

PROJECT CHARTER

(Revised December, 2003)

1.0 PROJECT NAME

Integrated Land and Resource Registry Project

2.0 PROJECT SPONSOR

Allison Bond, Assistant Deputy Minister, Land Information Services Division

3.0 BUSINESS CHAMPION

Godfrey Archbold, Executive Director, Registries and Titles Department

4.0 PROJECT DIRECTOR

David Chater, Director, Integrated Registry Branch

4.1 Project Management Support

Rosa Munzer, Senior Project Manager

J. P. King, Business Analyst, Information Management Branch, Land Information Services Division

5.0 PRIORITY

This is a high priority project that was included in government's "New Era" commitments and a key assigned project from the Premier to the Minister.

6.0 RATIONALE/BENEFITS

This project supports the ministry's vision to move from a diverse set of inefficient electronic databases within multiple registries to integrated efficient and accessible electronic Crown land and resource registries. In summary, the anticipated benefits will be in the following areas:

- Economic Development
- Government Efficiency
- Sustainable Development
- Improved Customer Service

7.0 PROJECT OBJECTIVES

7.1 Vision

A spatially enabled, accurate, efficient and accessible electronic register of all legal interests in Crown and private land and resources, that serves the business needs of a diversity of users and clients.

7.2 Key Objectives

- One point of access to register information.
- Accurate and timely land and resource statusing.
- Shift in how government registers interests.
- Partner ministry accountability for Crown land and resource allocation decisions.

8.0 DELIVERABLES

This is a multiyear multifaceted project that will be completed at the end of fiscal year 06/07. The key deliverables for the next phases of the project for 03/04 and 04/05 include:

8.1 Business Requirements

The purpose of this phase is to provide a statement of high level business requirements, statement of systems goals, objectives and principles, and a business process description that will document current rights registration processes and how to best connect them to an integrated register.

8.2 Systems Architecture

This phase will create a data and application architecture as well as technical architecture that will document the information technology requirements of the integrated register itself and provide the initial blueprints for implementation.

8.3 Future Requirements

Following the completion of the Business Requirements and Systems Architecture, the ministry will proceed with implementing the operational first increment of ILRR as described in the "Business Strategy and Transition Plan". Implementation of the first increment will involve final systems analysis, data preparation, system build, and deployment to an operational register for the geographic northeast of the province.

9.0 LINKAGES TO CORPORATE PLANS

The project is an objective of the second goal of the ministry's 2002 – 2005 Service Plan – the effective delivery of integrated, science-based land, resource and geographic information. The new title of an "Integrated Land and Resource Registry" reflects this broader vision.

10.0 PROJECT DEPENDENCIES

This project involves a large number of linkages to other projects, initiatives and systems.

10.1 Land and Resource Data Warehouse (LRDW)

The LRDW will be an integrated collection of data published from diverse sources including land, mineral, vegetative and other natural resources of the province. The LRDW will allow staff in different ministries and external groups to work together using the same data to make sound business decisions. The current focus is being extended to support broader internal government clients and business partners (industry) with

transition to providing one-window services to government, private sector and citizens by March 2005.

10.2 Integrated Cadastral Information Society

The Integrated Cadastral Information Society is a partnership among local governments, utility companies and provincial agencies for the establishment, maintenance and distribution of a database that consists of the integrated parcel fabric and related parcel links on a province-wide basis. It provides cadastral information that includes boundaries, location, ownership, encumbrances, values, etc., related to legal interests in land.

10.3 Other Government Operational Systems (e.g. FTA, MiDA)

The Integrated Land and Resource Registry Project must have a strong linkage into a number of other government ministry operational systems such as FTA and MiDA. The act of registering an interest in Crown land and resources (which is the role of the integrated registry) is only part of the entire business process for issuing tenures and rights. It is, therefore, critical that the integrated registry be fully “interoperable” with these other systems. In addition, many of these systems are currently being updated which necessitates the Integrated Registry providing direction to these agencies very quickly on the data model and system architecture the registry will be using.

11.0 SCHEDULE

The generalized integrated register development phases are as follows:

PHASE 1 – Technical Solution Delivery	PHASE 2 – Prototype Development	Subsequent Phases
Business Requirements	An implementation plan for the ILRR first increment.	Final systems analysis, data preparation, system build, and deployment.
Systems Architecture	Prototype of ILRR in the northeastern area of the province.	Roll out of ILRR to remaining areas of the province.
December 2003	June 2004	End of 2006/2007

12.0 SCOPE/EXCLUSIONS

The project scope will also include extensive client and stakeholder consultation throughout the process.

This project excludes the actual reorganization of the Registries and Titles Department. This department reorganization is proceeding in 2003/2004 fiscal as a separate process, but will be influenced by the technical solution delivery project, data cleanup activities and other initiatives.

13.0 ASSUMPTIONS/RISKS AND STRATEGIES

The ministry targets for this project are very aggressive in light of the complex nature and overall extent of the register system in British Columbia.

Issuance of several Requests for Proposal over the next 2 years will provide a more defined sense of the achievability of the project and its budget targets.

14.0 COMMUNICATION STRATEGY

The project team has developed a consultation strategy (see project web site) that acts as an “overarching” document for the initial phases of the Integrated Land and Resource Registry Project (ILRRP). It is expected that individual components of the overall project will have more defined and focused consultation plans geared to the specific phases of the overall project.

The project consultation strategy will link in and support the ministry’s annual corporate communications strategy as appropriate in subsequent phases of the project. The project will be highly consultative in nature and involves direct consultation with key clients and stakeholder groups.

15.0 KEY CLIENTS/STAKEHOLDERS

This project is highly consultative in nature and involves direct consultation with ministry staff, key clients and stakeholder groups.

15.1 Consultation Framework

- Multi-Agency Executive Project Steering Committee (MSRM, MOF, MEM, LWBC, WLAP, MOT, BCA, OGC, SD, BIO, TNO)
- Senior Project Advisory Committee (same agencies as the Steering Committee)
- Activity specific task forces or work groups (see Project Governance Structure)

15.2 Internal Clients

- Ministry of Sustainable Resource Management
- Land and Water British Columbia Inc.
- Ministry of Energy and Mines
- Ministry of water, Land and Air Protection
- Ministry of Forests
- Oil and Gas Commission
- Ministry of Transportation
- BC Assessment
- Treaty Negotiation Office
- Offshore Oil and Gas Team
- Alternate Service Delivery Secretariat
- Office of the Chief Information Officer

15.2 External Clients

- Integrated Cadastral Information Society
- Council of Forest Industries
- BC and Yukon Chamber of Mines
- Corporation of Land Surveyors of the Province of British Columbia
- Mining Association of British Columbia
- Canadian Association of Petroleum Producers

16.0 PROJECT RESOURCES/COSTS/FUNDING

Ministry personnel will provide overall project management and leadership. However, individual projects will be staffed using a combination of ministry staff and consultants.

Key consulting personnel for Phase 1 and Phase 2 of the project will include:

- Project Manager (for assigned projects)
- Facilitator (consultation phases)
- Business Analysts (Business Architecture Design)
- Technical experts in system development and data management

The overall project is being managed and championed by the Registries and Titles Department within the Land Information Services Division of the Ministry of Sustainable Resource management.

The Information Management Branch of the Ministry of Sustainable Resource Management Branch will also provide key overall project support.

The overall project will require an internal business working group made up of managers from the various registry systems. Key client group representatives, especially from the major users of the registries such as Land and Water British Columbia Inc., Ministry of Forests, and Ministry of Energy and Mines will also be involved in the working group level of the project.

The project budget will be created upon the approval of the business case and subsequent funding submissions.

17.0 PROJECT STATUS

The project has been partially implemented with the completion of a high level Register Integration “Business Strategy and Transition Plan.”

Treasury Board, on July 17, 2003 approved, in principle, a \$13.27 million budget for the ILRRP over the next four years.

Phase 1 (Business Requirements and Systems Architecture) is currently underway and is expected to be completed in May 2004. Future work on the development of a prototype and the preparation for deployment is expected to begin in June 2004.

18.0 ESTIMATED ANNUAL OPERATING COSTS

The estimated annual operating costs, including FTE's, is not defined at this time. A key performance measure and target in the 2002-2005 Division Plan outlines an expected 30 percent reduction of costs from the present system's annual expenditures.

19.0 APPROVALS

Project Sponsor:

Allison Bond
Assistant Deputy Minister
Land Information Services Division

Project Manager:

David Chater
Director
Integrated Registry Branch
Registries and Titles Department