

WLIA Standard

Guideline for Standard Development

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Frontispiece

This standard was reviewed for currency and updated in 1997 by Diann Danielsen, David Moyer, Nancy von Meyer, Patrick Ford, Thomas Tym, and Todd Halvorson.

The Task Force Mission was to develop a methodology for WLIA to adopt standards which support geographic and land information systems implementation in Wisconsin.

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1. Purpose

The purpose of this WLIA Standard is to create and adopt standards, guidelines, recommendations and notifications that support geographic and land information systems data development in Wisconsin.

This process provides consensus driven guidance on information system implementation to WLIA members. This process uses the collective knowledge of all members to support full implementation of information technology in Wisconsin. Broadly based expert forums provide all members with opportunity for input and comment.

2. Background

In 1991 the Wisconsin Land Information Board (WLIB) asked WLIA to provide input and guidance on technical issues facing participants in the Wisconsin Land Information Program. In response the WLIA Standing Committee on Technical Issues formed a task force to examine mechanisms for providing this input. The task force explored many alternatives. A "WLIA Standards Process" has evolved from this study as the preferred mechanism.

There are three categories of standards recognized in this document: WLIA Standards, WLIA Guidelines, and Notification of other standards and references.

WLIA standards will be built by consensus and will be developed on an as needed basis from the experience and knowledge of WLIA members and with external resources as required. The formation of standards will be the basis for defining technical issues that may be of interest to the WLIB.

This document, the "standard on standards," is the first of a proposed series of documents that will pass through broadly based expert forums. The forums will provide WLIA members with ample opportunity for input, comment, and discussion. Members and non-members can participate in these task forces. These are the forums which first define standards. Subsequent membership hearings will encourage open and frank exchange.

WLIA Guidelines will be developed on an as needed basis in conjunction with other state and national organizations. WLIA guidelines will be developed with representation from WLIA and will include recognition of WLIA's participation.

Notifications and references are standards or documents developed by individuals or organizations that did not have formal WLIA participation but are of a benefit to the Wisconsin Land Information Program and WLIA members.

The participatory standard adoption process described in this document is intended to serve the widest constituent base possible and to remove the potential for any one entity to impose its will or decree on geographic and land information systems and data implementation in Wisconsin.

3. Definitions

The following terms and concepts are used through out this document.

3.1 Wisconsin Land Information Network

The Wisconsin Land Information Network is defined in Wisconsin Act 31, Wisconsin Act 339, and the Wisconsin Land Information Board's Recommendations and Requirements for County-wide Plans for Land Records Modernization. The network will consist of a confederation of independent, automated, information systems operating at all levels of government and in the private sector. Land Information of known quality will be able to be transferred between systems using standardized methods and protocols.

3.2 Standard Definition

Standards represent a succession of controls or guidelines which parallel the growth of a project or system. They evolve out of system development and support implementation. The development of a standard includes the creation and adoption of the standard. That is, standards are not created for standards sake, nor are they the force that drives implementation.

3.2.1 WLIA Standards

WLIA Standards provide prescribed methods, procedures, formats, or specifications related to land and geographic information systems. These standards are part of the fundamental ingredients for successfully implementing geographic or land information systems. WLIA Standards generally evolve from generally accepted (customary) practices.

WLIA standards are voluntary. While voluntary WLIA standards are required to fully participate in the Wisconsin Land Information Program and to openly share in the collective success of all Wisconsin information systems.

3.2.2 WLIA Guidelines

WLIA guidelines are other documents pertaining to geographic and land information system procedures, data, or organizational specifications. They can be developed by the WLIA in partnership with other organizations and evolve to support system development and decision support.

WLIA guidelines are voluntary in the same way WLIA standards are voluntary and are endorsed by the WLIA for the Wisconsin Land Information Program.

The development process for guidelines will vary depending on the participation required, the type of guideline, and the complexity of the guideline. All WLIA guidelines will have designated WLIA representatives involved in the development process. The developmental activity will be reported to both the WLIA membership and the WLIA Board via the WLIA Technical Committee on a regular basis.

3.2.3 Notification of Other Standards And References

Many other organizations are working to solve problems and to develop fundamental ingredients for successful implementation. The WLIA has neither the resources nor the desire to duplicate the efforts of others. However, because WLIA has not participated in these standards and references directly, or in a recognized manner, documents of this type are described to the membership. The WLIA either provides direct access to these resources by reproduction or provides information on how the membership can gain access to these resources.

3.3 Standard Development Overview

The development process occurs in three stages: creation, review, and adoption.
(See Appendix A)

3.3.1 Standard Creation

WLIA Standards are documents or WLIA endorsed standard documents created by WLIA Standing Committee on Technical Issues task forces. Task force workings are a recognized part of the standards creation process, but there is no attempt to guide or direct the task forces. It is expected that task forces will make steady progress. The custodian for a standard at the creation stage is the task force leader.

3.3.2 Standard Review

The standards review stage begins after standards creation. During this stage the membership formally reviews the standard content. The custodian of the standard during this phase is the WLIA Standing Committee on Technical Issues Chair. If not deemed acceptable as a standard through consensus within the WLIA Board of Directors, it could be forwarded as a guideline or notification.

3.3.3 Standard Adoption

Standard adoption occurs after review. A standard will be considered adopted when the WLIA Board of Directors votes to accept the standard. The custodian of a standard during the adoption stage is the WLIA President.

3.4 Guideline Process Overview

Appendix B diagrams the guideline creation, review and adoption process.

3.4.1 Guideline Creation

Guidelines are WLIA endorsed. They are created by a WLIA Standing Committee on Technical Issues task forces or by committees or task forces on which WLIA has had formal representation. These representatives to non-WLIA committees are appointed by the WLIA President in cooperation with the Technical Committee Chair. It is expected that task forces will make steady progress. The WLIA representative will communicate progress to the Technical Issues committee chair and will provide access to documents for WLIA members.

3.4.2 Guideline Review

The WLIA Standing Committee on Technical Issues Chair will be the custodian of the guideline and present it to the WLIA Steering Committee to review and provide comments. The Steering Committee will review guidelines based on the benefits to the membership and the basic principles of the WLIA. If the guideline meets this criteria, it will be passed on to the WLIA Board of Directors for approval.

3.4.3 Guideline Adoption

A guideline will be considered adopted when the WLIA Board of Directors

passes the guideline to the membership for a vote at any membership meeting and the membership accepts the guideline. Guideline adoption occurs after it has passed membership vote by a simple majority at any membership meeting. Distribution of the adopted guideline to the membership is part of the adoption step. The custodian during the adoption stage is the WLIA President.

3.5 Notifications

Appendix C contains the flow chart for notifications.

Upon receipt of a document, the WLIA Board on cooperation with the Technical Committee Chair will appoint an Ad Hoc Committee to review the document. Ad-Hoc Committee will make a recommendation to the WLIA Steering Committee. The Steering Committee will then decide to bring document to the WLIA Board of Directors to vote on appropriate action. If approved the WLIA will make copies available to the membership.

4. Scope

The intent of WLIA's standards is to provide continued growth and succession so the benefits of transition from newly emerging to fully mature information systems can be reached.

4.1 Exclusions

The WLIA Standard development process does not apply to bibliographic, educational, or referential documents. These standards exclude federal and state mandates and standards, since there is no need to re-adopt a mandated standard.

4.2 Governing Actions of Task Forces

The actions and workings of task forces or committees which generate the documents for standards are an internal concern of the task forces and committees and are not guided by this document. It is suggested that task forces and committees have representation from many disciplines.

5. Standard Development Process

The WLIA Standard development process is the specification for the review and

adoption stages of the standard guideline or notification. This process provides a broadly based review forum and minimizes the potential that any one special interest group will dominate a standard for the whole membership. Appendix A contains a diagram of the standard development process.

5.1 Standards and Task Forces

The standard creation stage is the first step in the development of a WLIA Standard. The Task Force Leader is the custodian of the Standard Document during the creation stage.

5.1.1 Task Forces

All standards are generated by WLIA task forces or task forces or committees on which WLIA was a formal participant. All standards task forces and task force participation are sponsored by the WLIA Standing Committee on Technical Issues.

5.1.1.1 WLIA Task Forces

Appendix D provides WLIA's guidance documentation on the operation of task forces.

5.1.1.1.1 Task Force Leader

The Task Force leader will be the standard custodian during the standards creation stage. The Task Force leader will oversee developing the draft document and will maintain a list of Task Force members. It is suggested that the task force leader keep a complete record of meeting notes and actions.

5.1.1.1.2 Task Force Mission Statements

All standards task forces will have a mission statement approved by the WLIA Board of Directors that summarizes the purpose and conveys the Task Force intent to the general membership. These mission statements are published in the WLIA Newsletter.

5.1.1.1.3 Task Force Membership

The Task Force membership should be multidisciplinary-disciplinary and

should represent as many disciplines as are affected by the standard or may be able to contribute to the standard. Any WLIA member may work on any task force and all task force meetings are open to all members. Task Forces may include non-WLIA members. In some cases the chair of the WLIA standing committee on Technical Issues may recruit members for a task force.

5.1.1.2 Cooperative Task Forces & Committees

When WLIA is asked to participate in a cooperative standards or guideline development effort:

Representative is approved by WLIA President in cooperation with Technical Committee Chair.

Representatives will keep the Technical Committee Chair updated.

Technical Committee Chair keeps WLIA Board informed.

When guideline is completed, the Technical Committee Chair oversees the guideline through the rest of the process.

5.1.2 Draft Standard Document

The Task Force or Cooperative Task Force and Committee will produce the Draft Standard Document. The Document will conform to formats specified in this standard. The document will be delivered to the Standing Committee on Technical Issues Chair.

5.2 Standard Review Process

The Review Stage is the second stage of the Standard Development Process. The Standing Committee on Technical Issues Chair is the custodian of the Standard Document during the review process, upon majority vote of the task force members.

5.2.1 Steering Committee Review

The Standing Committee on Technical Issues chair will bring the Draft Standard Document to the WLIA Steering Committee. The Steering Committee will review the document and will either:

(1) send the Draft Standard Document back to the Task Force with suggested revisions, or

(2) pass the Draft Standard Document to the WLIA Board of Directors for Board Review (step 5.2.2), after a majority vote to approve the document.

5.2.2 Board of Directors Review

The Board of Directors will receive a copy of the draft document from the Steering Committee at least two weeks prior to the next scheduled board meeting. The Board will review the document and will either:

(1) send the Draft Standard Document back to the Steering Committee with suggested revisions, or

(2) pass the Draft Standard Document on to Membership Review (step 5.2.3) after a majority vote to approve the document.

5.2.3 Membership Review

The Standing Committee on Technical Issues Chair will guide the standard through the Membership Review.

5.2.3.1 Document Availability

The Draft Standard Document will be available to the membership to review upon request. Upon request any WLIA member will receive the Document at no cost. Non-members will be charged the cost of duplication and mailing.

5.2.3.2 Membership Review Period

The membership review period will be 30 days. The membership will be notified of a review in the WLIA newsletter, a special mailing, by announcement at a general membership meeting, or by announcement at the annual meeting.

5.3 Standard Adoption Process

The standard adoption stage is the third stage of the Standard Development Process. The WLIA President is the Standard Document custodian during the adoption stage.

5.3.1 Membership Hearing

There are many ways to conduct membership hearings. As examples, they can be done by a mailing and comment period, by an open forum at any general membership meeting, by a town meeting or by an educational telecommunications network such as those available through the university extension or vocational technical schools. It is the WLIA President's discretion which type of hearing will best suit a standard.

The WLIA members will be notified of a hearing and the form of the hearing at least 30 days prior to the hearing. Copies of the Standard Document will be available upon request prior to the membership hearing and at the hearing at no cost to WLIA members. Non-members will be charged the cost of duplication and mailing. The membership hearing is intended to promote open discussion of the review document.

The membership will vote on the adoption of a standard at a membership meeting. A motion to accept the standard followed by a majority vote of approval is required to pass the standard. The meeting notes will reflect the standard adoption.

5.3.2 Board Action

Following a membership hearing and successful vote, the WLIA President will take the Standard Document to the WLIA Board for approval. The Standard will be considered adopted upon a two thirds majority vote of the WLIA Board of Directors to approve the Standard.

5.3.3 Publication

The Standing Communications Committee will arrange for printing and publishing of the Adopted Standard Document. The Document will conform to all format specifications. The Document will be provided to all WLIA members at no cost. Non-WLIA members will be charged a fee.

5.3.4 Send to Wisconsin Land Information Board

Published copies of approved Standards will be sent to the Executive Director and the Chair of the Wisconsin Land Information Board. The WLIA President may ask to be on the agenda of a WLIB meeting to present the content of approved standards.

6. Standard Format

This document is written in the WLIA Standard's format. Paragraph numbering must conform to the format in this document. The Task Force is responsible for having the document prepared in correct format and paragraph numbering. The Standing Committee on Technical Issues will review the document for conformance to the format.

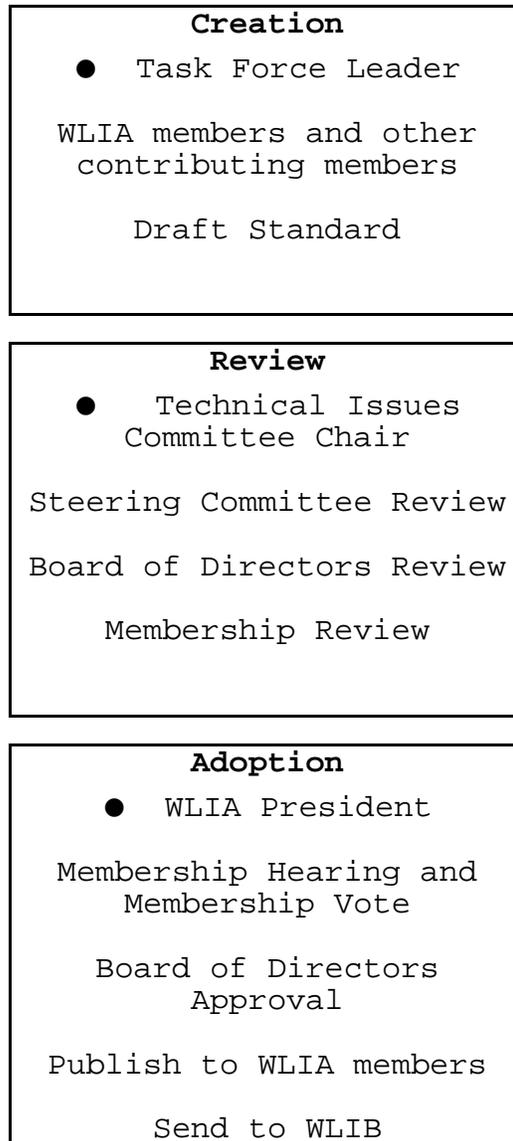
7. Standard Revision

Any WLIA standard can be modified or updated by going through the same procedure as the standard adopting procedure. A task force will be responsible for the updates. If the original Task Force notes are still available, they should be utilized in the update process. Some of the original task force members should be encouraged to participate in the update process.

8. Bibliography

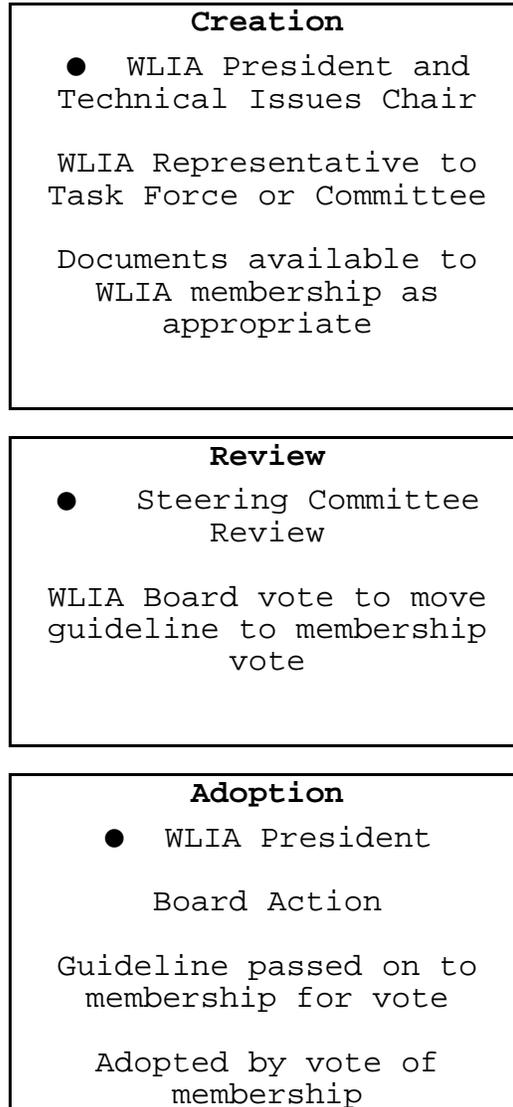
Sullivan, C.D., (1983), Standards and Standardization: Basic Principles and Applications, Marcel Dekker, Inc., New York, New York, 36 pages.

APPENDIX A: Diagram of Standard Development Process



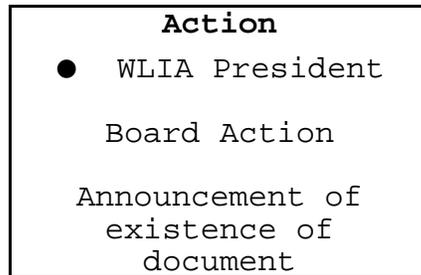
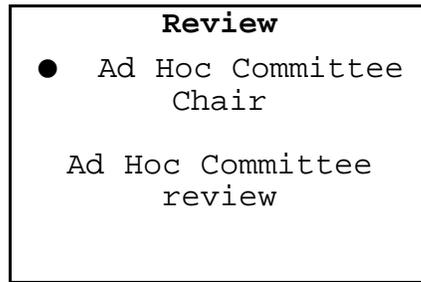
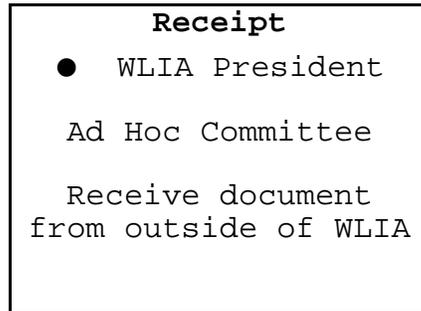
WLIA flow chart for Standard Development.

APPENDIX B: Diagram of Guideline Development Process



WLIA flow chart for guideline development.

APPENDIX C: Diagram of Notification Process



WLIA flow chart for Notifications.

APPENDIX D

WLIA Task Force Guidelines

December 1995

Providing guidance to the Association for creating, operating, and disbanding Technical Committee task forces.

Creating a new Task Force

- A WLIA member should present the idea and names of potential members for the task force to the WLIA Board for consideration.
- If accepted, the Technical Committee Chair, together with the Board, will appoint a Task Force Chair and develop a mission statement.
- WLIA will promote awareness of the new task force, help recruit new members, and review task force guidelines with new task force chairs.

Operating a Task Force

- The Task Force Chair will be responsible for the following administration: distributing agendas and minutes on a timely basis; providing a quarterly update for the WLIA newsletter; and submitting an annual report and membership list to the Technical Committee Chair.
- The Task Force Chair will work with the Technical Committee Chair on any proposed changes in mission or membership, and on developing plans and activities for the upcoming year.
- The Technical Committee has a \$500 annual budget for all task force activities. Expenses should be pre-approved and reported to the Technical Committee Chair using the Association's voucher system.
- The Task Force's mission statement, annual report, and future plans will be reviewed by the Technical Committee Chair and the Board each year.

Disbanding a Task Force

- Based upon Task Force annual reviews, the WLIA Board may determine that a Task Force should be disbanded.
- The Technical Committee Chair will notify the Task Force members of the dissolution of the Task Force and thank all members for their participation and contributions.
- The dissolution of the Task Force will be announced in the WLIA newsletter and/or Annual Report.