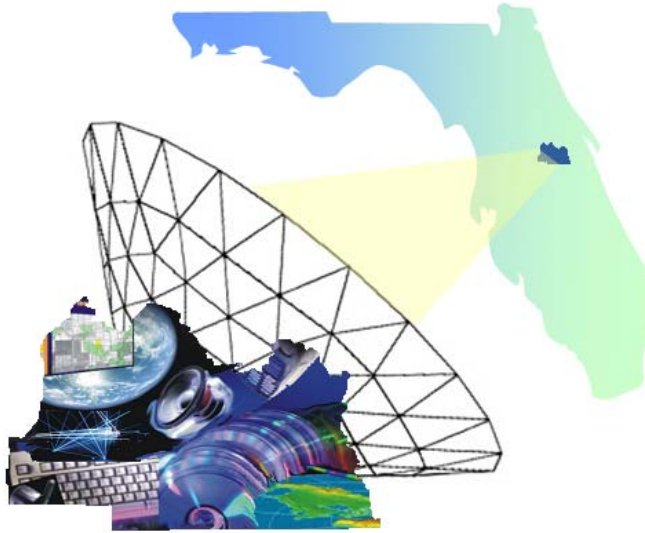


SCINET NATURAL LANDS BUSINESS REQUIREMENTS



OVERALL DESCRIPTION

The SCINET Natural Lands application requires a set of rules that have been defined for the different types of transactions it should perform. These rules have been defined by the Natural Land staffs that perform those transactions.

NATURAL LANDS MISSION STATEMENT

The preservation and management of natural areas within Seminole County to enhance or promote bio-diversity, corridors, water resources and passive resource based recreation for existing and future generations.

Through a voter approved referendum in November of 1990 a 20 million dollar bond was established to create the Seminole County Natural Lands Program (NLP). The primary purpose of this program was to systematically assess, rank and purchase environmentally significant lands throughout the County. These lands are purchased to preserve and/or restore their important, ecological functions, as well as provide sites for passive, resource based, recreational activities. Since the inception of the program, Seminole County has purchased, through sole and joint acquisitions, just over 6,500 acres, and to date opened several of these sites for public access (Geneva, Chuluota, Econ River, Lake Proctor, Spring Hammock, and Lake Jesup Wilderness Areas). More sites are to be opened in the future. Approved uses include hiking, mountain biking, horseback riding, and group camping and environmental education.

PURPOSE

The Natural Lands module on SCINET application will allow external users to see all public educational events coordinated by this department, to sign up for any of those educational events, and to register for the "Partner in Preservation Group". As a registered volunteer the system will have access to any public events and volunteer activities, record volunteer hours and stop volunteer. The system will allow school representatives request field trip and school visit. Also the system will allow Natural Lands' staffs to create public events, volunteer activities, approve and reject field trips and school visits, control and manage resources and administrate the burn program.

PRODUCT SCOPE

The Natural Lands application will be open to general public and it will require username and password login for registered volunteer, educational representative, and the Natural Lands staff.

The Natural Lands application shall connect different databases with information regarding volunteer program, educational program, Natural Lands equipments and resources. The application will offer update and reliable information related to:

A) Upcoming Public Events:

- List of people who sign up for any event.
- Two ways communication between Natural Lands coordination and participants in public events.

B) Partner in Preservation:

- List of active and inactive registered volunteer.
- List of available volunteer activities.
- Allow registered volunteer to sign up for volunteer activities and/or public events.
- Allow volunteer to record volunteering hours.
- Allow registered volunteer to print out volunteering report from any location.

C) Natural Lands Staff:

- Keep record of natural lands equipment uses, and natural resources preserved by Natural Lands Coordination.
- Control and plan maintenance hours for Natural Lands' equipments.
- Keep update list of registered volunteer, general public asking to be a member of the partner in preservation program (registered volunteer), participants in public events, and schools requesting field trips and school visits.

SECURITY

The existing SCINET security will be utilized to identify who will have access to this module via the navigation menu.

FUNCTIONAL REQUIREMENTS

A) Natural Lands application will access Seminole County Educational Database to retrieve a list of school representative by each County District and its associate schools. If the school which requests a field trip or a school visit is not under the corresponding list of the School Districts, the system will allow users to add school names.

B) The system will keep record of any citizen who has requested register as a volunteer in Seminole County. If a volunteer desires to discontinue volunteering, he/she will be able to stop volunteering and register again using the application. The system shall retrieve all personal information previously storage in the system and allow users to update this information.

C) Natural Lands system will keep an update and reliable database of natural resources, equipment records, inventories, surveys, and users and activities executed by the Natural Lands staffs.

D) When Natural Lands coordination schedules any public events, volunteer activities, or school visit the Lotus Calendar will be updated (Seminole County Calendar).

E) Natural Lands system will hide some fields from common tables such as the Upcoming Events Table, depending upon the user role:

- If user is a Natural Lands staff member, all fields will have editable/ delete capabilities.
- If user is a registered volunteer, the table will show volunteer activities and public events, but the fields will not be editable. This kind of user will be able to sign up for any of those activities and/or events.
- For General Public, the system will allow them to see any public event and sign up for any kind of activities. See Figure below.

Relationship for the Upcoming Events Process Table

Role: Natural Lands Coordinator
Upcoming Events
Edit/Add Entry

Date	Time	location	Activity	Participant	Additional Info	Cost	Edit/Delete

Display full
county
calendar

Enter Max. & Min.
of participant
Display list of
participant an/or list
of volunteer

Role: External User
Upcoming Events
Signup: Entry data

Signup	Date	Start time	Location	Activity	Additional Inf.	Cost	Space

View (label)

List of public
who sign up for
an event

First Name	Last Name	Method of contact	Delete

GIS window
should Pop up

First Name	Last Name	Method of contact	Delete

List of volunteer
who sign up for a
public event

PROCESSES

The Natural Lands section handles the following processes:

- Natural Lands Volunteer Program
- Natural Lands Hike and Events Schedule
- Education
- Prescribed Burning Program
- Operations & Maintenance
- Resource Management

APPLICATION

Each process starts with an application. The information required for each application varies depending upon the type of process and the users roles.

There are four pre-established users' roles:

- Administration (Natural Land Coordinator)
- Registered Volunteers
- Teachers and educational authorized personnel
- General Public

OVERVIEW OF EACH APPLICATION

Natural Lands Volunteer Program:

This application is open to anyone who wants to join the "Partners in Preservation" group.

The citizens of Seminole County have funded, since 1990, the purchase of over 6,500 acres of environmentally significant lands. Natural Lands' management activities are now underway to ensure preservation of these important habitats and to give the public the opportunity to enjoy these scenic areas through education and through passive resource-based recreation.

"Partners in Preservation" represents a coalition of citizens, students, homeowner groups, civic and business groups who share a common interest in the future of Seminole County's Natural Lands. Partners play a vital role in making the preservation of natural lands a success by volunteering their time to support a wide variety of activities and participate in:

- Projects to preserve and restore the wildlife habitats of our many wilderness areas.
- Linking natural areas with neighborhoods, schools, and parks and community centers via a network of trails.
- Organizing neighborhood/community groups for a community service days to assist in a preserve or along a trail.
- Building community support for greenway and trail projects.
- Creating opportunities for everyone to learn about the wildlife habitats and history of their local environment

The following are the Volunteer Register Application Fields:

- Applicant name
- Nickname
- Telephone Number
- E-mail address
- Address
- County
- Contact Information
- Availability Information
- Experience History
- Volunteer Preferences
- References
- Login and Password information

When the volunteer application has been accepted, and the user is a registered volunteer, he/she will be able to:

- Record hours
- Sign up for an upcoming Event
- View volunteer Record
- Submit comments or suggestions
- Change Personal Information
- Submit Report
- Discontinue Volunteering
- Save & Quit

Natural Lands Hike and Events Schedule

This application will provide three different views depending on the user roles:

1. General Public users (Basic)
2. Volunteers users
3. Administrator

For General Public Users

The application will provide a list of the upcoming events. Users will be able to select the event they are interested in. For each selected events users will be able to sign up and/or register for an event by providing these information:

- Applicant First Name
- Last Name
- Method of Contact

General Public users will be able to Print, and Save the list of Participants for any scheduled events.

For Registered Volunteers

The application will provide a list of the upcoming events and volunteers activities. Users will be able to select the event they are interested in. For each selected events users will be able to sign up and/or register for an event by providing these information:

- Applicant First Name
- Last Name
- Method of Contact

Registered Volunteers will be able to Print, and Save the list of Participants for any scheduled events.

For Administrators

The application will provide two different views: Create Event Schedule and View Event Schedule.

Create Event Schedule: This view allows Natural Lands' coordinator to Add, Edit, and Delete information. The followings are the fields the system must provide:

- Date
- Start Time

- Location
- Activity Event Type: Birds, Vegetation, Herbs, Mammals, In vertebral, Fish, Others
- Participants
- Additional Information/What to bring
- Cost

View Event Schedule: Users will be able to Print, and Save the list of Participants for any scheduled events.

Education

This application is only available for a designate school district representative and Natural Lands staff members.

Seminole County Natural Land sites can serve as wonderful outdoor classrooms and provide a great opportunity for first hand learning. Students can visit these sites with the Natural Lands staff and participate in activities such as wildlife inventory and vegetation mapping, and learn about topics like bio-diversity, conservation management, and prescribed burning. The Natural Lands staff can also bring a little of the outdoors in to your classroom and provide an interesting and exciting hands-on learning experience.

The application will provide these options:

- School visit Request (Classroom Program)
- Field Trip Visits

Prescribed Burning

The Seminole County Natural Lands Program has joined a statewide commitment to reintroduce the ecological benefits of fire, through the use of prescribed burns. At the same time, these controlled burns will also reduce natural fuel levels and the risk of extreme wildfires that can cause significant property damage and sometimes take human life. The Seminole County Board of County Commissioners in recognition of these two fold benefits of prescribed burning approved a staff proposal, even before the summer of 98 wildfires, to implement this critical program. The fire experts at The Nature Conservancy where hired to prepare the burn plans for our wilderness areas and make recommendations on the equipment, training and organization needed to execute this important new program. Staff from the Seminole County Public Safety Department and the Natural Lands Program will work together with assistance from other agencies such as

the Seminole County Sheriffs Department and Florida Division of Forestry to implement these burns.

Based on the Natural Lands process and users' roles, the application should contain the following:

VOLUNTEER PROGRAM BUSINESS RULES

Role: General Users	
Apply for a Volunteer Program	This application is open to anyone who wants to join the "Partners in Preservation" group. Once the user decides to apply for a volunteer program, he/she will fill out the application and send it to Natural Lands' coordinator for reviewing. Once the Background checking is done and the Natural Lands coordinator accepts the application, the user will be considered a registered Volunteer.
Role: Registered Volunteer	
Reactivation Volunteer Status	The user always will have the option to deactivate his/her volunteer status, and he/she will be able to re-activate his/her status again. If the user decides to reactivate his/her status, the system will be able to pull the information to be updated. A new review process for the volunteer applicant is not necessary.
Log in volunteers	Volunteer will be able to log in the system by creating a username and password.
Record Hours	Any registered volunteer will be able to select the date, location and activities where he/she plans to serve or the volunteer activities completed by him, specifying the total number of volunteer hours and submit them to be record.
Comments and suggestions	Everybody will be able to send comments and suggestions to the Natural Lands coordinator about any activities organized by this division. The Natural Lands coordinator will be able to see the number of comments arrived using a counter on the scheduled activities list. Once a comment arrives the coordinator will be able to see the comment counter and open a text box with this comment.
View Volunteer Record	Everybody will be able to see the volunteer records.
Change Personal Information	Any user will be able to change his personal information anytime.
Discontinue volunteering	A registered volunteer will be able to stop serving as Natural Lands volunteer any time.
More Information	The system will open a volunteering web page with general information about

	the Natural Lands services and functions.
Submit Reports	Registered volunteer will be able to create, save and print a report with the complete volunteer activities done in a period of time.
Sign up	To be able to log in the Natural Lands system, the users need to submit the personal information and all required fields to be revised and then wait for the application to be approval or denied.
Event Schedule	The volunteer will be able to see a table with the list of all the events and volunteer activities scheduled for a period of time.
Role: Natural Lands Coordinator (Administrator)	
Pending Application	<p>When a new application for volunteer has been originated, the Natural Lands coordinator will be advised via email and by increasing Pending application counter on the Administrator home view.</p> <p>The Pending application will be storage in a table and the queue will follow a FIFO rule. (First in First Out).</p> <p>The Natural Lands coordinator will be able to select the next application by clicking on the applicant name, then a new screen will appears and the system will populated all fields for each application.</p> <p>The Natural Lands coordinator will evaluate the application and select one of these three options: Perform a background Check, Deny, Request Additional Information.</p> <p>If the coordinator selection is "Perform a Background check" the application will be routed to the Background Check coordinator (outside the Natural Lands). While "background check" is executed, the application will be move from the pending application list to the Background check list.</p> <p>If the Natural Lands Coordinator selection is "Deny", the system will generate a template memo. If the contact method of the applicant is email, the memo will be attached to the email and send it to the applicant. If the contact method of the applicant is by phone a notification call need to be originated on the Natural Lands offices. The application status will change to deny and it will be delete from the pending application list.</p> <p>If the Natural Lands coordinator's selection is "Request Additional Information" the system will create a template memo requesting the specific information to the applicant. If the contact method of the applicant is email, the memo will be attached to the email and send it to the applicant. If the contact method of the applicant is by phone a notification call need to be originated on the Natural Lands offices. The application status will change to "Pending Status".</p>

Comments and Suggestions	<p>When a new comment or suggestion has been originated, the Natural Lands coordinator will be advised by increasing the number on the Comments counter on the Administrator home view.</p> <p>The Natural Lands coordinator will be able to see any comments by clicking on the comment and suggestions inbox and then selected the comment the coordinator want to see. This selection action will open a text box with the comment and the information regarding volunteer originator, location, time and contact method. When the comment is revised, it can be deleted from the comment table.</p>
Deactivation Request	<p>When a new application for deactivation has been originated, the Natural Lands coordinator will be advised by increasing the number of Pending application in the corresponding counter on the Administrator home view.</p> <p>When the coordinator receives the deactivation request, the system will delete the volunteer name and contact information of the volunteer database.</p> <p>In this case, the system will create a template memo to thanks for the services performed and it will be send to the applicant. If the contact method of the applicant is email, the memo will be attached to the email and send it to the applicant. If the contact method of the applicant is by phone a notification call need to be originated on the Natural Lands offices.</p>
Reactivation Request	<p>When a new application for volunteer reactivation has been originated, the Natural Lands coordinator will be advised by increasing the reactivation request counter on the Administrator home view.</p> <p>The Deactivation request will be receive in a table and the queue will follow a FIFO rule. (First in First Out).</p> <p>The Natural Lands coordinator will be able to select the next reactivation request by clicking on the applicant name, then a new screen will appears and the system will populated all fields for each application.</p> <p>The Natural Lands coordinator will evaluate the application and select one of these two options: Accept Reactivation, and Request Additional Information.</p> <p>For both case the system will be able to generate a template memo and it will be send to the applicant. If the contact method of the applicant is email, the memo will be attached to the email and send it to the applicant. If the contact method of the applicant is by phone a notification call need to be originated on the Natural Lands offices.</p> <p>If the Reactivation request is accepted by Natural Lands' coordinator, the volunteer status will change to Active in the Volunteer Database.</p>
Volunteer Database	<p>When a Pending application for volunteer has been accepted by the Natural</p>

	<p>Lands coordinator, the system will add all the entry fields to the volunteer database.</p> <p>The Natural Lands coordinator will be able to add, edit or delete any comment or additional information regarding the register volunteer to the database.</p>
View Schedule	<p>The Natural Lands coordinator will be able to see a list with all scheduled events.</p> <p>The Natural Lands coordinator will be able to set up the maximum and minimum number of participants for any event.</p> <p>The Natural Land coordinator will be advised by a red color on the Participants number corresponding to each event when the number of requesting participant are bigger than the maximum number of participant for an event.</p>
Create Schedule	<p>The Natural Lands coordinator will be able to add, edit, and delete any information in the Create Event/volunteer activities table.</p> <p>The Natural Lands coordinator will set up the date start time, location, Event type (event or volunteer activities), and max and min number of participants, additional information and cost for all the events coordinated by Natural Lands division.</p> <p>The Natural Lands coordinator will assign the positions and the number of people for each position for each volunteer activity.</p> <p>The Natural Lands coordinator will be able to add additional information regarding what to bring for any event or/and volunteer activities. This information will be shown on the Upcoming Event table for General Public, Educational and volunteer users.</p>

EVENT SCHEDULE BUSINESS RULE

Role: General Users	
Educational Events	<p>All Educational Events are public and have free access to the general public. Natural Lands Coordinator will only check the number of registered participants, in order to provide the appropriate resources and accommodations to participants.</p> <p>Users can sign up electronically by filling the corresponding electronic form or by calling Natural Lands coordinator.</p>
Role: Natural Lands Coordinator	
Create/View Schedule	The Natural Lands coordinator will create educational events specifying date,

	start time, location and activity type. Natural Lands coordinator set up the maximum and minimum number of participant per activity, and if the number of requested participant is bigger than the maximum number of participant, the coordinator will able to deny the request participation and close the registration for the activity.
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EDUCATION BUSINESS RULES

Role: Educational District Representative	
Field trip Request/ School visit Request	<p>This option will be available to the authorized educational district coordinator. Each authorized coordinator will be able to request a visit or a field trip to the Natural Lands coordinator with at least three business days prior to the selected date. This coordinator will have the responsibility to represent all the schools by district zone. Once the Natural Lands coordinator authorizes the field trip or educational visit, the system will generate an email if the contact method is an email or a call if the contact method is phone.</p> <p>If the school name is not listed on the requested field trip forms, the school district representative will be able to add the school name and all necessary information.</p>
Role: Natural Lands Coordinator	
Field trip Request/ School visit Request	Natural Lands' coordinator will be notifying by email and by a counter on the personal Inbox about any request for field trip and school visit. Natural Lands coordinator has the responsibility to accept or deny any request and based on that, generate the requirement for the request and provide the necessary resources and accommodations to the schools.
Create Educational Events	<p>Natural Lands Coordinator will created educational events specifying date, start time, location and activity type. Natural Lands coordinator set up the maximum and minimum number of participant per activity, and if the number of requested participant is bigger than the maximum number of participant, the coordinator will able to deny the request participation and close the registration for the activity.</p> <p>The available dates to Schedule School visit and Field Trip are Tuesday and Thursdays. Natural Lands will require 3 business days to accept or deny any request.</p>

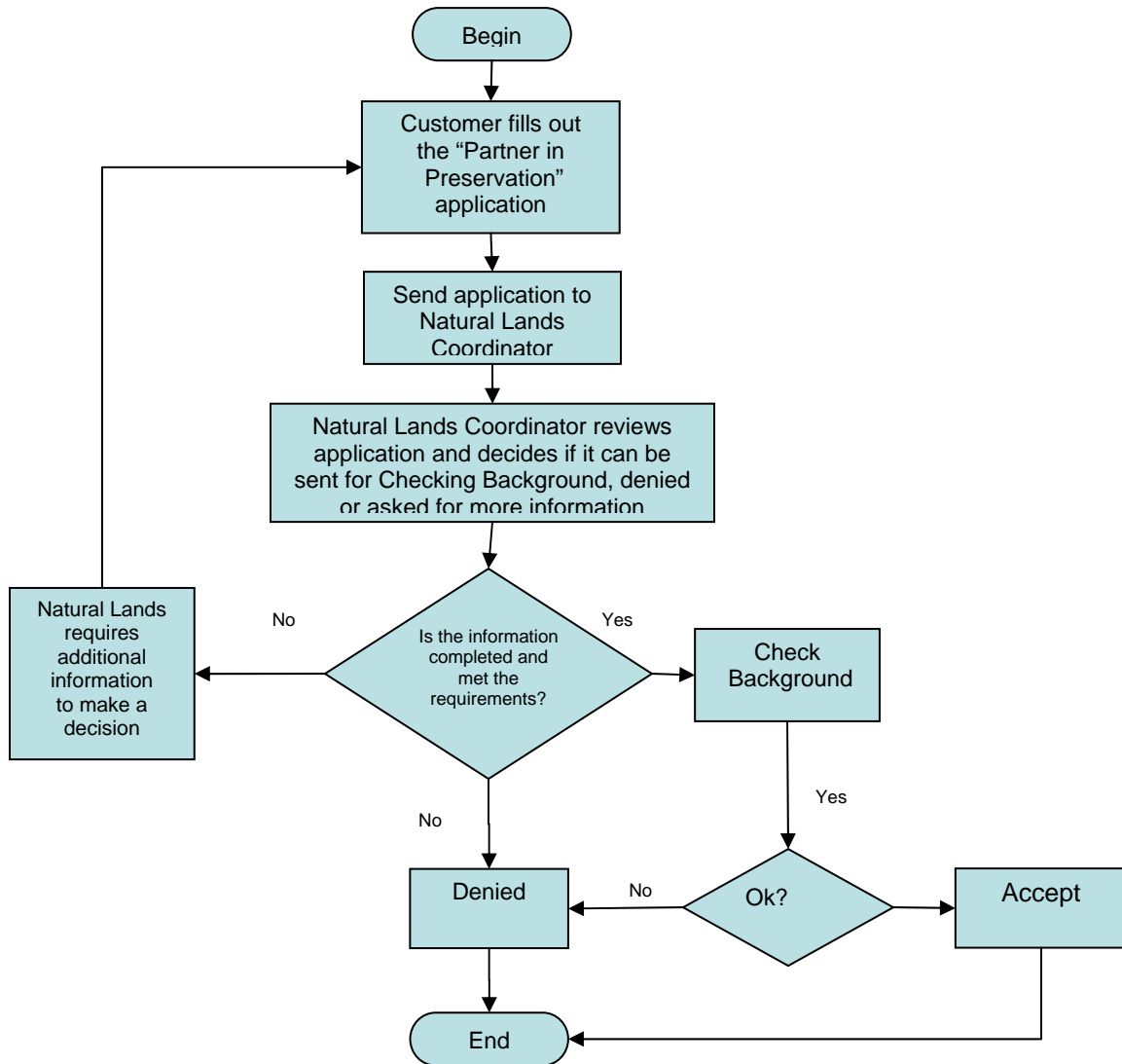
PREScribed BURNING PROGRAM

Role: Natural Land Coordinator	
Request Notify	Natural Lands' coordinator will schedule any burn in order to preserve the soil health and reduce natural fuel levels and the risk of extreme wildfires. Once a prescribed burn is planned, it is necessary to notify the fire department.
View Contracts	Natural Land coordinator will be able to view all the prescribed burn, and add, edit or delete information.

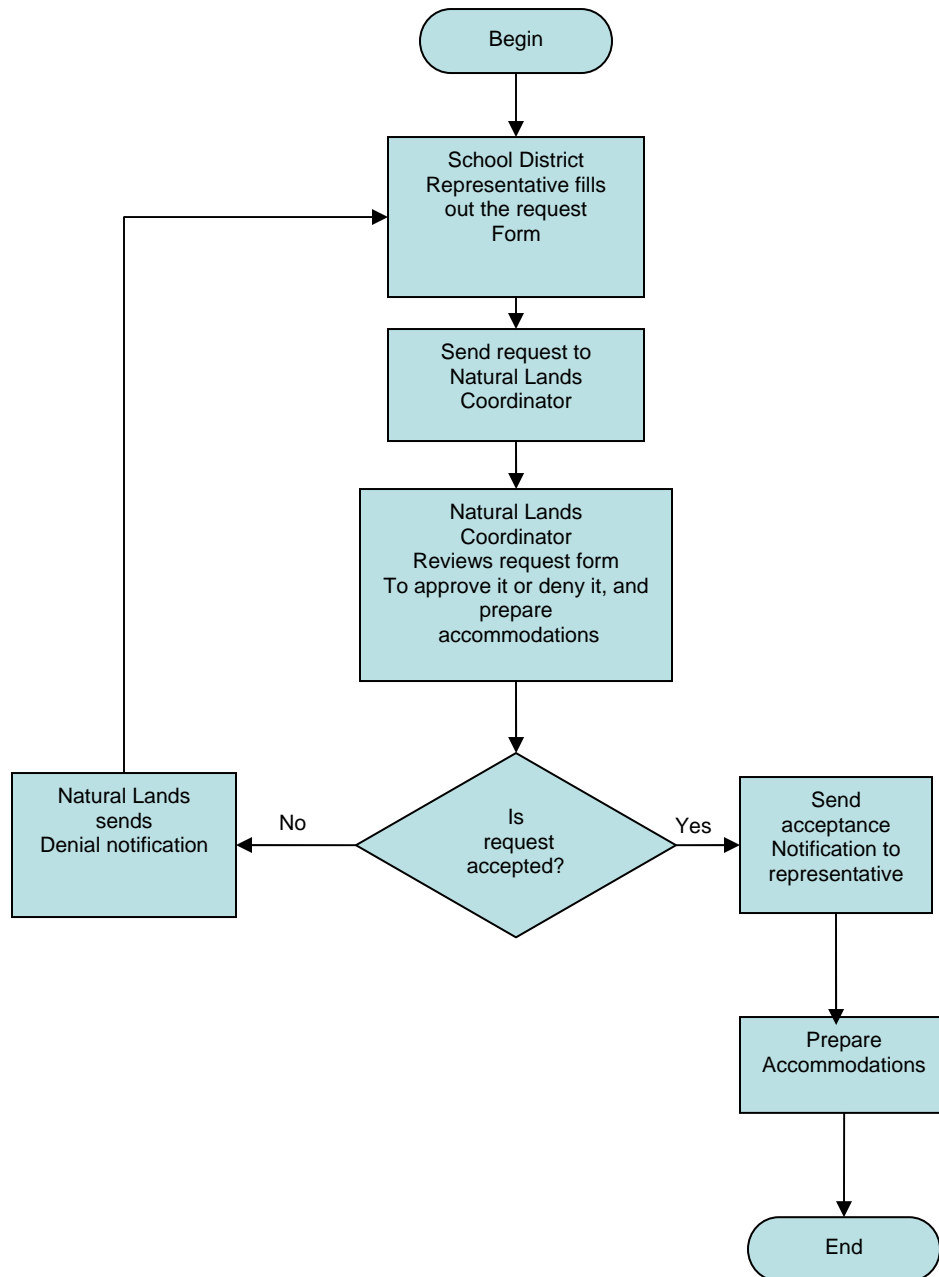
OPERATIONS & MAINTENANCE AND RESOURCES MANAGEMENT

Role: Natural Land Coordinator	
Operations & Maintenance	Natural Lands' coordinator will be able to schedule equipment and site maintenance, keep their inventory and report the activities completed.
Resources Management	Natural Land coordinator will be able to view and monitor any events, and survey the events results.

VOLUNTEER PROGRAM
EXTERNAL USER



**REQUEST FIEL TRIP/SCHOOL VISIT
EDUCATIONAL DISTRICT REPRESENTATIVE**



Business Process Expectations

Definitions:

AA: Director's Administrative Assistant
CAO: County Attorney's Office
CM: County Manager
CMA: County Manager's Assistant
DCM: Deputy County Manager
DIR: Director
DM: Division Manager
DO: Development Order
IO: Item originator
PM: Project Manager

Expectations and Use Case Scenarios:

1. The system will provide to the external customer, a **checklist of minimum requirements** for each application process. This will be available both on the web site and digitally at the front counters.
2. The system will have an **interactive ability** (through web) to submit applications.
3. All documents and attachments must be in **digital format**.

Use Case:

- A. If the customer cannot provide documentation in digital format, paper form will be scanned when received by the County (preferably in the presence of the customer).
 - B. Determine who scans/how.
 - C. Eliminate physically transporting paper.
4. A **unique file/tracking#** will be automatically assigned upon generation of the first digital document associated with the item and will follow the project to the end of its life.

Use Case:

- A. Tracking number possibly intuitive based on selections/fields chosen by the user.
5. The system will **maintain a complete record** of all items, all documentation and data related to each item. Relationships between various associated items will also be maintained.
 6. The system will **validate input** into fields where applicable.
 7. The system will **"auto-complete"** where applicable. Ex: applicant name where said applicant is in frequent-user database.
 8. _____ shall have the ability to enter documents.
 9. The system will **automatically route** the necessary information to the next person(s) in the pre-determined workflow.
 10. The system will also provide flexible **ability to add email/communication recipients** on the fly as needed.
 11. **Each tier of review will be allowed to set the deadline** for their respective review as long as they adhere to the minimum time restraint set for each successive deadline.

12. The system will **automatically send reminders** of due dates. Default reminders will be set by the _____. _____ will be able to set additional reminders for reviewers. Reviewers will be able to set reminders for themselves. Copies of individual reminders will be sent to their supervisor/manager escalating with the urgency.
13. **Editing rights** to the item including supporting documents will be controlled by the system. Those without edit rights will have comment rights.
14. All **edits** (content to be defined) to documents as they pass thru the process will be **automatically communicated** at close of edit to concerned persons who may be allowed to contest the changes.
Use Case:
 - A. Provide method to obtain as single list who these affected persons are.
15. A **history** of all accepted changes will be created and maintained forever. Effectively auto flag documents as superceded.
16. The system will provide **multiple view capabilities**, to include: current only, history only, or both; timeline view; spatial view; flowchart view, etc.
17. Designated **person(s) will be set to override** any of the system rules.
Use Case:
 - A. Determine who.
 - B. Develop criteria to break the rules.
 - C. Flag/report why and how often designee(s) break the rules.
18. A **report of system overrides** can be generated.
19. All concerned individuals, internal and external, should be able to determine **status of all items at all times**. (list example fields for different levels of access)
 - A. Include how long it sits in each step.
 - B. Provide contact name for more information/details
20. The system shall have the ability to report the **current location** of a project, the steps completed, and all future steps required for approval.
21. The system shall provide the ability for all users to **view all types of attached documents** at any time – except that the external users will be able to view only after publication. Download viewer if not installed.
22. **Access** to the agenda item including supporting documents will be **limited as needed** by a login/password system. Confidentiality issues will be considered.
23. Approvals will be **accepted electronically**.
24. The system will provide customers the ability to provide **feedback and comments** about how the system worked for them.
To be Discussed:
 - i. Establish who is responsible to implement change.
 - ii. Establish acceptable time lapse to implement change.
 - iii. The feedback/comment system should build a database to enable reporting on system quality.
25. Every capability of the system must be available using a **web browser**.

26. This system will make people **more accountable** for meeting deadlines.

Use Case:

- A. Increased knowledge – all staff views same info (not multiple versions); up to date; accurate; know exactly where we are in the process; can locate all related data with any single piece of knowledge.
- B. Accountability - system report generated on deadlines met or not met and why not. These statistics go into individual Performance Planners.

27. The system will effectively utilize other **Standard Tools**:

Use Case:

- A. Full text search
- B. Filtering
- C. Custom User View (My desktop)
- D. Custom View based on process type
 - i. Living Document – fields that I don't need disappear or collapse
 - ii. Minimal Screens – Only data needed shows for each part in the process. Eliminate constant skipping thru unneeded screens.