fpOnline

NEWSLETTER

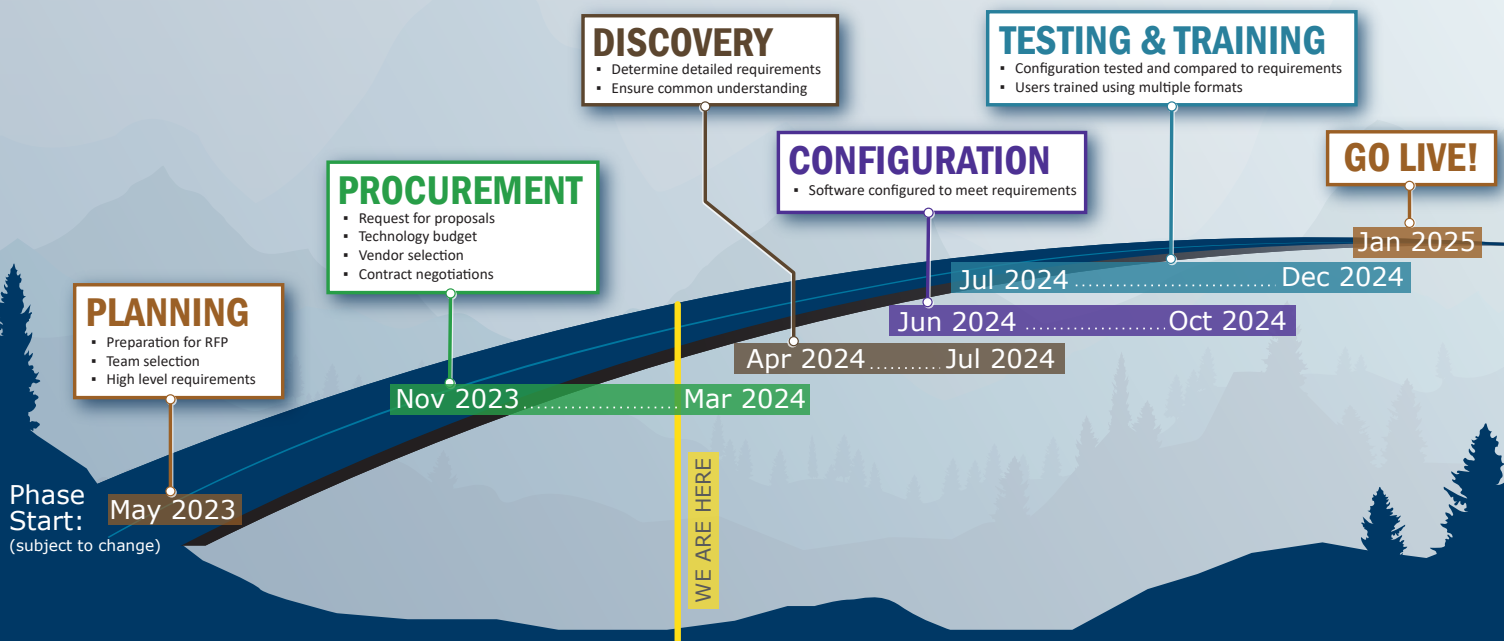WASHINGTON STATE DEPT OF
NATURAL RESOURCES

February 2024

WHAT IS fpOnline?

» fpOnline is a software solution that modernizes how users create, submit, and review forest practices applications (FPAs) and water type modification forms (WTMFs).

» Users will be able to complete and submit forms online, sign electronically, pay online, create maps online, and attach PDF or TIFF maps.

» fpOnline will meet regulatory requirements, will comply with forest practices rules, and will adhere to DNR Forest Practices Program policies.

PROJECT MILESTONES & PHASES

DISCOVERY
- Determine detailed requirements
- Ensure common understanding

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

CONFIGURATION
- Software configured to meet requirements

GO LIVE!

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

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

Jan 2025

Jul 2024 .... Dec 2024

Jun 2024 .... Oct 2024

Apr 2024 .... Jul 2024

Nov 2023 .... Mar 2024

Phase
Start:
(subject to change)

May 2023

WE ARE HERE

LOOKAHEAD

DNR is evaluating vendor proposals through January. Vendor demonstrations are planned for February 5 and 6.

DNR staff will attend the Oregon Logging Conference in Salem, Oregon, on February 22.

Monthly, recurring Advisory Committee meetings will take place in February.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
FEBRUARY				**1** Pacific Cascade Region North TFW Meeting Fort Borst Park/Virtual 11 a.m.–12 p.m.	**2**
	5 fpOnline Vendor Demonstrations	**6** fpOnline Vendor Demonstrations	**7** Landowner Advisory Committee 8–9:30 a.m. / FP Program Coordinator Call 9–10:30 a.m. / DNR FP Staff Advisory Committee 2–3:30 p.m.	**8** Reviewers Advisory Committee 8–9:30 a.m. / FP District Manager Meeting 8:15–10 a.m.	**9** Announce Apparent Successful fpOnline Software Vendor
	12	**13**	**14**	**15** fpOnline Vendor Debriefing Conference	**16**
	19	**20** FP Assistants Meeting 1–2 p.m.	**21** FP Statewide Program Meeting 10–11 a.m.	**22** Oregon Logging Conference / fpOnline Steering Committee 3–4:30 p.m.	**23**
	26	**27**	**28** DNR Sponsor Coalition Meeting 4–5 p.m.	**29** Pacific Cascade Region South TFW Meeting Lewis County PUD / Virtual 11 a.m.–12 p.m.	**1**
MARCH	**4**	**5** DNR FP Staff Advisory Committee 9–10:30 a.m. / Reviewers Advisory Committee 2:30–4 p.m.	**6** Landowner Advisory Committee 8–9:30 a.m. / FP Program Coordinator Call 9–10:30 a.m.	**7** FP District Manager Meeting 8:15–10 a.m.	**8**
	11	**12**	**13**	**14**	**15**
	18	**19** Forest Practices Program Quarterly Meeting - Virtual (meeting times TBD)	**20**	**21**	**22**
	25	**25**	**27** DNR Sponsor Coalition Meeting 4–5 p.m.	**28** fpOnline Steering Committee 3–4:30 p.m.	**29**

ACCOMPLISHMENTS

fpOnline RFP Submissions Closed

The proposal submission period for the Request for Proposal (RFP) has closed, DNR has evaluated the proposals, and chosen the top three vendors. The vendor is expected to begin work in March/April 2024.

Funding

fpOnline funding is in the Governor's draft budget bill.

Advisory Committees

DNR launched the three monthly, recurring advisory committees: Internal DNR Forest Practices, Forest Landowners, and Reviewers in December 2023.

Project Meetings & Presentations

fpOnline staff attended the Small Forest Landowner's Advisory Committee meeting in January.

QUESTION OF THE MONTH

What process will DNR follow to close out the Request for Proposal (RFP) and onboard the vendor?

After DNR announces the apparently successful vendor, there will be a period of time for debriefs with all vendors and for any potential protests, based on the Department of Enterprise rules. Bidders have three days to request a debrief, which will be scheduled as quickly as possible. After the debrief, there is a five-day window for unsuccessful vendors to file a specific protest. If a vendor files a protest, it is uncertain how long it would take DNR to resolve that protest.

If there are no protests, DNR will enter into negotiations with the apparently successful vendor and begin developing the contract.

If all goes smoothly, the two parties will sign the contract in March/April and the vendor will begin work.

fpOnline TEAM MEMBER SPOTLIGHT

Saboor Jawad, Forest Regulation Division Manager

Saboor Jawad is the Forest Regulation Division Manager for the Washington State Department of Natural Resources. Saboor oversees the work of this division, which includes the implementation of the statewide forest practices program. Underpinning this program is a permitting system that is currently being modernized through fpOnline. Saboor has a background in natural resources management with degrees from the College of Forestry and Conservation of the University of Montana and the University of Queensland. Saboor's first job with DNR was in 2021 as Adaptive Management Program Administrator. Prior to that, Saboor worked for a specialized agency of the United Nations. He is also a business sponsor of the fpOnline project.

FUTURE USER QUOTES

"
Make it simple to use for everyone. You shouldn't need a forestry degree to submit an application. Try to please the main part of the bell curve of people who will use it. It won't happen overnight, but we will get there.

—*FP Manager*

"
We're excited to see fpOnline coming to fruition. We're unsure of how it is going to go, but once we start seeing it all fall into place, we'll have more to say.

—*DNR Staff member*

HOW TO GET INVOLVED

Become a member of an advisory committee

Advisory committees will meet throughout the course of the project. Members will receive updates on fpOnline's development and be asked to provide guidance. To join one of these committees, please contact dnrrefponline@dnr.wa.gov.

1. Internal DNR FP Staff Advisory Committee
2. Forest Landowner Advisory Committee
3. Reviewer Advisory Committee

Read the December newsletter to learn more about advisory committees.

You can also attend a Town Hall meeting where we will make major announcements to update everyone who is interested in the current status of the fpOnline project.

Town Hall meeting dates and times will be announced through GovDelivery, through the Region Timber, Fish, and Wildlife (TFW) and Upper Columbia Basin (UCB) email, and on the fpOnline website. The next Town Hall meeting is tentatively planned for April 2024.

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

"*I appreciate the effort going on to make sure that the fpOnline investment meets all of the needs that we've identified as a board, such as what the application needs to be, potential pitfalls, and opportunities.*
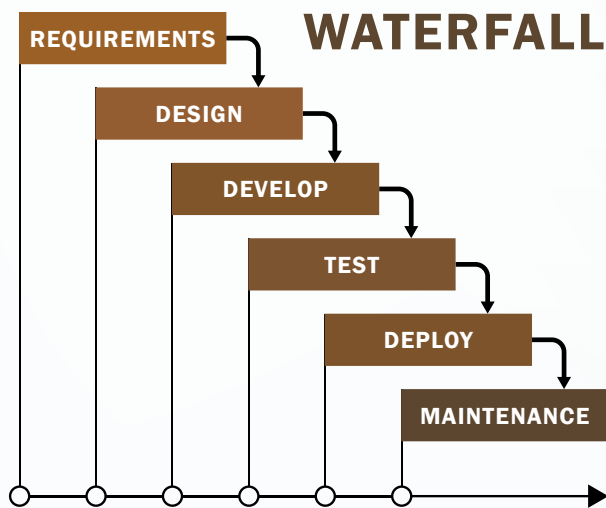—*FP Board Member*

NERD PAGE

DNR's development approach for fpOnline

DNR will be using a hybrid methodology or a combination of Waterfall and Agile to develop fpOnline.

Waterfall is the traditional approach to project management and is based on developing the whole product at once in a linear fashion.

WATERFALL

Pros:

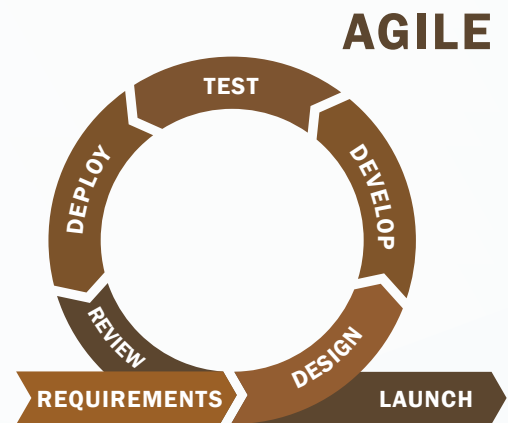» Developers have the time and resources to complete the entire product.

Cons:

» Development can diverge from the actual need of the users, because waterfall does not require periodic check-ins with users during development.

Most of the Waterfall products were developed in relation to the planning phase to meet the Office of the Chief Information Officer's best management practices. Examples of Waterfall products include:

» Technology Budget
» Project Scope
» Project Management Plan
» Procurement Management Plan
» Vendor Management Plan
» Migration Plan
» Organizational Change Management Plan
» Stakeholder Register
» Monthly Risk Reports and responses
» Hiring resources

Agile is a newer method created primarily for software development. It is based on incremental development, with functional sections of the product built up throughout the span of the project.

AGILE

Pros:

» The functional product sections can be reviewed by users to verify workflow and usability.

» Changes can be made during the project to correct issues before the software is released for all to use.

Cons:

» Agile is a labor- and time-intensive process that can sometimes result in an incomplete final product because the development team ran out of money, time, or resources to build out the complete product.

The Agile portion of the project will begin when the software vendor is procured to build the fpOnline product. Functional pieces of fpOnline will be designed, built, tested, and demonstrated to ensure the product meets the business workflow and end user functional needs.

Each developmental "sprint" will last approximately three weeks to build out the functional components of fpOnline.