



**Florida Department of
Highway Safety and Motor Vehicles**

**FloridaNet
Program Charter**

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Revision History

Version #	Release Notes	Issue Date
1.0	Initial Draft	1/20/2014
1.1	Revisions	2/3/2014
1.2	Small Updates	2/10/2014
2.0	Updated project plan to reflect Phase I and Phase II of SLIGP grant with subtasks associated for each. Added more detail to charter	3/16/2014
2.1	Updated project sponsor.	5/3/2014
3.0	Major updates to project charter	7/2014

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1. INTRODUCTION

1.1. Executive Summary

The Middle Class Tax Relief and Job Creation Act of 2012 established the First Responder Network Authority (FirstNet), an independent authority within the Department of Commerce’s National Telecommunications and Information Administration (NTIA). FirstNet is designed to provide a single platform for daily public safety and emergency communications. Congress directed FirstNet to deploy and operate a National Public Safety Broadband Network (NPSBN) in consultation with federal, state and local public policy entities. FirstNet is led by a 15 person Board of Directors with 12 of the board members representing public safety, state/local governments and telecommunications expertise. The Board has immediate access to 2 billion dollars and potential access to 7 billion dollars to fund the network based on anticipated spectrum auction revenues. The Board also has the authority to enter into wholesale lease agreements with private entities in public-private partnerships for the resale of service to consumers and other users.

The FirstNet project for Florida is FloridaNet. FloridaNet is a multi-year, federal matching grant funded project to work with FirstNet to create an analysis and recommendation of the Florida Public Safety Broadband Network that will connect to the national core. The final deliverable of this project will be a report to the Governor of Florida from FirstNet that will outline what the NPSBN will resemble in Florida, to include coverage, governance, cost structures, and ongoing maintenance and improvements.

Currently, public safety broadband data needs are provisioned through commercially available products and “Best Effort” service contracts. The intent of FloridaNet is to provide the framework to work with FirstNet in order to:

- Create a design of a public safety grade wireless broadband network that is hardened to meet the specific public safety mission in Florida
- Working with FirstNet to develop Memorandum of Agreements (MOA) to facilitate the use of existing public and private sector infrastructure upon which Florida will base the Florida Public Safety Broadband Network
- Establish a governance structure for how the network will be managed within and across Florida’s jurisdictional boundaries. The likely framework will include an enhancement of the State interoperability model using regional interoperability chairs.
- The creation and operation of a governance structure that enables Florida to plan a comprehensive response to NTIA and FirstNet, provides public and private sector outreach and education, builds public and private sector partnerships throughout Florida; and includes support for tribal consultation and tribal involvement in governance.

The FloridaNet project does not include physical build any broadband site construction and will not replace hardened public safety Land Mobile Radio (LMR). Mission critical voice communication for first responders has specifically NOT been included in the initial FirstNet planning and design. Florida has begun the initial stages of outreach and education, formed the governance committee and the technical committees have been formed using existing State Communications Interoperability Plan (SCIP) leads.

Project Name	FloridaNet
Project Sponsor	Terry Rhodes
Projected Start Date	01/06/2014
Projected End Date	06/30/2016
Project Approach	PMI Methodology

Project Cost	Grant funded 4.9 Million
Revenue / Savings	

1.2. Business Objectives

The State and Local Implementation Grant Program (SLIGP) has two phases.

Phase I is the preparation for the ongoing consultation with FirstNet and includes:

- Development of a governance structure
- Education and outreach
- Wireless broadband coverage gap analysis
- Collection of contract vehicles
- Identification of potential users

Phase II includes collection of usable assets from public and private sector entities that could be used to provision the network. Phase II activities will likely include:

- Collection and inventory of usable assets
- Development of memorandum of agreements to utilize public and private sector assets
- FirstNet business modeling and pricing

Phase II will begin upon notification by FirstNet, Phase I activities should continue through the duration of SLIGP.

The SLIGP has the following seven goals:

1. Establish a governance structure, or expand existing structures, to consult with FirstNet;
2. Develop procedures to ensure local and tribal representation and participation in the consultation process with FirstNet;
3. Create a process for education and outreach, through program development or through other efforts, among local and tribal officials, public safety users, and other stakeholders about the nationwide public safety broadband network;
4. Identify potential public safety users of the public safety broadband network;
5. Develop a standard Memorandum of Agreement (MOA) to facilitate the use of existing infrastructure with private sector entities that have been chosen by FirstNet to build, operate, and maintain the network on public safety infrastructure, or identified the legal barriers to creating a standard MOA and describe potential remedies;
6. Develop staffing plans that include local and tribal representation to participate in the public safety governance structure and to prepare for data collection activities in consultation with FirstNet;
7. Prepare a comprehensive plan as part of their existing Statewide Communications Interoperability Plan (SCIP), or a plan complementary to and similar in concept to their SCIP, describing the public safety needs that they expect FirstNet to address in its design of the nationwide public safety broadband network, as well as how they intend to satisfy each of the elements enumerated above, including milestones that demonstrate their progress

2. PROJECT PARAMETERS

2.1. Project Description

The purpose of the project is to provide the framework to work with FirstNet in developing MOAs to facilitate the use of existing public and private sector infrastructure upon which Florida will base the Florida Public Safety Broadband Network. The project will create a governance structure, provide public and private sector outreach and education, build public and private sector partnerships, identify users and usable assets, identify coverage opportunities, include tribal consultation, and tribal involvement in governance.

The following activities will be conducted during each portion of the grant phases:

Phase I

This phase will include the build out and creation of the logistical elements needed to successfully conduct and deliver the subsequent phase. This list is intended to be high-level, non-exhaustive activities and may represent smaller projects that feed the core FloridaNet program.

- Creation of FloridaNet core team and hiring staff to include leadership and administrative functions
- Creation of an Executive Committee with representation from public and private sector including tribal representation
- Building an easy to access team website for collaboration and share ideas as well as provide the public with a single definitive source for all up to date news on FloridaNet and FirstNet
- Creation of Leadership team and staffing structure to ensure project success
- Public and private partner outreach and education which will include state-wide listening sessions. The intent of these sessions is to begin the dialogue on FloridaNet and build public and private sector relationships
- Creation of technical committee to drive state-wide discussions on NSPBN. Technical committee will be made up of regional IO chairs and key members of state interoperability communications. Core requirements of the network will be driven from this committee up to the executive committee.
- Build, develop and maintain GIS tool that can be utilized for all aspects of project
- Create and maintain data collection process for updating GIS mapping layers
- Identify and validate current broadband coverage
- Identify current contract vehicles, terms and available information from wireless voice and data services used throughout the state
- Identify potential users of the NPSBN for Florida
- Prepare for ongoing consultation with FirstNet

Phase II

This phase will begin upon approval by FirstNet. Timelines and dates for these activities are under development. Likely activities will include:

- Identification and collection of usable assets
- Development of MOAs
- Further development of governance structure will include local, state and tribal representation

- Continuing outreach and education
- Working with FirstNet to develop report of the NPSBN for Florida
- The final version of the report will be delivered to FirstNet for submission to the Governor

2.2. Assumptions

- Executive Leadership support as an Executive Director high-priority project.
- The business partners in HSMV will be available and provide the necessary resources and commitment to participate when needed. If requested resources are not available, a knowledgeable replacement will be provided.
- Adequate resources will be available to complete the implementation.
- The project sponsor and executive sponsor will serve as the escalation points in the implementation of this project
- Any changes that introduce risk to the project must be approved by the Sponsor. Notification will be sent to the Executive Sponsor
- FirstNet and NTIA will provide clear direction and support for Florida's activities

2.3. Constraints

- There are several other high priority projects that will compete for resource availability
- Project has 3 year timeline.
- First major deliverable is due by September 2015
- Technical team Subject Matter Expert time availability based on existing workloads
- \$4.9 million budget defined with specific categories for use. Also requires 20% match by state

2.4. Critical Success Factors

Objective	Critical Success Factor
Establish a governance structure, or expand existing structures, to consult with FirstNet	<ul style="list-style-type: none"> • Key stakeholder participation in governance process • Successful communication with stakeholder community • Participation by local stakeholders across jurisdictional and legal boundaries
Develop procedures to ensure local and tribal representation and participation in the consultation process with FirstNet;	<ul style="list-style-type: none"> • Tribal participation and membership in FloridaNet committees and teams • Clear direction from FirstNet on education and outreach participation
Create a process for education and outreach, through program development or through other efforts, among local and tribal officials, public	<ul style="list-style-type: none"> • Regularly scheduled public meetings • Creation of single online portal for up to date news on FloridaNet • Open channels of communication

<p>safety users, and other stakeholders about the nationwide public safety broadband network;</p>	<p>between FirstNet and FloridaNet</p> <ul style="list-style-type: none"> • Creation of public and private sector partnerships
<p>Identify potential public safety users of the public safety broadband network;</p>	<ul style="list-style-type: none"> • Regular outreach to public safety user communities • Public safety participation in listening sessions, public meetings and FloridaNet team events • Regular workshops to identify public safety users for NSPBN for Florida
<p>Develop a standard Memorandum of Agreement (MOA) to facilitate the use of existing infrastructure with private sector entities that have been chosen by FirstNet to build, operate, and maintain the network on public safety infrastructure, or identified the legal barriers to creating a standard MOA and describe potential remedies;</p>	<ul style="list-style-type: none"> • Vendor participation in FloridaNet teams • Public sector participation in FloridaNet teams • Removal of behavioral barriers that exist between public and private sector projects • Create a paradigm shift in public private sector partnerships • Build trust between public and private sector partners • Clear direction from FirstNet on MOA development • FirstNet provides list of assets required to build and deploy NSPBN
<p>Develop staffing plans that include local and tribal representation to participate in the public safety governance structure and to prepare for data collection activities in consultation with FirstNet</p>	<ul style="list-style-type: none"> • Inclusion of tribal members on FloridaNet teams • Participation of tribal members in FloridaNet teams • Open-minded, inclusive approach to potential users of the system
<p>Prepare a comprehensive plan as part of their existing Statewide Communications Interoperability Plan (SCIP), or a plan complementary to and similar in concept to their SCIP, describing the public safety needs that they expect FirstNet to address in its design of the nationwide public safety broadband network, as well as how they intend to satisfy each of the elements enumerated above, including milestones that demonstrate their progress</p>	<ul style="list-style-type: none"> • Private sector information exchanges established • Technical Committees communicate findings to SCIP coordinator • Local government participation in project activities • Inclusion of the NPSBN in SCIP or creation of complimentary plan

2.5. Stakeholder and Project Impact

Key Stakeholders for the project and the business areas that may be impacted.

Stakeholders	Assessment of Impact
Florida Department of Highway Safety and Motor Vehicles (FLHSMV) Functional Business Divisions/Units	FHP technical expertise will be required for the project. Information and education will provide insight for future of Broadband technology used by the Patrol
FLHSMV- Information Systems Administration (ISA)	Technical expertise. Provide program manager.
FLHSMV-Office of the Executive Director (OED) Grants office	Grant management
Agency Head	Project Sponsorship
Primary Data Center	Host servers and data as required by project
Florida Department of Management Services	Provide expertise on State-wide Law Enforcement Radio system (SLERS). Provide points of contact and leadership on working with public and private sector for collection of assets and development of MOAs
Regional Domestic Security Task Force	Provide expertise, public and private sector communications network for collaborating on development of interoperability and governance model for NPSBN
Private Sector	Provide expertise and information on available assets, technology trends and feedback during technical committee meetings on feasibility of NSPBN

3. PROJECT SCOPE

Phase I

- Web portal creation
 - Secure Portal for information sharing
 - Team workspace
 - Education portal
- Management structure
 - Leadership team creation
 - Technical Team membership and kickoff
 - Executive committee
- Legal Services
 - Procure legal services
 - Service Mark/Trade Mark of FloridaNet logo
 - Non-disclosure agreements
 - Contracts
 - Data use agreements
- Education outreach—ongoing process throughout the life of the project
 - Conduct several education and outreach sessions
 - First series occurs February – April 2014
 - Second Series scheduled for October 2014
 - Third series scheduled for 2015, after project enters phase II
- Grant administration
- Education and outreach
- Creation of educational video
- Enhance existing state interoperability plan to improve and identify governance requirements of NPSBN
- Develop GIS tool
- Develop data collection process for following:
 - Coverage gaps
 - Contract vehicles
 - users
- Validate LTE broadband coverage
- Identify and collect current contract vehicles and pricing
- Identify potential users

Phase II

- Asset collection
- MOA development
- Continue education and outreach
- Draft plan for Florida to connect to NPSBN

3.1. Exclusions

- Project does not include Land Mobile Radio (LMR). Infrastructure similarities exist but careful attention to detail must be paid as the Florida Broadband network will not include hardened voice communications.
- Project does not include construction or build out of any Broadband network components

3.2. Risks

- Changing Political landscape at Federal and State level
- Silo view of project
- Exclusion of public and private sector partners (the State of Florida can not be successful without a healthy public and private sector partnerships)
- Internal staff support for project vision
- Barriers to contracting external subject matter expertise
- Federal timelines and deliverables

3.3. Project Deliverables

1. FloridaNet governance structure to consult with FirstNet;
2. Procedures that ensure local and tribal representation and participation in the consultation process with FirstNet;
3. Education and outreach, through program development or through other efforts, among local and tribal officials, public safety users, and other stakeholders about the nationwide public safety broadband network;
4. Identify potential public safety users of the public safety broadband network;
5. A standard Memorandum of Agreement (MOA) to facilitate the use of existing infrastructure with private sector entities that have been chosen by FirstNet to build, operate, and maintain the network on public safety infrastructure, or identified the legal barriers to creating a standard MOA and describe potential remedies;
6. Staffing plans that include local and tribal representation to participate in the public safety governance structure and to prepare for data collection activities in consultation with FirstNet;
7. A comprehensive plan as part of their existing Statewide Communications Interoperability Plan (SCIP), or a plan complementary to and similar in concept to their SCIP, describing the public safety needs that they expect FirstNet to address in its design of the nationwide public safety broadband network, as well as how they intend to satisfy each of the elements enumerated above, including milestones that demonstrate their progress

4. PROJECT ORGANIZATION

4.1. Project Team Organization Plans

4.1.1. Core Team

Core Team Resources			
Resource Title	Resource Name (optional)	Responsibility	Qty
Executive Sponsor	Terry Rhodes	Final approval, direct project, authorize funding	1
Project consultant	Brett Boston	Project consultant, direct strategy, lead public meetings, identify public/private sector partnership opportunities	
Program Manager/DHSMV Project Lead	Larry Gowen	Direct project resources, monitor and adjust progress	1
Security Analyst	Joe Cipriani	Analyze and review of security aspects of project.	1
Technical Analyst	Maj. Steve Williams, Maj. Ryan Burchnell	Analyze and review of technical aspects of project	2
Technical Leadership	Maj. Steve Williams, Maj. Ryan Burchnell, Greg Holcomb	Technical End User to approve the technical aspects and development of project	3
OPS Web administration and maintenance	Amy Serles	Maintenance and upkeep of FloridaNet web portal, secure data portal and technical support for each.	1
Grant Administration	Dean Fox	Grant administration and documentation	.5
Administrative Support	Kathy Cruce	FloridaNet logistical support and administration	1

4.1.2. Projected Technical Team Resources

Technical Team Resources		
Resource Type	Responsibility	Qty
Chief Technology Officer (CTO)	Overall technical strategy	1
IT Service Manager	Project Manager, Project Lead	1
Information Security Manager	Evaluate Security plans	1
State Interoperability Chair	Provide technical expertise, Chair technical committee, link RDSTF members to FloridaNet project	1

5. SCHEDULE AND BUDGET

5.1. Project Timeline

Note: All dates are estimates and subject to change once further information is obtained during the planning process.

Phase	Start Date	Completion Date	Cost	Milestones
I	09/2013	11/2013		<ul style="list-style-type: none"> Creation of FloridaNet Executive Committee
I	11/2013	3/2014		<ul style="list-style-type: none"> Creation of FloridaNet.gov portal for information sharing FloridaNet.gov go live Creation of social media for FloridaNet (facebook, twitter)
I	02/01/2014	04/08/2014		<ul style="list-style-type: none"> First round of education and outreach sessions
I	05/01/2014	08/2014		<ul style="list-style-type: none"> Develop and release FloridaNet educational video
I	6/01/2014	6/27/2014		<ul style="list-style-type: none"> FloridaNet consultation package submitted
I	7/17/2014	10/31/2014		<ul style="list-style-type: none"> Coverage validation workshops User definition workshops Contract vehicle workshops
I	7/21/2014	8/5/2014		<ul style="list-style-type: none"> Revised FloridaNet budget submitted Revised budget approved by NTIA
I	8/1/2014	9/30/2014		<ul style="list-style-type: none"> Build and deploy FloridaNet GIS tool
I	8/4/2014	11/30/2014		<ul style="list-style-type: none"> FirstNet initial consultation
I	Winter/Spring 2015	Spring 2015		<ul style="list-style-type: none"> Second round of listening sessions/education and outreach
II	Fall/Winter 2014	06/30/2016		<ul style="list-style-type: none"> Asset identification and collection Technical Committee meetings MOA development Education and outreach Coverage models, pricing and drafts of FirstNet plan

5.2 Project Budget

See attached spreadsheet

6. APPROVALS

Prepared by 
Larry Gowen, Program Manager

Approved by 
Terry Rhodes, Executive Sponsor