

Training Standing Committee Work Plan

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

EXPECTATIONS:

The ACEC/ODOT Training Committee will serve as a training resource and support, and clearinghouse for training opportunities proposed by ACEC/ODOT and its subcommittees. The goal is to advance collaboration and partnership between ACEC and ODOT and to provide an improved understanding of the technical and business aspects of doing business with ODOT.

The Committee has the authority to:

- Plan, develop, and deliver joint ACEC/ODOT Conferences. Conferences will address topics of current interest. The audience will include both ACEC and ODOT, in order to meet one of the primary goals to build and foster the partnership. The conferences will be scheduled on a periodic basis to meet the current need for sharing information. Presently, the conference is on an annual basis. The conference and the proposed topics will be communicated frequently with ACEC and ODOT and input will be solicited.
- Plan, develop, and deliver Brown Bag events for both ACEC members and ODOT staff. The goal is to address timely topics of mutual interest (emerging technology, new processes, key issues and concerns) and to build the partnership.
- Serve as a clearing house, resource and support for training proposed through ACEC and its subcommittees.
- Provide a recommendation for best practices to deliver proposed training recommended by ACEC/ODOT and its subcommittees (brief presentation at ACEC meeting or ACEC conference, ACEC-sponsored training, joint ACEC/ODOT training, brown bag format, online training etc.), along with who would be best to sponsor and/or deliver the training (ACEC/ODOT subcommittee, private consultant, ODOT, etc.).
- Connect with the ODOT Highway Training Steering Committee to serve as a touch point for proposals from ACEC and/or ODOT that tie together with ODOT's outreach training for consultants.
- Recommend best practices for communicating available ODOT training, as well as other training opportunities, to ACEC membership.

The Training Committee will coordinate with their mentors from the Executive Training subcommittee (one from ODOT and one from ACEC). The 2006-7 ACEC/ODOT Executive Steering Committee mentors are Cathy Nelson, ODOT, and Kay VanSickle, ACEC. Recommendations from the Committee 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. Plan, develop, and deliver the 2007 ACEC/ODOT Conference.
 - Focus on continuing to build the partnership between ACEC and ODOT.
 - Encourage an interactive conference.
 - Develop the topics to meet current needs with timely topics.
 - Focus on a one-day conference.
2. Plan, develop, and deliver a minimum of three Brown Bag sessions in 2005-07.
 - Select topics of interest to both ODOT and ACEC, with high quality speakers.
 - Determine a location that is convenient for attendees. Provide remote access for other sites, whenever possible.
 - Determine topics of mutual interest that may tie together with the Conference, as well as provide insights on new practices, emerging technologies, how difficult problems were successfully worked out as part of a major project, etc.
 - Maintain a master list of potential topics for Brown Bags, along with a list of topics that may be key recurring topics of interest (once a year, every other year, every five years, etc.).
3. Determine the feasibility of offering a MicroStation and/or InRoads course in Oregon. ODOT has a MicroStation consultant for ODOT staff and does not have the resources or capacity (computer labs, etc.) to also train consultants. Explore partnerships with others (community colleges, universities, the emerging Center for Transportation Research Studies, etc.) to be able to periodically deliver this training locally. Recommend a plan and implement if possible.
4. Explore ways of partnering with the Center for Transportation Research Studies to expand training opportunities. Complement ODOT's efforts to build this same partnership.

ACCOUNTABILITY #3: Schedules: Realistic, Level of Effort

EXPECTATIONS:

The group will work together on all issues for now. The Conference and the Brown Bags will require additional resources from both ACEC and ODOT. The Committee will be expanded for planning and implementation for the ACEC/ODOT Conference. Additional ODOT staff from different sections will be added to the Conference planning committee (ODOT Procurement Office, Office of Project

Delivery, Technical Services, Transportation Development Branch, etc.) and from ACEC, as needed. Both ACEC and ODOT staff will be recruited to present information on key topics.

A group of two to three will focus primarily on implementing the Brown Bags, and will include ACEC and ODOT representatives. Initially the Brown Bags will be in the Salem and/or Portland area and will initially look at the possibility of remote access for others interested across the State.

ACCOUNTABILITY #4: Resources Required

EXPECTATIONS:

The group will meet monthly unless work task assignments are such that progress can be made with meetings less often. The group also will meet more frequently, if needed, for the Conference planning and preparation.

ACCOUNTABILITY #5: Implementation

EXPECTATIONS:

The group will focus on Work Tasks #1 and #2 to make sure that these two tasks are successfully accomplished. We are committed to the Conference and to ensure that the Brown Bags are successful. The group will work on Work Tasks 3 & 4, simultaneously, and as needed, such as when other subcommittees submit training ideas for review.

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