

Trail Conference Digital Map Project Manager (new digital map)

The Project Manager (PM) is assigned/recruited by the Publications Committee who supplies basic area to be covered, a target delivery date and a budget. Activities are in chronological order by start time – many proceed in parallel.

PM responsibilities include:

1. Report on monthly basis or as required to Staff liason and at pubs committee meetings
2. Become familiar with the map specifications and what data must be gathered and appear.
3. Become familiar with electronic aids to managing the process and acquire necessary programs
 - A. Email
 - B. Viewing JPGs and marking them with potential changes
 - C. Viewing PDFs
 - D. Web based project manager
 - E. Spreadsheet
4. Be responsible for meeting the budget (but it is renegotiable as new information becomes available)
5. Be responsible for meeting the target delivery date.
6. Track
 - A. Who made decisions and why
 - B. Who to contact and not to contact

Steps that need to be completed are:

1. Work with appropriate Trail Chairs/Supervisors/Maintainers to figure out exact coverage
2. Survey entire area to be covered, e.g. drive around/hike, other trail possibilities that we may not know about
 - A. Consult Local town open space maps
 - B. Consult County/State open space maps
3. Start recruiting for assistants, e.g. a field checker coordinator, a map back editor, record keeper, and find a cartographer (house or outside) who is familiar with our process and can deliver on our schedule.
4. Plan the map set - Break entire coverage area into discrete maps that will be in the set (including overlaps)
5. Make a list of all the trails that need to be included (more will be found as you progress) and set up a spreadsheet to track their status.
6. Work with GIS staff to get a base map of the entire area including
 - A. Property boundaries
 - B. Water – streams and lakes
 - C. Roads
 - D. DOQQs
 - E. Contours
 - F. Wetlands
 - G. Existing trails from scanned analog maps if any and existing GPS data
7. Work with GIS staff to find/create missing base information
8. Consult files
 - A. Corrections - evaluated as who had sent them in
 - B. Changes passed by Trails Council

- C. Previous editions
- D. Archives including whereabouts of mechanicals/computer disc
- 9. Examine USGS and TC maps for woods roads and give them names and add to tracking spreadsheet.
- 10. Start checking of base data
 - A. Look for new roads that are important (near trails)
 - B. Adjust water layers based on DOQQs
 - C. Adjust property boundaries to line up with roads or natural boundaries where appropriate.
- 11. Consult with GIS and GPS coordinator to find which trails/woods roads you already have and contract for the rest to be GPSed by the volunteers
- 12. Rough out rest of schedule based on ballpark figures (it takes X months to map Y trails)
- 13. Assign and oversee progress of field coordinator, map back editor, record keeper
 - A. Supply field coordinator with spec sheets
 - B. Supply map back editor with template map back and suggested items for inclusion (beyond the boilerplate)
- 14. Contact cartographer (overlaps in time with some of the Field checking activities)
 - A. If new one, obtain samples of work
 - B. Send technical requirements (tools, format input/output)
 - C. Supply base materials, templates, specs sheets, and field data
 - D. Send field and space material to cartographer
- 15. Contact printers
 - A. If new one, obtain samples of work
 - B. Send technical requirements
 - C. Get bids
 - D. Sign contract (office)
- 16. Obtain ok from park(s), using third check of field data (can cause delays in printing)
- 17. Write preliminary press release and TW article - to be ready when maps go to printers
 - A. Get quotes from president, executive director, or appropriate park personnel
 - B. TW article
 - C. Thanks you's to major players
- 18. Contact printer (second time)
 - A. Send materials to printer
 - B. Check material (trails chairs, trail supervisors)
 - C. If brand new map, cut new film, get match print proofs - knock outs, Mac/PC incompatible print fonts
- 19. Write thank you notes in anticipation of return of materials from printers
- 20. Supervise print run
- 21. Participate in marketing efforts

Other Position Descriptions:

Field Coordinator

- assign and review field work redoes survey if necessary
- merges results from field checkers
- makes corrections and rechecks
- archives material
- sends material to project manager
- makes corrections and rechecks (2nd time)

Map back editor

- check and change map backs
- gets bids from layout artist
- decides on layout artist
- has layout artist layout backs
- checks materials
- sends materials to project manager