

**MCGI / Local Data Partnerships  
Work Plan Guidelines  
Revised Date: 15 September 2005**

**I. Points of Contact**

- A. CGI contact info (name, phone, email)
- B. Local contact info (name, phone, email)

**II. Data Sharing**

- A. List specific datasets and/or materials obtained FROM local partner
  - 1. Include format, projection info, etc...  
*Examples: xxxxxxx County 2003 digital imagery  
xxxxxxx County parcel layer (shapefile in MlGeoref)*
  - 2. If known, provide delivery schedule  
*Examples: Provide at onset of partnership, updates annually if available*
  - 3. List any restrictions on use of data and/or source materials
- B. List specific datasets and/or materials supplied TO local partner
  - 1. Include format, projection info, etc...  
*Example: CGI to provide xxxxxxx County with a new MGF coverage*
  - 2. If known, provide delivery schedule  
*Example: End of each month, excluding those months during 'lockdown'*

**III. Project Objectives**

*Briefly describe purpose and/or benefits of working partnership. Include details below:*

- A. List specific tasks required of Local entity
  - 1. Include types of changes / updates that will be communicated to CGI
- B. List specific tasks required of CGI
  - 1. Include types of changes / updates that CGI will incorporate into MGF

**IV. Work Flow / Communication**

- A. Start Date
- B. General Timeline
  - 1. Include disclaimer regarding timing of 'lockdown'
- C. Order of Work
  - 1. Specify if work is to be completed geographically, or based on some other criteria
  - 2. Specify where work will begin and in what order it should be completed
  - 3. Note when work will be reported to and/or reviewed by local
- D. Notes related to Work Flow / Communication

**V. Additional Information**

- A. List any additional details to be noted here

*\*It is understood that each local partnership CGI enters into will have unique circumstances. These work plan guidelines are just a starting point. Additional information may be required before a formal work plan will be approved. CGI reserves the right to deny a work plan if the requested work does not fulfill the business needs of CGI and its partners. For more information on Local Data Stewardships, or working partnerships with CGI, please contact Krisanne McConnell at (517)373-7910, or [mcconnellk1@mi.gov](mailto:mcconnellk1@mi.gov).*