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Dear Director Demare:

Re: Gold Bridge Cemetery Mapping Project task itemization and estimated staff time

The following table outlines, as best possible, the anticipated staff time and tasks required to complete the Gold Bridge Cemetery Mapping Project. It is expected that the final product will be a map of the layout of the cemetery plots in portable document format (pdf). The pdf map will be 'clickable' so that a user could click on a plot with their mouse and open up other information related to that plot (death certificates, burial records, plot images, etc.).

GOLD BRIDGE CEMETERY MAPPING PROJECT		
TASK:	**TIME:**	**TO BE COMPLETED BY:**
1. Develop empty database	~ 5 hrs	SLRD Staff
2. Develop data collection (GPS) template	~ 3 hrs	SLRD Staff
3. Create base map for data collection	~ 0.5 hrs	SLRD Staff
4. Develop data collection plan and review	~ 2 hrs	SLRD Staff with BRVCA Staff
5. Data collection	~ 16-24 hrs	BRVCA Staff (or SLRD Staff)
6. Data sharing/upload, conversion and input into database	~ 5 hrs; 2 hrs BRVCA, 3 hrs SLRD	BRVCA Staff and SLRD Staff
7. Create database/storage of 'other' info (any records already collected such as photos, cause of death, etc.)	~ 10 hrs	SLRD Staff
8. Map Creation	~ 16 hrs	SLRD Staff
TOTAL	~ 39.5 hrs	SLRD Staff
	~ 28 hrs	BRVCA Staff

1. Empty Database creation – this is the empty ‘shell’ that will be filled with the required or desired information.
2. Data Collection Template – if possible with the GPS unit, a template can be created and stored in the GPS so that data collection in the field is efficient and captures all of the required information.
3. Base Map – it is always handy to have a basemap to follow, create field notes on and to hand draw information (plot sizes, etc.) if the GPS isn’t working the best on the day of data collection.
4. Data Collection Plan – it is good practice to develop the data capture ‘plan’ ahead of spending time in the field. It is also a good opportunity to go over what is expected out of the collection process, how and what should be captured, etc.
5. Data Collection – this is the field data collection to occur at the cemetery. May require note taking and sketches. The time required for this depends on what is expected of the final product. For example: will each plot be recognized by a rectangle or a dot?
6. Data Sharing – once the data is collected in the GPS, it will have to be uploaded and shared to SLRD mapping staff. GPS data has to be converted with mapping software and then copied into the empty database (created during step #1).
7. Database/Storage of existing digital information - This database will store the information that has already been collected/scanned into electronic format; information such as photographs, name and burial records, etc. This information will be hyperlinked to the cemetery plot map.
8. Map Creation – This will either be one map or a few maps broken down by ‘section’ and it will identify the cemetery plots (captured by gps) with names and other pertinent information. Each plot will be hyperlinked to various related information (step 7 above).