/undefined

Status

Completeness: (Geometry + Attributes)

Goal

10	Measure defined: 100%
9	Measure defined: > 99%
8	Measure defined: < 99%
7	Measure defined: < 95%
6	Measure defined: < 90%
5	Measure defined: < 85%
4	Measure defined: < 75%
3	Measure defined: < 50%
2	Measure defined: > 25%
1	Measures, but not yet assessed
0	No completeness goal/measure

Status

Accessibility: (Findability & Share Medium)

Goal

10	Accessible, findable well-documented APIs
9	Interactive data viewer with well-documented APIs
8	Interactive data viewer with downloadable files
7	Findable, downloadable file, recognized open format
6	Downloadable file, open format SEO'd URL for data resource
5	Findable, downloadable file
4	Discoverable, openly shared, but by request only
3	In person or formal record request required – in bulk.
2	In person or formal record request required – 1 at a time.
1	In person or formal request
0	Not online, not discoverable, or fee greater than sharing cost

Status

Update Goal Notes:

Quality/Usability Notes:

Completeness Notes:

Accessibility Notes:

Return Outside Program

◯ Potential Return Level
⚫ Current Return Level
⚫ n/a

ROI Notes:

	Low 1	2	3	4	5 High	
	◯	◯	◯	◯	◯	Home Division
	◯	◯	◯	◯	◯	Home Department
	◯	◯	◯	◯	◯	Multiple State Departments
	◯	◯	◯	◯	◯	Local/Regional Government
	◯	◯	◯	◯	◯	Policy/Decision Making Processes

	Low 1	2	3	4	5 High	
	◯	◯	◯	◯	◯	General Public
	◯	◯	◯	◯	◯	Private Sector
	◯	◯	◯	◯	◯	Planning/Research
	◯	◯	◯	◯	◯	Other:
	◯	◯	◯	◯	◯	Other: _____

Utah Enterprise GIS Data Resource Maturity Assessment (v01.01)

Municipal Boundaries, Statewide

description: Incorporated city and town boundaries
steward: AGRC, mheagin@utah.gov
funding: AGRC, general fund
info url: gis.utah.gov/data/boundaries/municipal
document status: updated 20140320

Frequency of Update:

Goal

Status	Value	
	10	Live, near live, automated
	9	Nightly, automated
	8	Weekly, automated
Status	7	Monthly
►	6	Every 3 months
	5	Every 6 months
	4	Every 2 years
	3	Every 3 years
	2	Annually
	1	Defined, greater than 3 years
	0	Not defined

Quality/Usability:

Goal

Status	Value	
	10	Published, defined SLA
	9	Published, 3rd party review
	8	Published, best effort w/metrics
►	7	Published, best effort
	6	Published as draft
	5	Shared working document
	4	Initial complete draft
	3	Progressing draft
	2	Poor, limitations disclosed
	1	Poor
	10	Unknown/undefined

Completeness: (Geometry + Attributes)

Goal

Status	Value	
	10	Measure defined: 100%
	9	Measure defined: > 99%
	8	Measure defined: < 99%
	7	Measure defined: < 95%
	6	Measure defined: < 90%
	5	Measure defined: < 85%
	4	Measure defined: < 75%
	3	Measure defined: < 50%
	2	Measure defined: > 25%
	1	Measures, but not yet assessed
►	0	No completeness goal/measure

Accessibility: (Findability & Share Medium)

Goal

Status	Value	
	10	Accessible, findable well-documented APIs
	9	Interactive data viewer with well-documented APIs
►	8	Interactive data viewer with downloadable files
	7	Findable, downloadable file, recognized open format
	6	Downloadable file, open format SEO'd URL for data resource
	5	Findable, downloadable file
	4	Discoverable, openly shared, but by request only
	3	In person or formal record request required – in bulk.
	2	In person or formal record request required – 1 at a time.
	1	In person or formal request
	0	Not online, not discoverable, or fee greater than sharing cost

Update Goal Notes: There are no restrictions on the effective dates for municipal boundary changes so updates can be sporadic. Updates are received from the Lt. Governor's certification process and the goal is to publish updates at least once a month.

Quality/Usability Notes: A possible Quality Assurance process would be to inform cities and counties when changes are made in their area and invite their review and feedback. Additionally, an annual review by counties in January is recommended.

Completeness Notes: A Quality Control plan is needed. FIPS, GNIS place name IDs, and population estimates are not readily available for new cities. A no overlap, no gap goal is maintained.

Accessibility Notes: This dataset must be updated on AGRC ftp & AGS servers (auto update). It should also be updated in AGOL and is expected to be available via the AGOD.

Return Outside Program

○ Potential Return Level   ● n/a
● Current Return Level

ROI Notes: Substantial ROI and directly relates to State and Local business requirements, is part of Lt Gov and DTS-AGRC statutory responsibilities

	Low 1	2	3	4	5 High	
Home Division	n/a	n/a	n/a	n/a	n/a	
Home Department	n/a	n/a	n/a	n/a	n/a	
Multiple State Departments				●	○	
Local/Regional Government				●	○	
Policy/Decision Making Processes			●	○		

	Low 1	2	3	4	5 High	
General Public			●	○		
Private Sector			●		○	
Planning/Research				●	○	
Other: US Census Bureau & elections					○	
Other: _____						