



Technology Transfer Standing Committee Work Plan

The Steering Committee was created by joint agreement of the Oregon Department of Transportation and the American Council of Engineering Companies of Oregon. The Liaison Committee serves as the management and communication hub of the partnership. The Technology Transfer Standing committee (co-chairs are members of the Liaison Committee) undertakes specific work assignments through a work planning process by approval of the Steering Committee. The work plan below outlines the approved work tasks.

ACCOUNTABILITY # 1: Assumptions: Level of Authority Connection, Roles and Responsibilities

EXPECTATIONS:

The Committee has the authority to:

- obtain input and expertise from ODOT's internet group.
- offer suggestions for web site improvements that are within the established confines and standards for State of Oregon government websites.
- request input from ODOT and ACEC firm personnel for the purposes of learning about existing issues and challenges with project delivery within the 3 identified areas of interest.

The Standing Committee's recommendations will be submitted to the ACEC/ODOT Liaison Committee Chairs. They will help determine whether recommendations should be implemented directly or sent up to the Steering Committee.

ACCOUNTABILITY # 2: Work Tasks: Prioritized, Outcomes, Division of Labor

EXPECTATIONS:

Major work tasks will include (in prioritized order):

1. Assess content and usability of current ODOT Technical Internet Web sites
 - Consider availability of data (e.g. accident data) to select users that is currently only available on the ODOT intranet. VPN is a possibility, some data available through Keiko such as Digital Video Log, TransGIS and Speed zones, may need to solicit ACEC on what data would be of value that is not accessible.
 - Establish a Highway Division web advisory team to:
 - Discuss and elevate global issues and coordinate projects
 - Develop guidelines and best practices for information management on the web
 - Consider developing a Local Agency website like the consultant portal

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2. Develop a fuller understanding of ODOT's Technical Manuals, Guidebooks, Technical Bulletins, and Advisories: their content, application, update cycle and methodology, and where they can be found. Recommend areas for improvement.
 - Develop web search page for manuals, bulletins, etc. (Some of this has been done on the Technical Services Website but could be improved)
 - Search by title, category (roadway, bridge, etc), and / or keyword
 - Return list of current publications
 - Provide a email link to each manual's "owner", identified by business
 - Are there manuals that consultants need that are not yet written?
 - Focus on usability and presentation of materials rather than technical content
 - Identify process for performing a periodic review of older manuals to assure they are still current or some way to document current manuals have been reviewed and are still current
 - Consider ways to retrieve older manuals when needed (i.e. scan into pdf files or put in filenet)
 - Establish a consistent policy regarding updates, latest versions, final vs. draft documents and dating of materials.
 - Develop best practices for format of documents (document control, style, publishing format, templates, etc.)
3. Consider ways to improve the consistency and availability of contact information throughout the agency's project delivery and technical expertise (primarily the task of the Project Delivery Management System Subcommittee, the Technology Transfer Subcommittee will focus on Technical expertise).
 - Include Technical Services and Technical Centers as sources of the data.
 - Use guidance from PDMS subcommittee to determine contact data for technical expertise
 - Develop recommended list of topics and experts for technical expertise contact information
 - Automate information based on existing systems.
 - Should Technical Services have their own list to serve both technical Centers in Regions and Consultants?
4. Consider ways to share new technologies / best management practices
 - A convention like AASHTO to bring together Regions and Central and then a subcommittee to write the manuals.

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5. Availability of ODOT Discipline Leadership Team Quarterly Business Reports

Most of the work on this issue has been completed with a few exceptions:

- Find opportunities for industry feedback on current issues, as well as how decisions are made and implemented - this is up to the individual leadership team on how and when they will solicit feedback from the ACEC community.
- Email link to each team's leader or contact would provide feedback opportunities.

ACCOUNTABILITY # 3: Schedules: Realistic, Level of Effort

EXPECTATIONS:

The Committee will work together as a group on all issues for now, may subdivide into subgroups later if there are advantages to doing that.

The committee will tackle one topic at a time to assure that the top priorities can be completed in a timely manner. No specific deadline has been set yet for each of the work tasks.

ACCOUNTABILITY # 4: Resources Required

EXPECTATIONS:

Need access to ODOT internet web site experts / keepers.

The committee will meet quarterly unless progress cannot be made without meetings more often.

ACCOUNTABILITY # 5: Implementation

EXPECTATIONS:

The committee will continue to focus on Work Task #1 and then take on the next Work Task. As Work Task #1 progresses, the group will begin to work simultaneously on Work Tasks #1 and #2 and so on.

We have developed this plan together. The effective date of the plan is July 1, 2007.



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Co-Chair, ACEC/ODOT Technology Transfer Standing Committee

10/29/07
Date

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