

**Final Report**

**2014**

**Office of Resource Conservation (ORC) Management Activities Tracking System**

**(MATS Phase II)**

**T-15-P-1**

Chad Bartman, Project Coordinator  
Illinois Department of Natural Resources  
Division of Wildlife Resources  
One Natural Resources Way  
Springfield, Il 62702-1271  
(217) 785-0368

**Marc Miller, Director**  
**Illinois Department of Natural Resources**

**John E. Buhnerkempe, Chief**  
**Division of Wildlife Resources**

**ILLINOIS DEPARTMENT OF NATURAL RESOURCES**

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**1 December 2014**

**Project Number:** T-15-P-1

**Project Title:** Office of Resource Conservation (ORC) Management Activities Tracking System (MATS) Phase II

**Start Date:** 30 September 2005

**End Date:** 01 August 2013

**Project Coordinator:** Chad Bartman, IDNR, Office of Resource Conservation, Division of Wildlife Resources.

**Amendment 3:**

**Effective Date:** 29 July 2008

T-15-P-1, Amendment No. 3; the WHPTS application is currently in the implementation stage. Field Biologists are trained and inputting baseline data into WHPTS.

To view the WHPTS Application log on to the following website:

<http://extqa.dnr.illinois.gov/Whpts/MainPage.aspx>

User Id – DNR\_WildlifeUser

Password – Acti0nPl@n

### **Job Summary: (Amendment 3)**

#### **1. Prioritization of need among ORC divisions and / or programs**

As reported in 2006 Annual Report for this project, Job 1 has been completed.

#### **2. Functional analysis of chosen MATS module (component)**

Under the direction of the WILDLIFEHABITATMATS project team, assembled under Job 3, the following Wildlife Division program/project details were assessed and analyzed, meeting the goals established for 2009:

- a. Assessment and detailed analysis of 30 Private Land Habitat Plans (Acres for Wildlife Program) from 30 different Wildlife Biologist.
- b. Assessment of required documentation for W-76-D Statewide Public Lands Wildlife Habitat Development Project.
- c. Assessment and detailed analysis of Public Land Habitat Development (Plan of Work Process).
- d. Assessment and detailed analysis of ORC Burn Plan Policy and documentation.

#### **3. Establish a Project Management Methodology (PMM).**

Under T-15-P-1 Amendment No. 3, we established a systematic Project Management approach to IT projects. This IT project includes three project phases: design, development, and deployment. Under the direction of our contracted Project Management Professionals we completed the Design Phase and have entered the development phase. Two goals were set for 2009 under Job 3:

- a. Creation of WILDLIFEHABITATMATS Project Team, including private and public lands wildlife biologist, heritage biologist, and forestry biologist.
- b. Initial project evaluation by contracted PM Business Analyst.

The following 2009 goals were met under Job 3:

- a. The WILDLIFEHABITATMATS Working Project Team includes private and public lands wildlife biologist, and project management professionals. Members and positions are as follows:
  1. John Buhnerkempe – Wildlife Division Chief, Project Owner, IDNR
  2. Chad Bartman – Wildlife Division, GIS Specialist / Project Coordinator, IDNR
  3. Kevin Woods – District Wildlife Biologist, IDNR
  4. Paul Willms – Wildlife Division, W76D Program Manager, IDNR
  5. Gary Potts – District Wildlife Biologist, IDNR
  6. Mike McCulley – Wildlife Division, Section Manager, IDNR
  7. Mike Cordum – Project Manager, Capital Strategies
  8. Carrie Reter – Design Architect, Capital Strategies
- b. A Project Charter was created and signed off by all appropriate parties.
- c. A Business Requirements Document was also produced during this stage

**4. Design of logical database structure as well as web-based interfaces (application server technology will be included at this time)**

Under the direction of two project management professionals the system design was established and documented in a design document. In 2009, two goals for Job 4 were set:

- a. Develop all reports, input screens, and data base structures and definitions.
- b. All deliverables will be reviewed and approved by all project team members.

The following 2010 goals were met under Job 4:

- a. Design of logical database structure and web-based interface formats were developed and documented in design document.
- b. All deliverables were reviewed and approved by all project team members before being added to the design document.

## 5. Construction, testing, and deployment of MATS module

Under the direction of Job 3 and Job 4, developers were hired and the application was built. Due to the state's lengthy procurement process, an amendment to extend T-15-P-1's end date to 11 Aug 2013 was submitted and approved in early 2011. In 2010, one goal for Job 5 was set:

- a. Proceed in the Development of RFP/IFB to begin Job 5.

The following 2010 goals were met under Job 5:

- a. Job 5 was started upon the completion of Job 4. We developed a IFB (Invitation for Bid) to contract an outside vendor to develop the software to meet the system's requirements.
- b. The following chronology outlines the IT procurement process to initiate Job 5, beginning in 2010.

Jan	- RFP written and IDNR Contract Committee Brief written at the Division level.
Feb	- Procurement Business Case (PBC) initiated through Central Management Services (CMS) by IDNR, 2/23/2010.
March	- IDNR Contract Committee briefed and approved RFP.
April	- PBC approved by final approver, Governor's Office of Management and Budget (GOMB) 4/13/2010. - RFP, at CMS level, is started only after PBC is approved.
May	- Updated format RFP delivered to Bureau of Communication and Computer Systems (BCCS) for review.
July	- All procurements re-assessed by CMS at beginning of new FY.
Aug	- RFP scoring matrix developed and delivered to BCCS.
Oct	- Due to new procurement processes BCCS suggest new procurement approach; IFB. An IFB was written and submitted for review by BCCS.
Nov	- New PBC for IFB submitted through CMS procurement process.
Dec	- New PBC under review at CMS level. - IFB executed by BCCS and posted on Illinois Procurement Board (IPB) requesting bids.
Feb	- IFB Solicitations posted.
March	- IFB Solicitations due.

## **5. Construction, testing, and deployment of MATS module (Continued)**

In 2011 three Goals were set to complete Job 5.

- a. Complete and execute IFB contract for a software and database developer.
- b. Proceed with development testing and implementation of the system.
- c. Develop system training program/schedule for Wildlife Biologist in the field.

The following 2011 goals were met under Job 5:

- a. IFB to hire software and a database developer has been executed.
  1. IFB Solicitation was opened by CMS on 4 Feb 2011.
  2. Bids pertaining to said IFB were due on 2 March 2011.
  3. Contract was awarded and finalized on 17 June 2011 to 22<sup>nd</sup> Century Technologies.
  4. Developers started work on 25 July 2011.
- b. Job 5 under the direction of Job 4: Development testing and implementation of the system is currently underway.
- c. System training program/schedule for Wildlife Biologist in the field is currently under development.

**In 2013/2014 the following goals were set:**

Goals for the 2013/2014 time period are merged due to the Project Coordinator being mobilized to Afghanistan in support of Operation Enduring Freedom, May 2013 – June 2014. Upon, the Coordinators return to work, project implementation continued.

1. Complete and Finalize Help Files
2. Implement Project at the Field Biologist Level. Using Priority of Tasking list and One-on-One training sessions.
3. Upon the completion of Final Testing and Training SQL, Application and Reporting Servers will be moved into Production Status.
4. Full Application Implementation, Finish Job 5.

**The following 2013/2014 goals were met:**

1. Help files are up to date and will continue to be an ongoing process, to provide timely information and updates.
2. One-on-One training at the Field Biologist level has been completed. New employees will be trained on an as-need basis.
3. WHPTS is in the process of

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### **Final Project Summary:**

1. The Division of Wildlife after two failed attempts and nearly 20 years project evolution has successfully completed an IT project and is currently implementing the WHPTS project.
2. T-15-P1 grant is closing in January 2015, eight months ahead of schedule. The initial time estimate for the return of the Project Coordinator was exaggerated due to events beyond our control.
3. Field staff members are currently delineating fields that the Division of Wildlife Resources is actively managing for wildlife habitat or hunter access. To view the current status of our mapping efforts proceed to the report from the link below. To date, 89 state sites, containing 1424 fields of 47028 acres have been mapped using WHPTS.

Mapping efforts are prioritized on the following basis:

- a. Habitat Stamp Projects on Public Land
- b. W-76-D Site Projects
- c. All other Public Land Projects
- d. Private Land Owner Incentive Funded Projects
- e. All other Private Land Projects

<http://ssrsreportsqa.illinois.gov/Reports/Pages/Report.aspx?ItemPath=%2fDNR%2fWildlife%2fWHPTS+Reports%2fPublic+Land+Plan+Reports%2fWHPTS+Development+Report>

4. Business rules relating to Habitat Plan creation are under discussion within the Division of Wildlife Resources and continue to evolve to meet ever changing administrative, reporting and planning requirements. WHPTS Business Rules will following these priority work areas:
  - a. Habitat/Pheasant Stamp funded State Site Projects
  - b. All Burn locations
  - c. All State Site Plans Establishing Habitat
  - d. W-67-D Habitat/Operational Plans
  - e. All other State Site Plans
5. WHPTS has been reviewed by other IDNR Office of Conservation Divisions for use within their habitat planning processes.
6. Reports will continue to be developed to meet the needs of Field and Administrative Staff.
7. Numerous cross Office/Division utilities have been identified and are being distributed via WHPTS:
  - a. Ag Lease Cropping Plans
  - b. E&T Location Review, before habitat manipulation
  - c. Habitat Team priority work areas
- d. Wildlife Action Plan priority work areas