

North/West Passage Project 10.2: Operations Task Force

2015-2016 Work Plan – August 28, 2015

Introduction

North/West Passage established a temporary Operations Task Force in 2013 that was intended to establish relationships, enhance the scope of operations-oriented projects, support further implementation of project findings, and increase interaction among the states outside of major events. The steering committee has extended the task force for a second time through August 2016.

The 2014-2015 work plan that was completed by the task force included a Regional Operations Forum and discussions about key operational topics such as 24/7 staffing, planning for major events, upcoming ITS deployments and the latest on crowdsourcing. The task force has developed this 2015-2016 work plan to:

- Continue emphasis on **identifying, planning for and coordinating major events** – planned and unplanned;
- Continue **peer exchange style discussions of operational approaches** that individual states are using to manage events, particularly as it may support states developing TMC/TOC facilities; and,
- Monitor how **OTIS is supporting traveler information** in the corridor.

Participation

The task force participants provide more in-depth expertise on the states' individual operating procedures and on the approaches that North/West Passage could pursue to strengthen and maintain coordination among the states, particularly during major events. Participants representing traveler information and Traffic Management Center (TMC)/Traffic Operations Center (TOC) operations issues on the task force include the following individuals.

Bill Legg, Washington DOT – Task Force Chair	Gabe Gutierrez, Wyoming DOT
Brian Kary, Minnesota DOT	Jason Fernandez, Wyoming DOT
John McLellan, Minnesota DOT	Brandon Beise, North Dakota DOT
Dave Huft, South Dakota DOT	Tony Ernest, Idaho Transportation Department
Brandi Hamilton, Montana DOT	Chris Loffer, Idaho Dept. of Health and Welfare

Work Plan

The task force will complete the following tasks over the upcoming year. The task force will meet by webinar once each month as noted below from 3:00-3:30PM (Central), except for the three months that will require 1.5 hour webinars. The tasks with longer webinars will be more extensive than others as they will require work before or after meetings and engagement of additional staff in the agencies. For each meeting, the task force will also conduct a brief review of major events that occurred in the previous month. Finally, the tasks that were recommended by the steering committee are noted with asterisks.

Task	Target Date
A. Work Plan (Milestone 1). Finalize a work plan for the task force that describes their role and specific activities that they will work on through August 2016.	August 18
B. API Use. Discuss how North/West Passage states are using API options to provide traveler information.	September 16

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Task	Target Date
C. Seasonal Webinar. Approve content for webinar during September meeting, then participate in and assess the value of the seasonal coordination webinar targeted for mid-October.	October 21
D. Third-Party Traveler Information Services (Milestone 2). Discuss content for synthesis report about what information third-parties currently provide, how they obtain the information, and how agencies could better provide the information.	November 18 <i>(1.5 hour webinar)</i>
E. To be determined.	December 16
F. GoogleVoice and Similar Services. Explore options and approaches for establishing single points of telephone contact within each state.	January 20
G. Review of State ITS Deployments (Milestone 3). Organize a more formal review of the ITS projects and deployments that are planned within each state for the coming year. This will help the states identify deployments that could further support coordination among them and it will create a peer exchange opportunities on individual projects. *	February 17 <i>(1.5 hour webinar)</i>
H. Identify Ops Project Ideas (Milestone 4). Discuss operations issues that have arisen over the past several months and future operational topics that could serve as project ideas for the upcoming North/West Passage work plan.	March 16
I. Plan and Prepare for Major Events. Identify and plan coordination for planned major events (e.g. construction, special events) along the corridor in the coming year.	April 20
J. Steering Committee Annual Meeting	May 10-11
K. Technicians Forum. Discuss format, content and attendance for extended Ops Task Force meeting (forum) that will include technician-level staff from each state. *	June 15
L. Neighboring States Coordination. States need to talk directly with their neighbors to further define the unique attributes of their coordination (e.g. which events to coordinate on, how far across borders to go, etc.). Establish a procedure that could be used by the states to facilitate these discussions among neighbors.	July 20
M. Technicians Forum (Milestone 5). Conduct forum. *	August 17 <i>(1.5 hour webinar)</i>

Summary Schedule

Below is a summary of the task force meeting schedule. Five of the tasks are considered milestones for the task force and they are noted as such in the descriptions above and in the schedule below. A summary document will produced for each of these milestone to capture the details of the information that was exchanged and to allow for future reference.

