

ENTERPRISE WORKSHOP ENGAGEMENT

The fees and terms of the workshop are based off Info-Tech's current GSA Schedule 70 Multiple Award Schedule (MAS) as per GSA Contract Number GS-35F-298GA, per SIN 54151S Information Technology Professional Services.

Changes to workshop dates, as requested by the member, with less than 30 days' notice prior to the engagement are subject to a **\$5,000 USD rescheduling fee**. All rescheduling and cancellation fees are the responsibility of the signing member unless the cancellation or rescheduling is a result of a force majeure event.

Workshop Engagement: Data Driven GIS Strategy

Prepared for: City Of Lee's Summit

Prepared on: June 26, 2025

WORKSHOP ACTIVITIES AND OUTPUTS

Phases:	Get ready for the workshop	Align on goals and key needs	Understand what's in place now	Describe where you want to go	Outline how to get there	Deliver final outputs and next steps
Duration*	Pework	Phase 1: Set Context and Direction	Phase 2: Review Current State	Phase 3: Define Future State	Phase 4: Build the Roadmap	Wrap Up
	* Activities across phases may overlap to ensure a timely completion of the engagement					
Projected Activities	<ul style="list-style-type: none"> Complete readiness and capability assessments Review GIS platforms and completed Gap Analyses (Data Governance, GIS) Identify key people Gather input on challenges, priorities & goals 	<ul style="list-style-type: none"> Review priorities and challenges Discuss assessment results Agree on vision, goals, and success factors List key GIS use cases 	<ul style="list-style-type: none"> Map tools, systems, and data use Assess current GIS/data maturity Review data and governance practices 	<ul style="list-style-type: none"> Develop future goals and success measures Identify major initiatives and technology needs Confirm modernization and integration opportunities 	<ul style="list-style-type: none"> Define roles and responsibilities Identify quick wins and longer-term steps Review roadmap for feasibility 	<ul style="list-style-type: none"> Deliver final strategy and roadmap Offer follow-up support <p>Output:</p> <ul style="list-style-type: none"> Final GIS Strategy & Roadmap Executive Summary Optional Follow-Up Call
Projected Outputs	<ul style="list-style-type: none"> Readiness Snapshot Stakeholder List Input Summary 	<ul style="list-style-type: none"> Shared Mission & Vision Strategic Priorities Initial Use Case List 	<ul style="list-style-type: none"> Current State Map Governance Snapshot Key Gaps and Risks 	<ul style="list-style-type: none"> Draft GIS Strategy Design Principles Target Outcomes 	<ul style="list-style-type: none"> Draft Roadmap Implementation Considerations 	
Notes	<ul style="list-style-type: none"> The engagement deliverables will be in PowerPoint format unless otherwise specified by the workshop facilitator. The engagement will be conducted over 4 consecutive days within a 1-week period. Activities across phases may overlap to ensure a timely completion of the engagement. Participant count should not exceed 15 people for the workshop duration. 					

WORKSHOP LIMITATIONS

The completion of the deliverable is highly contingent on the availability of required information and participation from key subject matter experts; Completion of the roadmap will be a continuous and ongoing effort for your organization to:

- Apply the methodology to other business units, and;
- Maintain the roadmap as business and technology evolve.

Given the brief timeframe of this engagement, **it shall not be expected to include:**

- Detailed business cases for recommendations;
- Follow up activities such as re-platforming, upgrading, or consolidation;
- Detailed work-plans for recommendations and change management/communications; and
- Detailed governance policies.

LOCATION AND DATE

Location: Onsite at 220 SE Green St Lees Summit, Missouri 64063-2706 United States.

- For onsite workshops, participants must join each session in-person.

Workshop Start Date: To be confirmed via email upon receipt of the executed document.

APPROVAL OF WORKSHOP AGENDA

City Of Lee's Summit

Signature

Name: _____

Title: _____

Date: _____

Info-Tech Research Group Inc.

Signature

Name: _____

Title: _____

Date: _____

Travel expenses will be billed back after Workshop delivery based on actual costs. Expenses will be invoiced in accordance with the GSA travel schedule.