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Proposal:

Evaluation of FRI Stream Crossing Program Data Management

Prepared for: Ngaio Baril, Project Coordinator, Foothills Stream Crossing Program.

Prepared by: Grant Burkell, Managing Partner, The Forestry Corp.

Prepared on: December 14, 2010

Introduction

On December 8, 2010, Ngaio Baril and Jerry Bauer, of the FRI Stream Crossing Program, met with Kerry Nice and Grant Burkell, of The Forestry Corp. for the initial purposes of assessing the Stream Crossing Program's fit within an online GIS environment.

During this meeting we discussed the following components of your program, in a general sense:

- Overall objectives and potential for expanding the geographic regions and users;
- Business process (ie. what drives the various activities and what are the phases and the deliverables);
- Current data capture, transfer and maintenance approach and technologies;
- Current data storage medium and its administration and availability; and
- Current data and report distribution/display approaches and technologies.

Based on our discussion of the above points, and as communicated during our meeting, while TFC could undertake the necessary steps to incorporate your spatial data into an online GIS solution, as we have done for the FLMF project, we are of the opinion that a more thorough investigation of your processes would be beneficial to identify opportunities for improvement of the whole data flow chain. For clarity, by data-flow chain, we are referring to the entire process of collecting, storing, accessing, extracting, displaying and reporting of the program's data, for the benefit of both the administrators and the users.

The following headings describe how we propose to undertake our evaluation, what we would deliver to you as an end product, the budget, timelines and participants. These are presented to you for your consideration and we would be glad to discuss them in more detail should you desire.

Approach

Our proposed approach would consist of the following phases/tasks:

1. Conduct project initiation meeting between The Forestry Corp. (TFC) and FRI to achieve the following:

- a. Clarify or redefine objectives, approach, timelines, budget and/or deliverables;
 - b. Define and document the business processes that drive the overall program and what makes, or will make, the program successful to the stakeholders;
 - c. Identify the components of the existing program to investigate for improvement opportunities and define how TFC can most effectively assess these, and who the contact individuals will be for each;
2. Undertake investigation of components of the existing program using the information collected during the project initiation meeting and through contacting the appropriate individuals. This investigation will include assessments of the components, specifically the data collection/entry, storage, accessibility, display (mapping) and reporting, as well as the relation of the data to the development of watershed reclamation plans, and the associated monitoring.
 3. Document the existing process and present opportunities for improvement, where value to the program's administrators and/or stakeholders can be realized, including an estimate of the cost and timelines that would be required to undertake these improvements.

Deliverables

The deliverable for the project as proposed within this document would be a concise document containing the following:

1. The Stream Crossing Program's objectives
2. The program's current business process and data management flow
3. Identification and description of opportunities for improving the program's business process or its components, including an estimate of the cost and timelines associated with implementing such undertakings. For each opportunity for improvement, we will include a priority ranking as well as define whether its undertaking is dependent on other identified opportunities.

Cost

We estimate that the proposed approach and the deliverables described within this document would require a total of 6 days of effort between two individuals, at a day rate of \$850/day (based on an 8 hour day), for a total of \$5,100, excluding G.S.T. and expenses. We are optimistic that expenses could be minimized through limiting travel to FRI's site in Hinton, and we plan to confirm this during the project initiation meeting

Timelines

We would be able to initiate the proposed work, at the convenience of FRI, starting December 20, 2010, and could commit to submitting our deliverable on, or before January 21, 2011, providing that we have access to the necessary FRI individuals and information.

TFC Participants

TFC proposes that Kerry Nice and Grant Burkell will jointly undertake the evaluation, where Kerry would provide domain expertise related to the technical aspects (including: data collection technologies, database design and management, online mapping and reporting, etc.), while Grant would provide domain expertise in business process flow, as well as domain experience in natural resource management policy/compliance and overall

operational experience. Grant would serve as the project manager, but both Kerry and Grant would work closely with FRI representatives in achieving the project objectives.

TFC Contacts

Should you have any questions regarding our proposed evaluation the FRI Stream Crossing Program Data Management, or you would like us to proceed, please feel free to contact Kerry Nice or myself at your convenience. Our contact details are as follows:

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