

NGDA Dataset Report

Official NGDA Title: Inventory of Owned and Leased Properties

Metadata Record Title: Inventory of Owned and Leased Properties

A-16 NGDA Theme: Real Property

Executive NGDA Theme Champion(s):

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Metadata:

Registration Status: Complete

Registered on

GeoPlatform Link*: <https://www.geoplatform.gov/node/243/03e45d98-aa3a-4884-8606-f541bcbf7de7>

Data.gov Metadata Link*: <http://catalog.data.gov/harvest/object/8b720d5a-816c-4409-984e-a42b608e6b0a/html>

*If the metadata has been updated and reharvested after publication of this report, the link may no longer be valid. The dataset may be searched for manually in Data.gov or GeoPlatform.gov.

NGDA Lifecycle Maturity Assessment (LMA) Report

Time Frame:

Baseline assessment responses for the Inventory of Owned and Leased Properties (IOLP) includes dataset activities that were moved to a geospatial platform and launched on June 12,

LMA Submission:

Status: Complete

Date: 10/30/2015

Extension Requested: Yes

LMA Reviewer(s):

Supervisor: Did not review

Theme Lead: Michel Kareis

Executive Champion: Did not review

SAOGI*: Did not review

Other: Michael Bowers, Valerie Butler

LMA Verifier:

Name: Michael Bowers, Valerie Butler

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Attachments:

To get access to any attachments referenced in the report, email the LMA Help Desk at NGDA_LMA_help@fgdc.gov. Please use the subject "Dataset Report Attachment(s)" and indicate the associated official NGDA title.

*Senior Agency Official for Geospatial Information (SAOGI)

Lifecycle Maturity Assessment (LMA) Summary

Overall Maturity:

Optimized; Established

General Questions: 100%

Optimized; Established

Stage 4 - Access: 100%

Optimized; Established

Stage 1 - Define/Plan: 86%

Mature; Consistent

Stage 5 - Maintain: 100%

Optimized; Established

Stage 2 - Inventory/Evaluate: 100%

Optimized; Established

Stage 6 - Use/Evaluate: 100%

Optimized; Established

Stage 3 - Obtain: 100%

Optimized; Established

Stage 7 - Archive: 100%

Optimized; Established

NGDA Dataset Maturity Definitions:

How To Calculate Maturity: https://www.geoplatform.gov/sites/default/files/How_to_Calculate_Maturity.pdf

Maturity	Maturity Characteristics for All Lifecycle Stages
Optimized; Established Rank = 5	Dataset meets virtually all business needs of all users. The dataset is considered authoritative by owners and secondary users. It is curated across all stages of the approved lifecycle. Future needs are defined on a regular basis and resources for addressing both current and future business requirements are available.
Mature; Consistent Rank = 4	Dataset meets all the business needs of the primary owner and most of the secondary users. The dataset is curated and used as authoritative by the primary owner. Dataset is used widely by secondary users actively engaged in sustaining the dataset. Future needs are identified and steps are planned to address these. All stages are supported and reviewed on a recurring basis. The dataset is well managed in relation to the approved lifecycle.
Managed; Predictable Rank = 3	Dataset meets a significant number of the business needs of the primary owner and is widely used as an authoritative resource by secondary users. Benchmark activities are occurring in at least four of the approved lifecycle stages. Management practices in relation to the approved lifecycle is moderate but consistent. Dataset is integrating changing business requirements in lifecycle stages impacting overall maturity.
Transition; Transformation Rank = 2	Dataset meets business needs of the primary owner and has moderate use by secondary users. Benchmark activities are occurring in at least three stages. Efforts to integrate funding, include partners, and obtain data are not supported in a sustained manner. Management practices in relation to the stages of the approved lifecycle is limited.
Planned; Initial Development Rank = 1	Dataset limited in meeting business needs of the primary owner. Benchmark activities in the approved lifecycle are just starting to consider secondary uses, partnerships are forming to support additional dataset uses. Dataset development is in a very early stage. Minimal or limited management against the benchmarks in the approved lifecycle.
No Activity Rank = no activity	Dataset meets project or local business needs of the primary owner, secondary or additional uses or users were not considered, not recognized as an authoritative data or is part of a similar dataset. Not managed to any of the benchmarks in the approved lifecycle.

General Questions for All Stages

1) Is there a recurring process to obtain funding for all lifecycle stages of this dataset?

Answer: Funding support is part of agency budget on a recurring basis, funding is consistent and tied to business processes, and supports all lifecycle stages.

Justification Comment:

Attachment(s): 0

The Operations and Maintenance as well as enhancements of the owning system of this data set-Real Estate Across the United States(REXUS) and the maintenance of the data are part of a recurring GSA IT governance process that covers all lifecycle stages.

2) Is there a process in place to ensure that open government and transparency guidelines are followed in all lifecycle stages for this dataset?

Answer: Process is published as appropriate with respect to sensitivity requirements, process is transparent, published appropriately.

Justification Comment:

Attachment(s): 0

"Please describe the process for this"

The Office of General Counsel(Legal Department) is consulted in regards to any changes impacting the amount and types of data released in the data set.

3) Are there processes and tools in place so that staff are sufficiently knowledgeable to ensure a continuity of the dataset for all stages of the lifecycle, especially during staffing transitions?

Answer: Processes and tools to ensure dataset continuity are in place and implemented for all lifecycle stages.

Justification Comment:

Attachment(s): 0

Documentation requirements and continuity are written into the support contracts for the dataset/system. All Public Building - Information Technology Services (PB-ITS) development and data management contracts require the vendor to adhere to PB-ITS Change Management policies that included documentation of any Processes, Technical Architecture, etc of the developed solutions. If you need specific clauses from the contracts we can put you in touch with the Contracting Officer's Representative (COR).

STAGE 1 - Define/Plan

4) Are user and business requirements defined and formalized?

Answer: A recurring process is in place, including defining new partner and stakeholder business needs as they arise, and is fully implemented.

Justification Comment:

Attachment(s): 0

Yes, user requirements are defined and enhancements come from internal and external users as the need arises. There are bi-annual Program Reviews with Public Buildings - Information Technology Services (PB-ITS) Management. Additionally there are periodic Change Control Board(CCB) meetings with the Information Technology Project Manager (IT PM), Business Line Project Manager (PM) and technical resources to address new requirements as identified by the business line.

5) How are partners/stakeholders involved in the requirements collection process?

Answer: Ad hoc process is used for involving Partners/stakeholders in identifying requirements.

Justification Comment:

Attachment(s): 0

As new requirements are identified or requested, they are evaluated and a determination is made to include those requirements as enhancements to the system. New enhancements may need GSA IT

Governance approval. User requirements are defined and enhancements come from internal and external users and are fed to the Business Line Project Manager for consideration and potential discussion at the next Change Control Board (CCB) meeting.

6) Is there a quality assurance process for the dataset?

Answer: Quality assurance published as appropriate with respect sensitivity requirements.

Justification Comment:

Attachment(s): 0

Initial dataset extract and publishing follow standard User Acceptance Testing (UAT) and Initial Verification & Validation (IV&V) process for quality assurance. Future modifications to the datasets follow change control and UAT IV&V processes for quality assurance. We follow standard User Acceptance Testing (UAT) where a sub-set of the user community compares actual results to expected results to ensure accuracy (no web link).

7) Is there a process to evaluate the sensitivity, privacy, and confidentiality of this dataset?

Answer: Sensitivity, privacy, and confidentiality evaluations fully implemented, reviewed and updated on a recurring basis.

Justification Comment:

Attachment(s): 1

See attached PBS 3490.2 document on SBU building data.

8) Are defined data standards used in collecting, processing, and/or rendering the data?

Answer: Standards fully implemented documented and published as appropriate.

Justification Comment:

Attachment(s): 0

Yes, data standards and validations are in place on the source system Real Estate Across the United States(REXUS) used in collecting and processing the data. When the address of buildings are entered into REXUS, a validation is done against our geo processors in the GIS infrastructure to check if it a valid and complete address and that we can return and append Latitude and Longitude. If the address is not validated the system will return a list of any suggested valid addresses.

STAGE 2 - Inventory/Evaluate

9) Is there a process for determining if data necessary to meet requirements already exist from other sources (either within or outside the agency) before collecting or acquiring new data?

Answer: Process for determining appropriate data is being reused fully implemented, reviewed, and updated on a regular basis.

Justification Comment:

Attachment(s): 0

Data Governance process in place for determining if data necessary to meet requirements already exist from other sources (either within or outside the agency) before collecting or acquiring new data. There is no external link for the Public Buildings - Information Technology Services (PB-ITS) Enterprise Data Management team's process. In short the process is:

- before a new field is added to a Public Building Service(PBS) application, a check to is done to ensure that the data/field does not already exist in another system
 - if it does not already exist in another PBS system it is determined if is inherently PBS data or if it is available elsewhere
 - if it is inherently PBS generated data, there would be an evaluation of where the correct source system is to collect/house that data.
 - if it is not inherently PBS generated data, sources for that data externally would be explored.
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STAGE 3 - Obtain

10) Is there a process for obtaining data in relation to this dataset?

Answer: Process is fully implemented, reviewed and updated on a regular basis.

Justification Comment:**Attachment(s):** 0

Data is entered, validated, and maintained within GSA. This source system for the data is Real Estate Across the United States(REXUS). GSA associates enter information on new owned and leased buildings as they are added to the inventory. data standards and validations are in place on the source system REXUS used in collecting and processing the data. When the address of buildings are entered into REXUS, a validation is done against our geo processors in the GIS infrastructure to check if it is a valid and complete address and that we can return and append Latitude and Longitude. If the address is not validated the system will return a list of any suggested valid addresses.

11) Is the metadata in a FGDC endorsed geospatial metadata standard?

Answer: Metadata is available in a format endorsed by the FGDC, it fully describes the dataset and provides all the information required to make the dataset discoverable, accessible, and usable.

Justification Comment:**Attachment(s):** 0

<http://catalog.data.gov/dataset/real-estate-across-the-united-states-rexus-inventory-buildingc>

12) How complete is the geographic coverage as defined in the requirements for the dataset?

Part 1 Answer: Business requirements for cyclic updates identified and a process is in place.

Part 2 Answer: Dataset has presently attained the greatest geographic coverage as defined by the current requirements or roughly 100%.

Justification Comment:**Attachment(s):** 0

By definition and process the geographic coverage of the data sets covers the entirety of locations where GSA has owned or leased properties. The data set consists of addresses, no imagery, so resolution is N/A. In theory the geographic extent is anywhere in the world that GSA has owned or leased property. In reality, that is mainly the US and its territories.

STAGE 4 - Access

13) Do you have a process for providing users access to the data in an open digital machine readable format?

Answer: User access process is fully implemented, data is available, process is reviewed and updated on a recurring basis.

Justification Comment:**Attachment(s):** 0

Data set is available via .CSV or viewable and searchable via Esri GIS map interface.
<http://www.gsa.gov/portal/content/100783#one>

STAGE 5 - Maintain

14) Is there a maintenance process for updating and storing the dataset?

Answer: Dataset maintenance process is fully implemented and processes are reviewed and periodically updated.

Justification Comment:**Attachment(s):** 0

Updated monthly when the new dataset becomes available. The Public Buildings - Information Technology Services (PB-ITS) Enterprise Data Management(EDM) team uses an Extract, Transform and Load tool(ETL) to automate the extraction of necessary data from the source system Real Estate Across the United States(REXUS), as well as the conversion to and passing to the overarching GSA feed format, JSON (JavaScript Object Notation), for uploading to Data.gov.

15) Is there an error correction process as part of dataset maintenance?

Answer: Error correction process includes user notification, process reviewed on a recurring basis.

Justification Comment:**Attachment(s):** 0

Data set addresses are validated in the Real Estate Across the United States(REXUS) system via GIS/geocoding process at the data entry point. When the address of buildings are entered into REXUS, a validation is done against our geo processors in the GIS infrastructure to check if it is a valid and complete address and that we can return and append Latitude and Longitude. If the address is not validated the system will return a list of any suggested valid addresses. Any later reported errors in data would be sent to the appropriate business line associate for further research and correction if necessary.

STAGE 6 - Use/Evaluate

16) Is there a process to determine if the dataset meets user needs?

Answer: Process is fully implemented and repeated on a recurring basis.

Justification Comment:

Attachment(s): 0

User feedback from internal and external sources via email and phone calls as well as internal review are reviewed and evaluated to determine if the dataset consistently meets user needs. As a result, the business requirements are re-evaluated to determine if enhancements to the dataset are needed or there needs to be a change to the data set.

17) Is there a process to provide users information on how to access and properly use the dataset?

Answer: Process is fully implemented supporting access and proper use, process is reviewed on a recurring basis.

Justification Comment:

Attachment(s): 0

Inventory of Owned & Leased Properties (IOLP) User Guide:

http://www.gsa.gov/portal/mediald/230231/fileName/IOLP_User_Guide.action

18) Are the business processes and management practices assessed to meet changing technology?

Answer: Assessment process is fully implemented for taking advantage of changing technology, process is reviewed on a recurring basis.

Justification Comment:

Attachment(s): 0

The IOLP data set recently (June 2015) was given an upgrade to include ability to view and query the IOLP data set via Esri GIS interface.

Link to IOLP >> www.gsa.gov/iolp (includes link to ArcGIS map)

STAGE 7 - Archive

19) Is there an archiving process for the dataset?

Answer: Archival and disposition processes are fully implemented.

Justification Comment:

Attachment(s): 0

The REXUS data set is processed monthly on the scheduler and output files placed on the a secure File Transfer Protocol (sFTP) site for pick up. Dataset archiving and disposition processes follow the standard operating procedure (SOP) established by the Public Building Services's Enterprise Service Center (ESC datacenter). This SOP is not specific to the Inventory of Owned and Leased Properties (IOLP) data set, it is the SOP for all PBS business data and covers archiving, disposition, disaster recovery, and other processes. This SOP is managed by the Public Buildings - Information Technology Services (PB-ITS) Technical Operations Division, we can put you in touch their management if more information is needed on how they adhere to Federal and Agency data management policies.

