

1. Objectives/Vision/Goals
 - a. Reference/restate draft proclamation
2. Stakeholder Analysis
 - a. Identify stakeholders
 - i. ITS/City Manager
 1. Steve Chozick
 2. Vanetta Pledger
 - ii. City Council
 - iii. Other City Departments
 - iv. IT Commission
 - v. Residents
 - vi. City businesses
 - vii. City partners
 - viii. Civic groups/nonprofits
 - ix. Academia
 - b. Gain input on interests and concerns
3. Develop initial policy/guidance
 - a. Define standards
 - i. Privacy, quality, frequency, accessibility, etc.
 - b. City Manager leaning forward but will need to have it enshrined in policies, guides, training, etc.
 - c. Set accountability
 - i. ITS? Dept leads? Data stewards of individual datasets?
4. Conduct initial assessment
 - a. Dataset identification
 - b. Start data catalog
 - i. ID possible tools for cataloging datasets
 - c. What datasets are currently public, do they conform to standards?
 - d. ID resources needed
5. Set priorities for implementation
 - a. Engage stakeholders
 - b. High demand, low risk datasets
 - i. Budget, transportation, etc.
 - c. Define schedule
6. Develop platform
 - a. Existing, COTS, custom built?
 - b. API availability
 - c. Metadata and searchability
7. Continuous improvement
 - a. Raise awareness and benefits to residents, businesses, academia, etc.
 - b. Monitor and evaluate usage
 - i. Set metrics and goals to measure
 - c. Allow for user feedback, QC
 - d. Ensure compliance amount staff

- e. Train City staff
 - i. Encourage central dataset use, discourage one-offs
 - 1. Custom Excel sheets, etc.
- f. Integrate into broader smart city initiatives