



NATIONAL WILDFIRE COORDINATING GROUP

NWCG Memorandum 20-005

July 27, 2020

TO: NWCG Executive Board Members

FROM: Frank Guzman, Chair, NWCG Executive Board

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SUBJECT: Establishment of NWCG Wildland Fire Learning Portal (WFLP) Governance Board and Sunset of the Learning Portal Stakeholder Team

Purpose: On June 18, 2020, the NWCG Executive Board chartered the NWCG Wildland Fire Learning Portal (WFLP) Governance Board. The WFLP Governance Board provides national level oversight, authority, and long-term strategic direction of the WFLP by ensuring all stakeholder interests are represented. Please distribute this information through your agency channels.

Issue/Action: Effective July 31, 2020, the WFLP Governance Board replaces the Learning Portal Stakeholder Team as the business stewards for the WFLP. The WFLP Governance Board:

- Establishes, maintains, and enforces WFLP business processes for the development, implementation, and maintenance of the WFLP.
- Ensures the WFLP accurately reflects the business requirements of the user community.
- Reviews and approves modifications to the WFLP to ensure appropriate agency and stakeholder requirements are met and are based on a demonstrated business need.
- Reviews and approves all WFLP modifications that may affect business requirements or user security roles or have a major effect on the learner.
- Develops strategic direction to ensure the long-term sustainability of the WFLP.

Background and Coordination: The Learning Portal Stakeholder Team was established in November 2017 to identify business requirements for an enterprise Learning Management System (LMS) and to evaluate potential LMS applications. An open-source, off-the-shelf application was selected in October 2018 that met the business requirements, and in November 2018 the project moved into the Operations and Maintenance (O&M) Phase. Between January 2019 and December 2019, a managed services contract was established, and the stakeholder community and other wildland fire education and training organizations began actively using the learning portal. Per the Wildland Fire Information Technology (WFIT) lifecycle process, when a project enters the O&M phase a change control board is to be established. The WFLP Governance Board, <https://www.nwcg.gov/wflp-governance-board>, was established to meet that requirement.

Contact: Stew Richter, Chair, WFLP Governance Board, stewart.richter@usda.gov.

Distribution:

NWCG Committee Chairs

NWCG Staff

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