

**Short Course Title:** PM Refresher

**Descriptive Course Title:** International Charter Space and Major Disasters Project Manger Refresher Training

**Lead SME:**

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**Development SME:**

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**Explanation of ROI to USGS:**

This training would reach about 200 students per year. The savings for per diem and travel would greatly depend on how much travel could be approved, but at an average cost of \$4000 per international trip, with 2 sessions per year, it would save approximately \$8000 per 40 students in a year. At that rate it would take about 5 years to reach all PMs with refresher training, saving about \$40,000. There would be similar annual savings to the other 14 Charter member agencies who would be able to use this material for their own PM refresher training.

**CV – Brenda Jones**

Ms. Jones is currently the USGS geospatial/remote sensing liaison for emergency operations and the USGS Executive Secretariat member for the International Charter Space and Major Disasters. She is actively involved with end-users and value added providers during emergency response efforts on a global basis, providing leadership to the remote sensing component of the disaster response community by effectively capturing the data requirements of these entities and assisting in the planning, implementation and evaluation of technologies to improve the discovery, access and dissemination of digital imagery and other geospatial data in support of

domestic and international disasters. She is the lead of the International Charter training group, being responsible for the development of training materials for Authorized Users, new Project Managers, and Project Manager refresher courses. She is a member of the International Working Group on Satellite-based Emergency Mapping (IWG-SEM). The IWG-SEM is preparing guidelines for using satellite imagery in the preparation of maps to be used in emergency response.

#### Relevant Work Experience

International Charter Training – Responsible for providing training to the potential Project Managers and Authorized Users (AU) for the International Charter Space and Major Disasters. This training allows the AUs to request Charter activations and the PMs to manage Charter activations, providing the end user with the satellite imagery and products that are needed to ensure a successful response operation.

Member of the Interagency Remote Sensing Coordination Cell (IRSCC) – Provide remote sensing collection guidance to the lead federal agency during US disasters. This advice helps with deconfliction and ensuring that the appropriate systems get tasked to satisfy end user requirements.

Lead the Remote Sensing Working Group – Provide leadership to the remote sensing community during disaster response situations, working to resolve issues with tasking, processing, and dissemination of imagery. This group consists of Federal, State, local, educational, and International users of remotely sensed data for disaster response.

#### Publications:

1. Co-editor of a special edition of Photogrammetric Engineering and Remote Sensing on the Haiti Earthquake Response, Vol 77, No. 9 Sept. 2011
2. Co-authored a paper for Photogrammetric Engineering and Remote Sensing, "USGS Remote Sensing Coordination for the 2010 Haiti Earthquake, Vol 77, No. 9, Sept 2011, pp. 899-907

#### Education

University of Sioux Falls, Sioux Falls, SD, Bachelors of Art in Management, 2003

**Problem Statement:** The Executive Secretariat of the International Charter has been assigned an action to provide PM refresher training to all PMs that they have previously trained. USGS has been involved with training since 2006 and will be responsible for providing refresher training to more than 100 Project Managers. With current travel restrictions, it will be impossible to have face to face training sessions with all PMs as required. The current remote access technology such as Webex and telecons does not provide an ideal solution as many times there are connection problems and the phone lines are very noisy, not allowing for an interactive training environment. A course like this would provide an ideal solution, not just for USGS, but for all Charter member agencies involved in PM training.

#### **Course Summary Description**

The refresher course will provide training on Charter functions, interfaces of the Charter operational units, roles and functions of the Project Manager, partner agencies and their assets, and Charter tools including the USGS Hazards Data Distribution System (HDDS), the Charter Operational System-2 (COS-2), and the Charter Geographic Tool (CGT), Project Manager tasks.

**Has Course been taught before in the classroom?**

The basic Project Manager course has been taught in the classroom, and would be slightly modified for the refresher training. It has been taught by Brenda Jones and other Charter members in Kenya, Chile, Argentina, Nigeria, United Kingdom, Italy, Russia, China, and the US over the course of the past 8 years.

**List Existing Course Materials including Formats etc.**

The existing materials are currently being updated and exist in both Powerpoint and Word formats.

**Intended Audience:**

Students would be all previously trained Project Managers, approximately 200 students.

**Anticipated Results and Benefits:**

Having this as an online course would allow the Charter to require all Project Managers to complete refresher training on a yearly basis, helping to ensure that they will be up to date on all members, satellite assets, software updates, and any operational changes that have occurred. There are currently many PMs that have only had one class, and it may have been several years ago, so when they are requested to provide support, they have a steep learning curve just to get up to date on the current work flows. This impacts their performance and the results that are obtained by the users doing the actual response.

**Applicability of Course to Multiple USGS Mission Areas:**

The Charter is used by the Natural Hazards Mission area for response to earthquakes, volcanoes and landslides, by Water in response to floods, Core Science Systems and Climate and Land Use Change provide funding for the data distribution system used for Emergency Response, the Hazards Data Distribution System (<http://hddsexplorer.usgs.gov>) and for USGS participation in the International Charter.

**Describe How the Short Course will Support the USGS Science Strategy:**

The course will support the Science Strategy by providing ongoing training for those involved in emergency response, so they may better provide support for the public, response agencies, and scientists involved in research of natural hazards.

**Timetable**

Materials should be ready for integration by July 1. Final implementation by January 1, 2015.

**Estimated Project Budget**

Lead SME: 160 hours = 1 months salary and benefits =	\$9600.00
Lead Developer: 160 hours = 1 months salary and benefits=	\$8000.00
Travel:	

Airfare - two trips to Denver, CO @ ~\$800.0 =	\$1600.00
Per diem for two trips to Denver, CO =	\$2500.00
Other travel Expenses	\$1000.00
<b>TOTAL COSTS:</b>	<b>\$20000.00</b>

**Estimated Number of Course Modules/Lessons**

Approximately 20-25

**Estimated Frequency for Course Updates**

Semi-annually or annually

**Written Supervisory Approval**

Dear Reviewers,

Upon review of our project commitments, Brenda Jones has time available to work on the Project Manager Refresher Training course as necessary. At this time, we do not foresee a problem allowing time necessary to complete this activity. Please call me or email if you have any questions concerning this matter.

Sincerely,

Douglas R. Binnie  
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 Data Services Branch  
 U.S Geological Survey  
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**Written Supervisory Approval**

As supervisor of Janice S. Nelson, I fully endorse and approve her participation in this training. Jan has a great deal of experience and pertinent skills that makes her an ideal candidate for the training. –  
*Thomas M. Holm, Chief, EROS Policy and Communications Office.*