fpOnline
NEWSLETTER

Washington State Dept of NATURAL RESOURCES

September 2024

ACCOMPLISHMENTS

New Launch Date
DNR has officially set fpOnline's launch date for May 27, 2025.

Software Quality
The Software Quality Assurance Testing Lead/Manager has begun work.

Software Configuration
VisualVault has begun building out the configuration framework, which entails defining the necessary form templates and fields needed for the solution and their relationships. They are also identifying user stories that require more refinement.
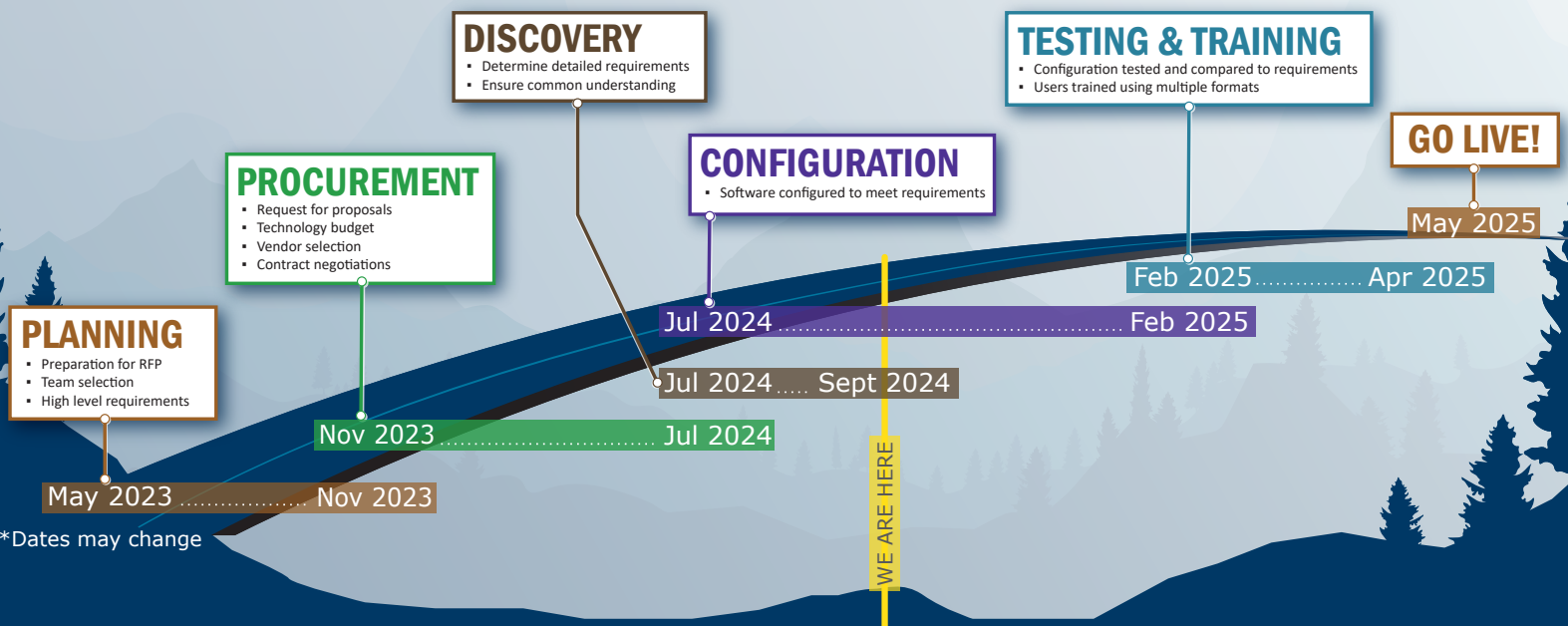
New Position Open
DNR has opened recruitment for the *fpOnline System Administrator.* This position will assist with the design and configuration of the initial build, manage fpOnline after launch, and work with VisualVault on future enhancements.

PROJECT MILESTONES & PHASES

DISCOVERY
- Determine detailed requirements
- Ensure common understanding

PROCUREMENT
- Request for proposals
- Technology budget
- Vendor selection
- Contract negotiations

CONFIGURATION
- Software configured to meet requirements

TESTING & TRAINING
- Configuration tested and compared to requirements
- Users trained using multiple formats

GO LIVE!
May 2025

PLANNING
- Preparation for RFP
- Team selection
- High level requirements

May 2023 .... Nov 2023

Nov 2023 .... Jul 2024

Jul 2024 ..... Sept 2024

Jul 2024 .... Feb 2025

Feb 2025 .... Apr 2025

WE ARE HERE

*Dates may change

LOOKAHEAD

VisualVault's discovery process will be complete in early September.

DNR will host a public meeting to share a playback in late September or early October. The playback will be an early preview of a portion of the new tool while it is being configured. This public meeting will be recorded for those who cannot attend. Date and time to be announced soon.
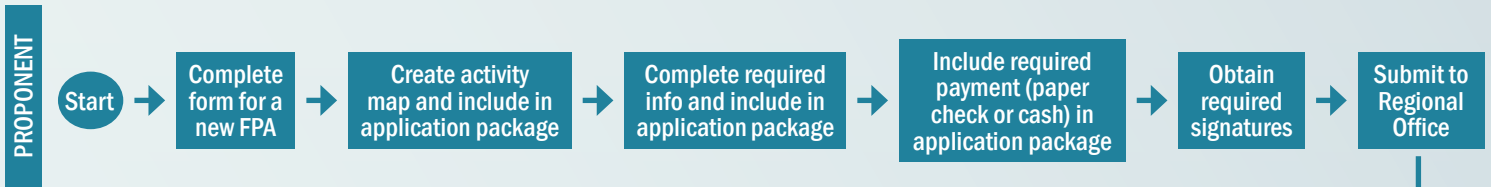
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
September	2 **HAPPY LABOR DAY** ENJOY YOUR DAY OFF!	3 DNR FP Staff Advisory Committee 9–10:30 a.m. / Reviewers Advisory Committee 2:30–4 p.m.	4 Landowner Advisory Committee 8–9:30 a.m. / *FP Program Coordinator Call 9–10:30 a.m.	5 *FP District Manager Meeting 8:15–10 a.m.	6
	9	10	11	12	13 *Monthly RAID Log Review 9–10 a.m.
	16	17 *FP Assistants Monthly Meeting 1–2 p.m.	18 *FP Program Statewide Meeting 10–11 a.m.	19	20
	23	24	25 *Quarterly Sponsor Coalition - WaTech IT Projects 4–5 p.m.	26 *fpOnline Steering Committee 3–4:30 p.m.	27
October	30	1 DNR FP Staff Advisory Committee 9–10:30 a.m. / Reviewers Advisory Committee 2:30–4 p.m.	2 Landowner Advisory Committee 8–9:30 a.m. / *FP Program Coordinator Call 9–10:30 a.m.	3 *FP District Manager Meeting 8:15–10 a.m.	4
	7	8 *FP Permit Specialist Summit	9	10	11
	14	15 *FP Assistants Monthly Meeting 1–2 p.m. / *FP Quarterly Meeting	16	17	18
	21	22	23	24 *fpOnline Steering Committee 3–4:30 p.m.	25
	28	29	30	31 **HAPPY HALLOWEEN!**	

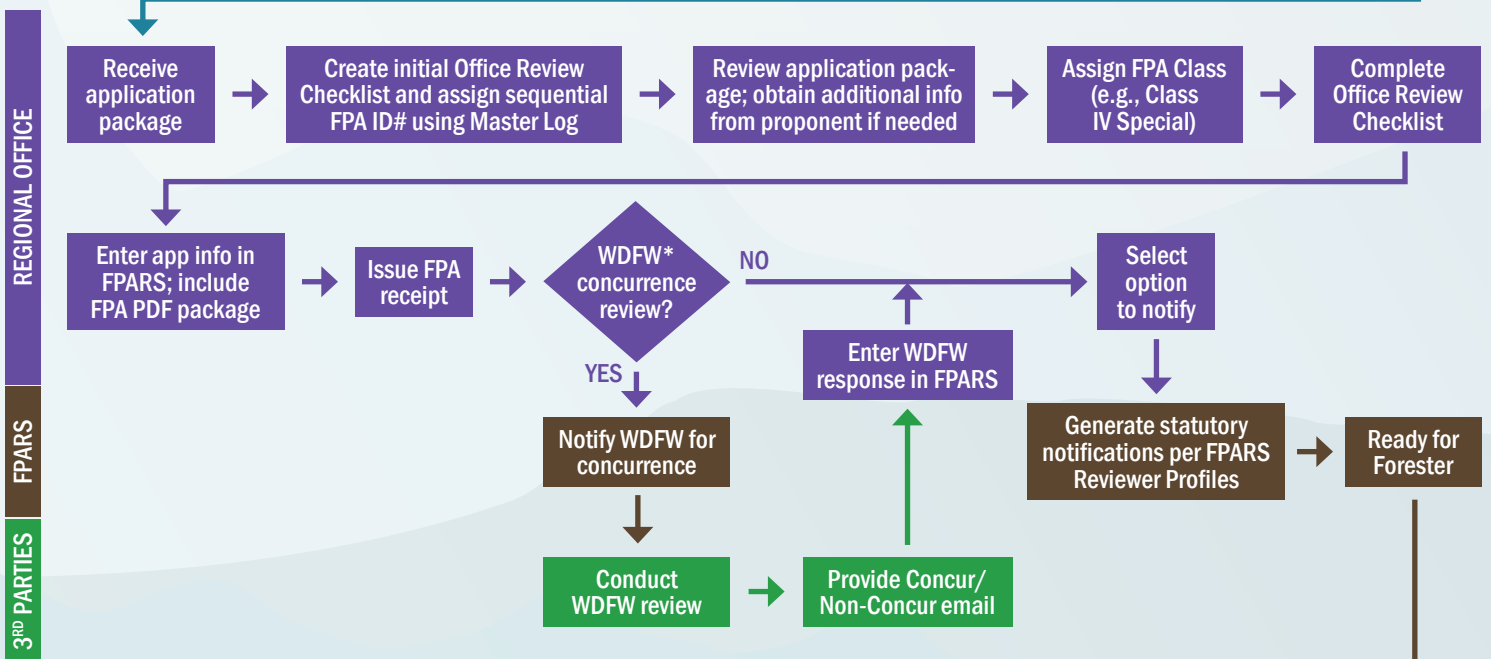*DNR Internal Forest Practices (FP) program meetings

NERD CORNER

These flowcharts show a **high-level** overview of the **current** Forest Practices Application (FPA) process. We are addressing these use cases and requirements from the discovery sessions piece by piece, in minute detail. We will share the *future* state flowcharts in the October or November newsletter.
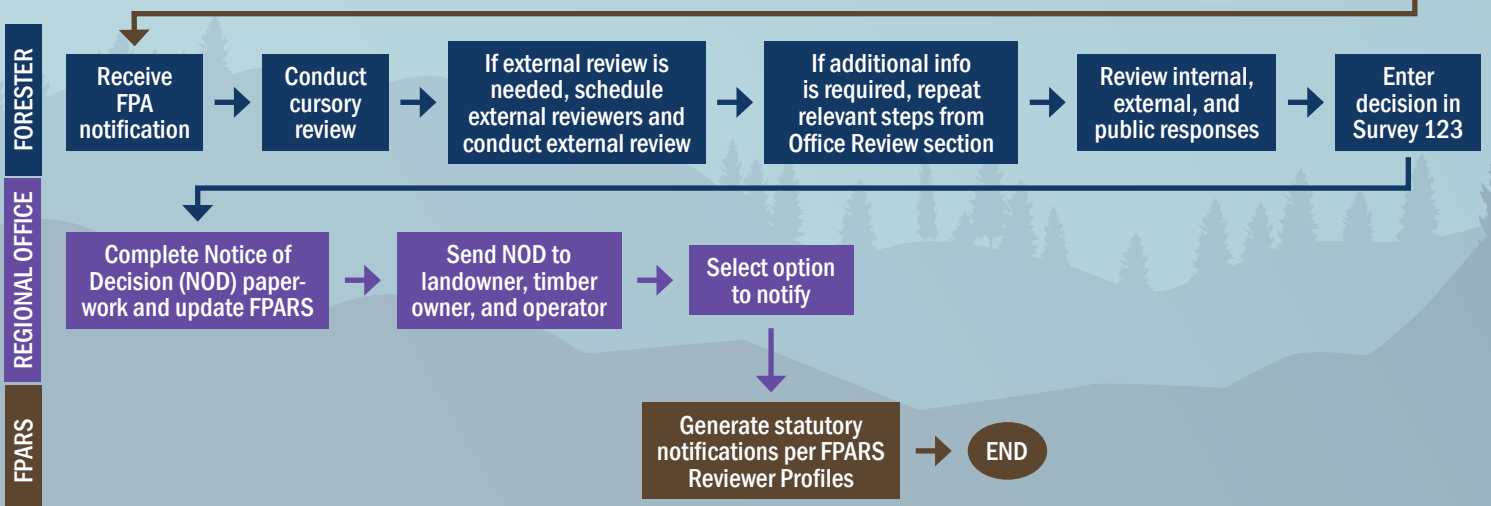
1. CREATE AND SUBMIT FPA

PROPONENT

Start → Complete form for a new FPA → Create activity map and include in application package → Complete required info and include in application package → Include required payment (paper check or cash) in application package → Obtain required signatures → Submit to Regional Office

2. OFFICE REVIEW OF FPA

REGIONAL OFFICE

Receive application package → Create initial Office Review Checklist and assign sequential FPA ID# using Master Log → Review application package; obtain additional info from proponent if needed → Assign FPA Class (e.g., Class IV Special) → Complete Office Review Checklist

Enter app info in FPARS; include FPA PDF package → Issue FPA receipt → WDFW* concurrence review?

WDFW* concurrence review? — NO → Select option to notify

WDFW* concurrence review? — YES → Notify WDFW for concurrence

Enter WDFW response in FPARS ↑

Select option to notify → Generate statutory notifications per FPARS Reviewer Profiles → Ready for Forester

FPARS

3RD PARTIES

Notify WDFW for concurrence → Conduct WDFW review → Provide Concur/Non-Concur email

3. FPA DECISION REVIEW

FORESTER

Receive FPA notification → Conduct cursory review → If external review is needed, schedule external reviewers and conduct external review → If additional info is required, repeat relevant steps from Office Review section → Review internal, external, and public responses → Enter decision in Survey 123

REGIONAL OFFICE

Complete Notice of Decision (NOD) paperwork and update FPARS → Send NOD to landowner, timber owner, and operator → Select option to notify

FPARS

Generate statutory notifications per FPARS Reviewer Profiles → END

*Washington Fish and Wildlife Department

fpOnline TEAM MEMBER SPOTLIGHT

Garren Andrews, Forest Practices Training Program Manager

Garren Andrews is DNR's Forest Practices Training Program Manager. In this role, he is responsible for coordinating training sessions, creating educational materials, and collaborating with various partners to ensure consistency in the interpretation and application of the Washington State Forest Practices Act and its related rules.

Over his career, Garren has accumulated extensive experience in forest management and environmental education. His background includes roles in field research, program development, and engagement with interested, affected, or relevant parties.

Garren's educational background is robust and specialized. He earned a Bachelor of Science in forest resources with a minor in wildland fire ecology and management from the University of Idaho. He furthered his expertise with a Master of Science in forestry sciences, focusing on fire ecology, from California State Polytechnic University.

Beyond his professional work, Garren is passionate about outdoor activities. He enjoys skiing, hiking, and paddleboarding, and cherishes spending his spare time in nature with his family.

FUTURE USER SPOTLIGHT

Jayson Gallatin, Region Outreach Support Analyst

Jayson started his current role with DNR as a Support Analyst in 2022. In his role, he assists with litigation coordination, provides guidance on rule interpretation, works to eliminate inconsistencies with rule implementation amongst the program, and collects and analyzes data to inform the division's decision makers.

Jayson mainly uses FPARS/WTA/FPETS to collect data to provide management with important information related to operations, including quarterly reports. Additionally, he uses these programs to view documents related to appeals and litigation, and collect records for public disclosure requests.

Jayson grew up in Indiana and graduated from Purdue University with a degree in fisheries and aquatic sciences in 2013. He first moved to Washington in 2014 for an Americorps position with the Washington Conservation Corps.

Jayson says that he is most excited about fpOnline because of how much easier it will be to search and query information. Also, since content will no longer be manually entered by DNR staff, there should be increased accuracy and consistency with the information stored in the system.

QUESTIONS OF THE MONTH

What is the difference between a playback and a demo?

» Playbacks serve as a recap of a set of business requirements and are generally presented to a project team. Playbacks can be a combination of a live demo and slides to showcase a specific part of a solution. Playbacks occur more frequently during implementation.

» Demonstrations are fully live and available to an open audience. Demonstrations take place towards the completion of the configuration phase, when a majority of the solution has been configured and tested.

What is a Change Champion Forum?

The fpOnline Change Champions Forum will help provide a smooth transition to the new system. DNR leadership established the Change Champions Forum to provide a structured approach for reviewing fpOnline functionality, supporting outreach efforts, and monitoring the effectiveness of training as we approach the system's go-live date.

The Change Champions Forum's goal is to ensure stakeholders experience a smooth implementation of fpOnline by providing ongoing preparation and effective knowledge transfer.

Change Champions are DNR team members selected or volunteering to support the Organizational Change Management (OCM) Plan for the fpOnline Project. They are subject matter experts with a deep understanding of fpOnline's functionality and are authorized to advocate for impacted stakeholders.

The Change Champions Forum's purpose is to execute the OCM strategy for fpOnline, encouraging adoption among stakeholders while integrating their feedback into the implementation process. The forum will convene monthly to maintain momentum and address evolving needs throughout the project lifecycle.

Change Champions Forum expectations include:

» Demonstrate hands-on experience with fpOnline through live demonstrations.

» Provide regular updates on project progress and achievements to stakeholders.

» Actively engage in supporting and monitoring training, department-level workflow integration, and outreach strategies.

HOW TO GET INVOLVED

- » Attend a VisualVault playback or demonstration session
- » Attend our next Town Hall event
- » Attend Timber, Fish, and Wildlife (TFW) or Upper Columbia Basin (UCB) meetings
- » Attend professional meetings, such as:
  - » Washington Forest Protection Association (WFPA)
  - » Northwest Indian Fish Commission (NWIFC)
  - » Washington Farm Forestry Association (WFFA)

KEEPING UP WITH FPONLINE

- » Sign up for the GovDelivery email list
- » Visit the web page fpOnline | WA – DNR
- » Email dnrrefponline@dnr.wa.gov
- » Visit Washington State IT Project Dashboard
- » Read previous newsletters

FUTURE USER QUOTES

"We have to be comfortable with it before it rolls out to the public so we can work out the bugs. Don't give it to me the same day [as it goes to proponents].

—FP Tech

"These innovative, modernizing projects, they open the "aha" door—"look at all of these other things that we could do." fpOnline will be a lever forward for the entire division. It will really support capacity for our internal people so they can put their minds to other, bigger things.

—FP Leadership