



This meeting will be recorded

fpOnline Project Town Hall Meeting

October 27, 2023

9:00-10:00 am

Executive Sponsor: Alex Smith

Virtual Zoom Meeting



WASHINGTON STATE DEPARTMENT OF
NATURAL RESOURCES

Speaker: HalcyonNW

dnr.wa.gov

Town Hall Meeting Agenda

	Topic	Speaker
1.	Town Hall Meeting Questions	HalcyonNW Team
2.	About fpOnline	Alex Smith
3.	The fpOnline Request for Proposal (RFP)	Donelle Mahan
4.	Question & Answer (Q&A) Session	HalcyonNW Team
5.	fpOnline User Participation	Donelle Mahan
7.	Hearing from the fpOnline Team	HalcyonNW Team
9.	Q&A Session	HalcyonNW Team
8.	Staying in-the-know about fpOnline	HalcyonNW Team



Town Hall Meeting Questions

- We have two Question & Answer (Q&A) sessions in the presentation.
- Three ways to submit questions:
 - Directly in the Zoom chat (submit anytime).
 - SurveyMonkey link in the chat (submit anytime, anonymous).
 - Verbally during Q&A session (phone only).
- Your questions will be answered in the chat, during the Q&A session, or in the FAQ section of the fpOnline website.



About fpOnline



About fpOnline

- Modernizes creation, submission, and review process of forest practices applications (FPAs) and water type modification forms (WTMFs).
 - Users will complete and submit forms online, sign electronically, pay online payment, create maps online, and attach PDF or TIFF maps.
 - Meets [regulatory](#) requirements, complies with forest practices [rules](#), and adheres to DNR Forest Practices Program [policies](#).
- Cloud-based software solution



About fpOnline

- Allows forest practices region office and field staff to provide more assistance to forest landowners with their forms or in the field.
- Customer-focused approach to make it easier to submit applications, pay fees, and track application status.
- DNR is seeking to fund fpOnline solely through State General Fund dollars.
- A third-party bank will retain and secure all account information.
- DNR will NOT host or request any banking account or personal identification information.



Governance

Executive Sponsor

Project Steering Committee

Project Oversight

Chief Information Officer (OCIO)

Office of Financial Management (OFM)

Independent Quality Assurance

Project Management Office (PMO)

PMO Manager

Project Manager

Project Core Team

Project Implementation Team

Product Owner (PO)

Business Analyst (BA)

Organizational Change Manager (OCM)

*IT Division Sponsor

*Information Technology (IT)

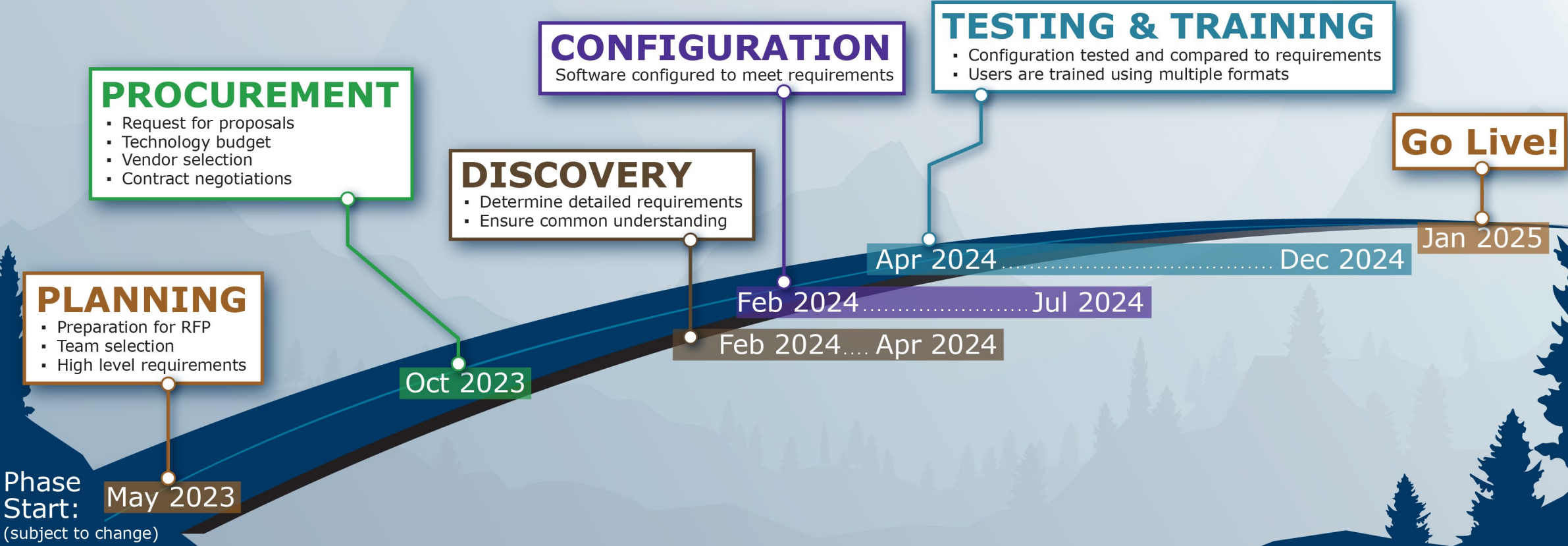
Subject Matter Experts (SMEs)

QA Tester

Mobile Developer

Developer/Configurator

fpOnline Development Phases



Achievements

- Hired key project team members
 - Project Manager
 - Business Analysts
 - Organizational Change Management team
 - Quality Assurance team
- Developed key project documents
 - Charter
 - Project Management Plan
 - Technology Budget
 - Project Schedule
 - Communications Plan
 - Risk Log
 - etc.
- Completed series of interviews and surveys with fpOnline future users
 - Forest landowners
 - City, County, and State Agencies
 - Tribes
 - Forest Practices program staff
- Finalized a list of High-Level Requirements



Upcoming fpOnline Request for Proposal (RFP)



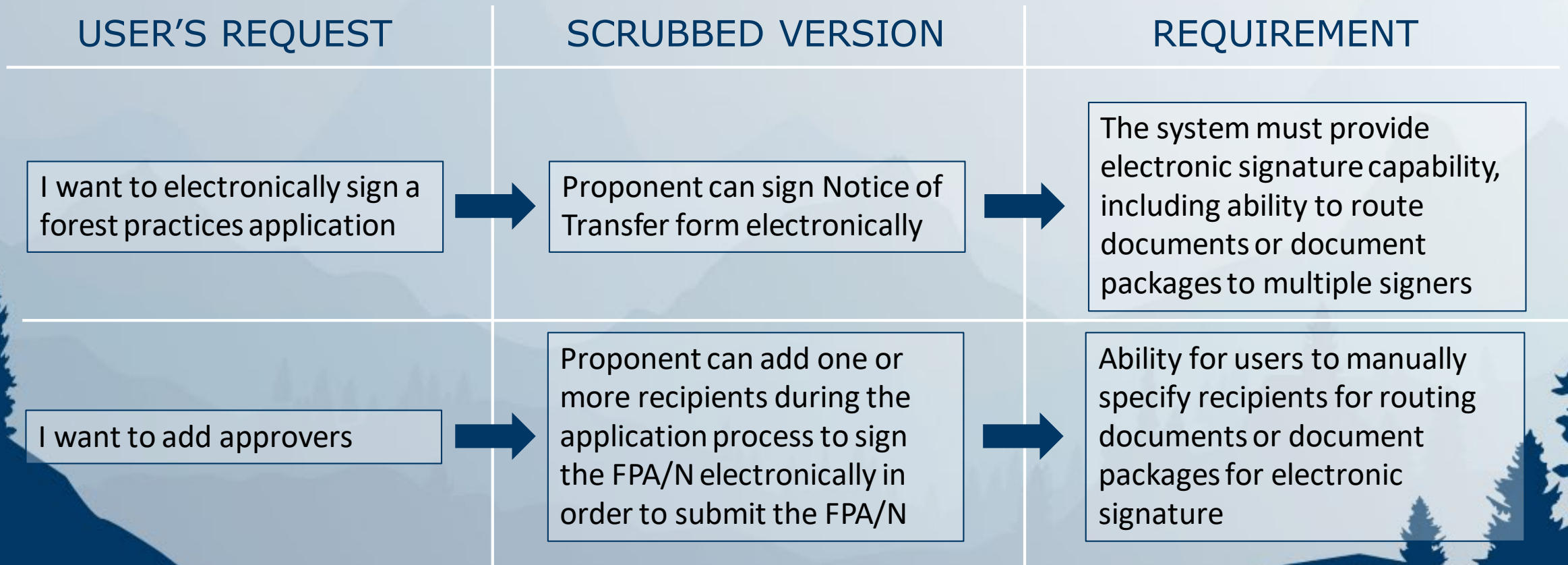
The Upcoming fpOnline RFP

- History of requirements gathering
- How current requirements were refined
- Requirements list developed for the Request for Proposal (RFP) to attain professional software vendor



User Stories

Examples from Electronic Signatures Category



Requirements Categories

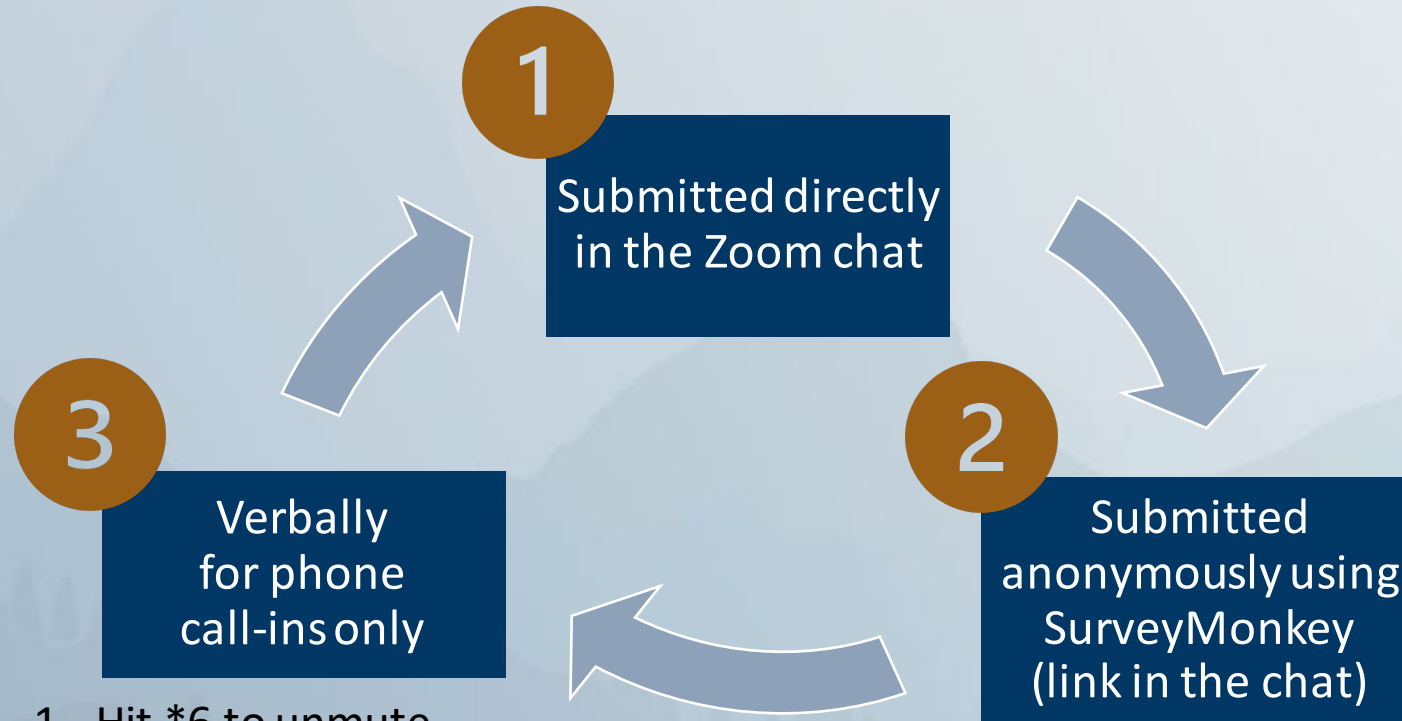
1.	Online Applications/ Electronic Forms
2.	Electronic Signature
3.	GIS/Mapping Tool
4.	Document Management
5.	Workflow Management
6.	Notifications

7.	Search
8.	Offline Access/Online Sync
9.	Reports/Queries
10.	Dashboards
11.	Records Retention
12.	Financial/Payments



Q&A

We will cycle through questions in the following order:



1. Hit *6 to unmute
2. Introduce yourself
3. Ask your question

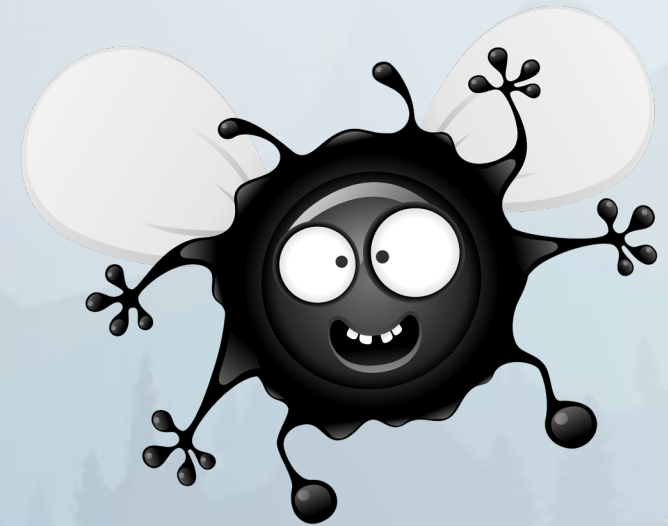


fpOnline User Participation

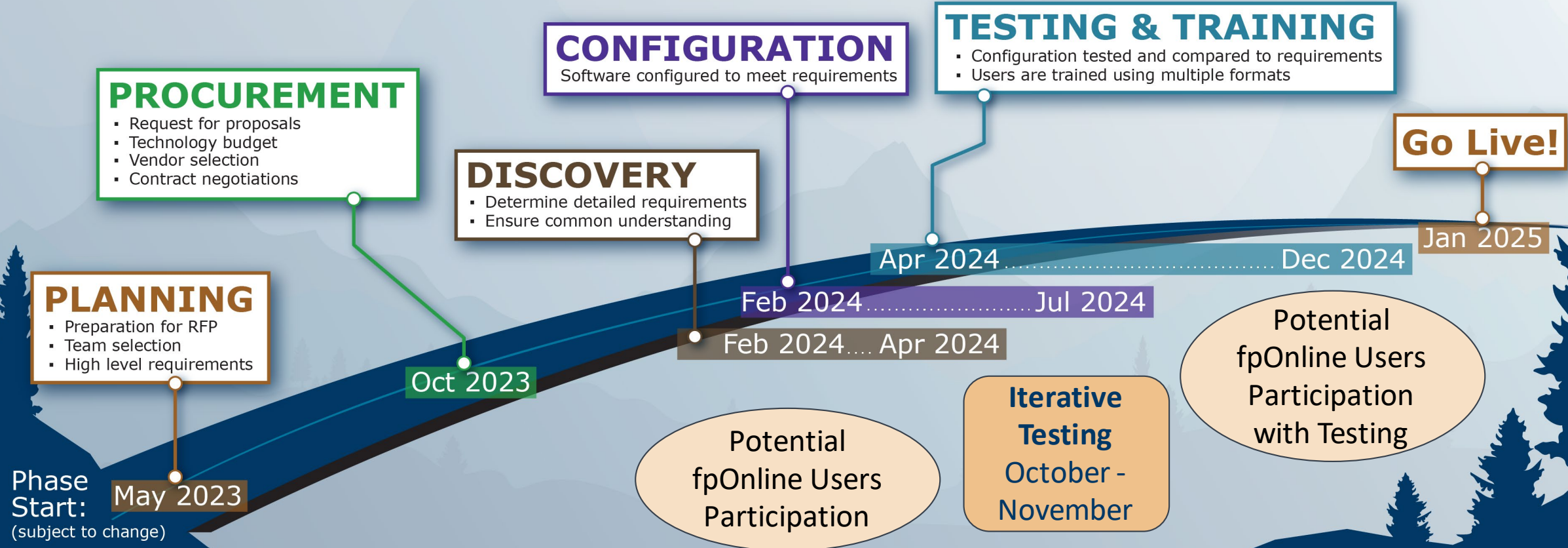


fpOnline User Participation

- Join one of the Advisory Committees
 - Forest Landowner Advisory Committee
 - Reviewer Advisory Committee
 - Forest Practices Program Advisory Committee
- Become a Tester
 - Functionality from the user perspective
 - Help us kill the bugs!
 - We're hiring a professional testing team
- Attend demonstrations
- Attend professional meetings



Upcoming Opportunities for User Participation



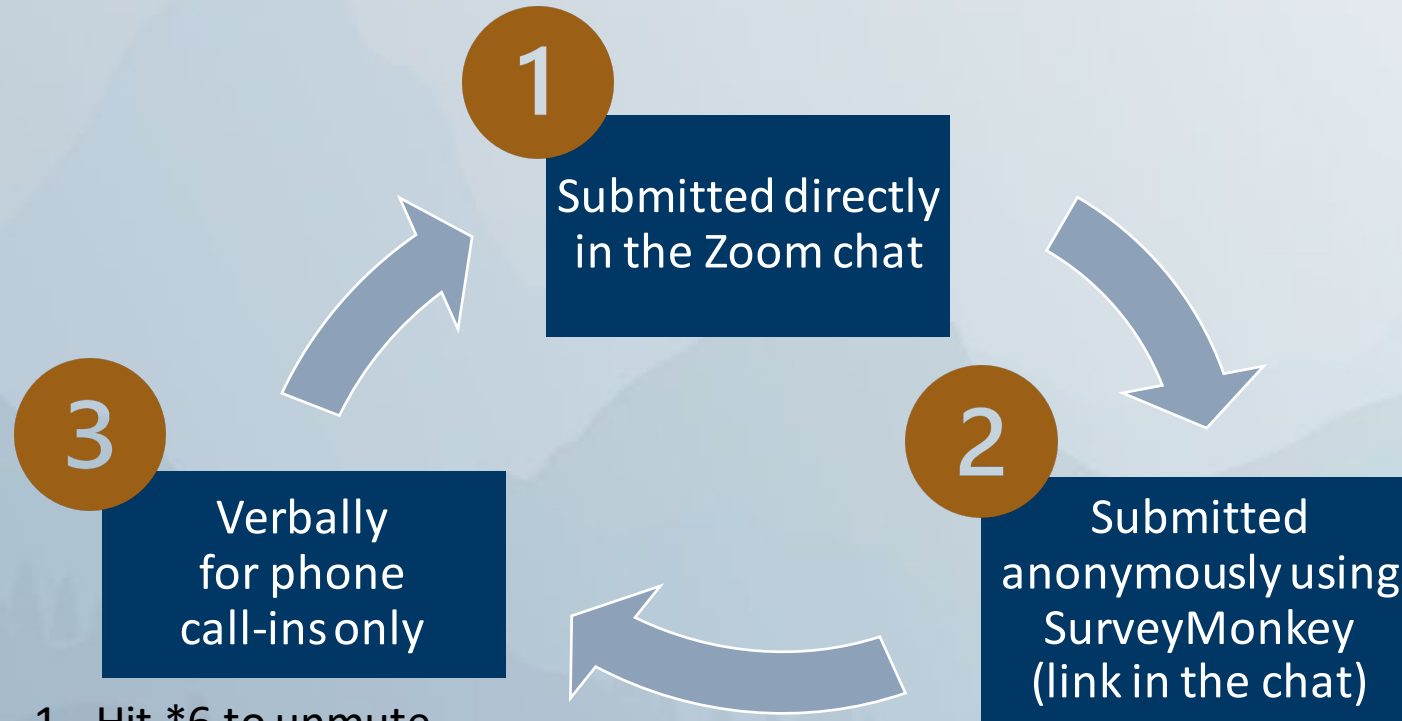
Hearing from the fpOnline Team

- Town Hall meetings
- fpOnline website: dnr.wa.gov/fpOnline-info
- [GovDelivery email list](#) Please sign up!
- Monthly newsletter
- Existing meetings
 - Forest Practices program team meetings (DNR staff only)
 - Timber, Fish, and Wildlife (TFW)
 - Washington Forest Protection Association (WFPA)
 - Northwest Indian Fish Commission (NWIFC)
 - Washington Farm Forestry Association (WFFA) Annual Meeting



Q&A

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Staying in-the-know about fpOnline

- Sign up for the [GovDelivery email list](#)
- Visit our website: dnr.wa.gov/fpOnline-info
- Email DNRrefpOnline@dnr.wa.gov
- Visit [Washington State IT Project Dashboard](#)
- Call the DNR Forest Regulation Division: 360-902-1400



Thank You!



