

DRAFT FRWMB ENHANCEMENTS TO WRIS DEVELOPMENT CHARTER

THE PURPOSE OF A CHARTER

In accordance with the Confederated Salish and Kootenai Tribes – Montana Water Rights Compact (Compact), the Flathead Reservation Water Management Board (FRWMB or Board) now administers water rights on the Flathead Indian Reservation (Reservation). In the Compact, the State of Montana and the Confederated Salish and Kootenai Tribes (CSKT) agreed to use a single system of centralized records for water uses:

WHEREAS, the Parties desire to create a unitary administration system that would provide a single system for the appropriation and administration of the waters of the Reservation and for the establishment and maintenance of a single system of centralized records for all water uses of the Reservation regardless of whether the use is based on State or Federal law (85-20-1901 M.C.A., Article I - Recitals).

The Compact requires:

The Board shall cause all Appropriation Rights and Changes in Use authorized by the Board and all uses of water registered pursuant to the Law of Administration to be entered into the DNRC water rights database in a format agreed to by the Board and the DNRC (85-20-1901 M.C.A., Article IV, K).

DNRC's water rights database is called the Water Rights Information System or WRIS. The existing Water Rights Information System must be enhanced to allow FRWMB to cause Appropriation Rights and Changes in Use authorized by FRWMB to be entered into WRIS. The development of FRWMB enhancements to WRIS is referred to herein as the Project.

This charter defines FRWMB and DNRC roles and establishes clear expectations for each party in the Project (referred to herein as the Parties). As the sole authority for administering water rights on the Reservation, FRWMB leads the Project to ensure FRWMB enhancements to WRIS meet the needs of FRWMB and stakeholders. FRWMB is responsible for final approval of enhancements. As the owner and manager of the existing WRIS, DNRC will operate as a partner in the Project providing technical support, financing, and coordination with the existing Water Rights Information System. If any enhancements are needed for DNRC to administer ownership updates on fee land on the Flathead Reservation, DNRC will play a

leadership role and is responsible for final approval of any enhancements related to fee land ownership updates. The Parties agree that the success of the Project depends on the active, consistent, and responsive involvement of each party in the Project. The charter describes RESPEC's general role. RESPEC will operate as a paid partner in the Project providing business analyst, project management, and software development services to capture, create, and test the FRWMB Enhancements to WRIS. RESPEC's role will be further defined in a separate contract between RESPEC and DNRC.

ADDITIONAL PROJECT DEFINITIONS

FRWMB: Flathead Reservation Water Management Board. Includes both the Board and its Water Office.

DISCOVERY: The process of determining the scope of the Project.

USER STORIES: A written description of the detailed steps needed to enter each type of appropriation of water and change in use into WRIS. User stories include the steps needed to manage all functions of authorizations and any needed limitations on data entry (for example: only allowing up to 10-acre feet to be entered for Development Allowances).

UAT: User Acceptance Testing Team. The team of users who go through RESPEC's software developments in the test database to ensure the software developments function for each appropriation and change in use type.

TRAINING ROLES & EXPECTATIONS BY PROJECT ROLE

Each party will use the Test WRIS for training. The Project will be completed more efficiently if each stakeholder is as familiar as possible with Test WRIS.

FRWMB

- Ultimately responsible for enhancements. Will be available for training with DNRC and RESPEC. Will have access to Test WRIS.

DNRC

- Will provide FRWMB with access to Test WRIS. Kathy Olsen will train Compact Implementation Program (CIP) and Board staff to use WRIS.

RESPEC

- Train CIP staff and FRWMB staff to create user stories and test user stories.

TIME COMMITMENT EXPECTATIONS BY PROJECT ROLE

The Parties acknowledge that the Project will take a significant amount of work. The parties expect to complete the Project over an approximately six-month period. If the Parties dedicate more staff time, the Parties can complete the project more quickly. Squeezing the Project into a shorter time can be more efficient because individuals can keep details in mind. Stretching that work over a longer period can be easier to manage with other responsibilities. The Parties acknowledge that the interim systems for processing water rights are inefficient so the quicker the Project is complete, the quicker the parties can efficiently administer water rights and ownership updates.

Most user story development work and testing are done as a team. A team approach provides varied perspectives and reduces the risk of missing errors or omissions. Work is generally spread out during a week and month and does not take place in eight-hour blocks of time.

FRWMB

- Each FRWMB team member expects to work on the Project an average of eight hours per week and acknowledges that during some weeks Project will require more than eight hours of work and less than eight hours during other weeks.

DNRC

- Each DNRC team member expects to work on the Project an average of eight hours per week and acknowledges that during some weeks Project will require more than eight hours of work and less than eight hours during other weeks. Compact Implementation staff will complete the majority of DNRC's responsibilities on the Project.

USER STORY DEVELOPMENT EXPECTATIONS BY PROJECT ROLE

Forms for each appropriation and change in use type (including applications and permits/certificates) must be completed before stories for that type can be developed. FRWMB and DNRC agree to complete the Project in two phases.

Phase 1 includes the following appropriation and change in use types: domestic allowances; state-based registrations; stockwater allowances; and fee land ownership updates. These form types are nearly complete. Phase 1 may include withdrawal, correction, and reduction of certain state-based uses; records retention and registrations of existing tribal water uses.

Phase 1 will conclude with the Board and DNRC agreeing to the start date for Phase 2 and agreeing to the date the Board will finalize the remaining form types.

Phase 2 includes all other appropriation and change types.

FRWMB

- FRWMB will finalize all form types for each appropriation and change in use that needs to be recorded in FRWMB WRIS for Phase 1 within _____ months of Project initiation.
- FRWMB leads and is responsible for user story development. FRWMB provides direction to RESPEC on what is needed for each user story. The designated FRWMB staff will participate in all user story development meetings and respond to emailed questions in a timely manner. Designated Staff: _____ and assigned contractor with Water Rights Expertise

DNRC

- DNRC supports the development of user stories. The designated DNRC staff will participate in all user story development meetings and respond to emailed questions in a timely manner. Designated Staff: Joel Harris, and Maya Rao (interim until replaced by CSKT-MT Compact Coordinator).
- Kathy Olsen will support Compact Implementation staff through initial user story development training.
- DNRC does not expect new user stories will be needed for DNRC to administer ownership updates on fee land on the Flathead Reservation. If new stories are needed, DNRC is responsible for fee land ownership update user story development and will provide direction to RESPEC on what is needed for each story. The designated DNRC staff will participate in all fee land ownership update development meetings and respond to emailed questions in a timely manner. Fee land ownership updates Designated Staff: If needed the DNRC staff that completed the ownership update stories when WRIS was developed will be involved.

USER ACCEPTANCE TESTING EXPECTATIONS BY PROJECT ROLE

User acceptance testing (UAT), also called *application testing* or *end-user testing*, is a phase of software development in which the software is tested in the real world by its intended audience. UAT is often the last phase of the software testing process and is performed before the tested software is released to its intended market. The goal of UAT is to ensure software can handle real-world tasks and perform up to development specifications. Each enhancement must be tested and accepted by the users. A large amount of testing is needed to complete the Project.

FRWMB

- FRWMB leads and is responsible for the user acceptance testing process and outcome. The designated FRWMB workers listed in table below will participate in all acceptance testing meetings and will complete each user acceptance testing within the timeframe designated by RESPEC. Designated Staff: _____ and assigned contractor with Water Rights Expertise.

DNRC

- Designated DNRC staff listed below will participate in all user acceptance testing meetings and will complete each user acceptance testing within the timeframe designated by RESPEC. Designated Staff: Joel Harris, and Maya Rao (interim until replaced by Coordinator).
- Kathy Olsen and other Water Rights Bureau staff will test to ensure new stories do not harm the existing WRIS.
- If any testing is needed for DNRC to administer ownership updates on fee land on the Flathead Reservation, DNRC leads and is responsible for the fee land ownership update user acceptance testing process and outcome. The designated DNRC staff will participate in all fee land ownership update acceptance testing meetings and will complete each user acceptance testing within the timeframe designated by RESPEC. Designated Staff: If needed the DNRC staff that completed the ownership update testing when WRIS was developed will be involved.

RESPEC

- Guides process. Sets up meetings. RESPEC will notify FRWMB and DNRC in advance of user acceptance needs. RESPEC will set deadlines for completing user acceptance testing. RESPEC typically gives the user acceptance team a week to ten business days to complete testing.

FINANCIAL AND CHANGE REQUESTS EXPECTATIONS BY ROLE

FRWMB

- FRWMB leads the Project within its financial constraints and prioritizes work to maximize the return on investment.

DNRC

- If the governor signs House Bill 10 the state could provide up to \$656,667 for the Project, which will be informed by the discovery process. DNRC will contract with RESPEC for the Project. DNRC has already contracted with RESPEC to complete a portion of the discovery work.
- The Water Resources Deputy Administrator will manage the contract. The Deputy Administrator will seek FRWMB's input on change requests and is responsible for approving any change request.

RESPEC

- RESPEC will contract with DNRC for the Project.

OPERATIONS AND MAINTENANCE EXPECTATIONS BY ROLE

There will be costs associated with long-term maintenance of WRIS.

FRWMB

- Acknowledges that DNRC and FRWMB have not agreed on a maintenance plan and agrees to discuss expectations in the future with DNRC.

DNRC

- DNRC is developing its long-term maintenance plan for its existing WRIS and will need to discuss expectations by role for maintenance with FRWMB in the future.

RESPEC

- For the life of the contract, RESPEC will provide fixes to any deployed enhancements that have issues and major security fixes.

NEW DEVELOPMENT EXPECTATION BY ROLE

The FRWMB and DNRC acknowledge they have not agreed on expectations by role if new development is needed in the future.

PROJECT ROLE	NAME(S)	GENERAL DUTIES
Project Sponsor	Cori Hach, Arne Wick	A project sponsor is a senior manager who provides resources and support for a project to facilitate its success. This individual is the critical connection between the project managers and the organization's executive team. The sponsor provides high-level project support, financially and through consulting and leadership. They also aid communication with the organization above the level of the project manager and de-escalate challenges. The project sponsor keeps the project's schedule and costs on track while ensuring the project delivers quality results.
Product Owner FRWMB	Ethan Mace	A Product Owner is the team lead responsible for maximizing the value of the products created by a development team. They're able to do this by dividing their attention between a few different subject roles, including business strategist, product designer, market analyst, customer service representative and project manager. This position is separate from a project manager in most cases, but it's possible to combine the represented duties into the same role, depending on the size of the business
Project Manager FRWMB	Ethan Mace or delegate TBD	Project managers are responsible for the successful management of a project from initiation to closing. They are the connection between upper management and their team.
Project Manager DNRC	Joel Harris	Project managers are responsible for the successful management of a project from initiation to closing. They are the connection between upper management and their team.
Project Manager RESPEC	Andrea Worthy	Project managers are responsible for the successful management of a project from initiation to closing. They are the connection between upper management and their team.
Lead DNRC	Trevor Watson, DNRC Deputy Administrator of Water Resources Division	Manages contract
Lead Board	Clayton Matt	
Time/Money Decision Maker	Ethan Mace and Cori Hach, Arne Wick	

Business Decision Maker DNRC	Joel Harris (Kathy Olsen will assist)	Spearpoint for content decisions. Need interface with DNRC to ensure DNRC stories are not harmed by Board stories. Needs to be a subject matter expert.
Business Decision Maker FRWMB	Ethan Mace or delegate TBD	
Technical Lead DNRC	Chris Kuntz	A technical lead, or tech lead, is an information technology professional that is a single point of contact that reviews proposed changes (enhancements) to ensure the changes can be supported and maintained long term. The technical lead also works to coordinate any IT work that needs to be done to support the changes and communicates with Project leadership if there are technical issues that have a major impact to the Project. Technical leads usually work for the information technology team that supports the stakeholders. The role of a technical lead involves both technical expertise and management skills.
Technical Lead RESPEC	TBD	A technical lead, or tech lead, is a software engineer who leads a team of developers to create new software or other technical products. Software engineers code and develop the systems that run on computers. They usually work for information technology companies and have a leadership or management role in developing software. The role of a technical lead involves both technical expertise and management skills.
Business Analyst RESPEC	Susan Franklin	Business analysts identify the business change needs and recommend solutions in a way all stakeholders understand. The business analyst role is connected to the IT sector as their solutions involve improved technology.
Developers RESPEC	TBD	
Java Developers RESPEC		A Java developer is a specialist programmer who uses their knowledge to test and develop software using the Java programming language. Java developers use their knowledge to create, adapt, monitor, and repair software across a variety of platforms, and Java developers often work closely with web developers and designers and software engineers to create fully integrated programs, applications, and enhancements for their clients

<p>SSRS Report Developers RESPEC</p>	<p>TBD</p>	<p>An SSRS report developer manages the database and data flow within this platform. In this role, you develop software and configure reporting services tools so that the client or employer can use SSRS for their specific needs, such as analyzing product trends or researching customer purchasing history.</p>
<p>DNRC System Analyst</p>	<p>Dave Coey</p>	<p>The System Analyst provides functional and technical support for the WRIS including security administration, data and systems design, data modeling, data management, application development, and client support for WRIS. The System Analyst will ensure ongoing development, maintenance, security measures, and user accessibility of WRIS during FRWMB enhancement development. This position serves as an interface between functional/business personnel and technical resources, ensuring that information systems and supporting data systems are aligned with business requirements while providing robust, scalable, highly available, accurate information and data systems that comply with state and agency policies.</p>
<p>Oracle SME/DBA DNRC/State</p>	<p>State Department of Administration SITSD with assistance from DNRC OIT</p>	<p>Often referred to as a DBA, a database administrator is a vital part of the IT staff in any company. A database administrator is responsible for ensuring that employees have reliable access to company data, applications, and enhancements.</p>

CURRENT RISK ASSESSMENT & MITIGATION STRATEGY:

RISK	CONCERN LEVEL	MITIGATION STRATEGY
Adequacy of Public Service: The Board can't record water rights it authorizes in WRIS until development is complete.	Moderate	Prioritize development of enhancements so they can be operational as soon as possible.
The public will not be able to access an accurate record of water rights in the Query system during this time.	Moderate	Prioritize development of enhancements so they can be operational as soon as possible.

CHARTER SIGNOFF AND AGREEMENT:

THE FRWMB AGREES AND COMMITS TO THIS CHARTER

NAME AND TITLE:

SIGNATURE:

DATE:

THE DNRC WATER RESOURCES DIVISION AGREES AND
COMMITTS TO THIS CHARTER

NAME AND TITLE:

SIGNATURE:

DATE: