

**OREGON RULES MAKING COMMITTEE  
(ORMC)**

**PROJECT CHARTER**



**Date: August 5, 2011**

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## Project Description

The OAR Rules Making for Traffic Signals is sponsored by Doug Bish, Traffic Services Engineer of Technical Services, who is responsible for determining the success or failure in meeting the project objectives. The OAR Rules Making for Traffic Signals is being spearheaded in Technical Services of Oregon Department of Transportation. Technical Services consist of five Sections: Bridge Engineering, Construction, Right of Way, Geo-Hydro/Environmental and Traffic-Roadway, and 3 Offices: Branch Operations, Project Delivery Unit, and Access Management. There are collectively approximately 340 employees in this program. Technical Services' core functions are to provide technical advice and consultation, program and systems management, QA/QC audit, technical skills, training, and other related services for STIP project teams and related technical services for Region planning and maintenance functions. Technical Services maintains liaison with the Regions during plan development and provides statewide program and systems management. Technical Services is also responsible for the technical standards related to project delivery and operations. Traffic Engineering Unit supports their respective operations segment for Traffic Signals. During the implementation of OAR Rules Making transparent communications will be provided for the stakeholders.

The project is comprised of four key phases:

- OAR Rules Update – Plan the complete implementation, analyze business requirements, adhere to permanent rules making process, and set up the project management activities to oversee the implementation. Coordinate deliverables with Rules Making Coordinator
- Traffic Signal Policy and Guidelines manual – Update and develop provisions for the Traffic Signal Policy and Guidelines through a working team.
- Traffic Manual – Develop any needed updates to the Traffic Manual and migrate into the next Traffic Manual update.
- Finish – Complete activities required for project closure, post-implementation support, and project assessment.

## Objectives

Business Objectives for the project are as follows:

- The Agency must meet the legal requirement to adhere to all government regulations. All authority must have the proper delegation throughout Oregon Revised Statute and Oregon Administrative Rules.
- Traffic Signal related Oregon Administrative rules will be made current with this Oregon Rules Making process.
- Policy and technical information will be amended or repealed from the Oregon Administrative Rules.
- Traffic Signal Policy and Guidelines will be the repository for detailed policy, guidance and technical references amended or repealed from the Oregon Administrative Rules.

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- Traffic Manual may be updated to reflect the amendments to the Oregon Administrative Rules.
  - Identify and update other technical manuals as necessary

## **Scope**

The scope of the project includes:

- Plan and manage the implementation of the Oregon Rules Making process.
- Communicate the Permanent Administrative Rule process to stakeholders.
- Create an Advisory Committee.
- Identification of any necessary or desired interfaces with technical owner of manuals.
- Assisting the Contributors in their document purview.
- Launch SharePoint site repository with documentation to ensure the transparency of the Rule Making process.
- Publish Traffic Signal Policy and Guidelines manual reasonably concurrent with the implementation of the Final Rule.

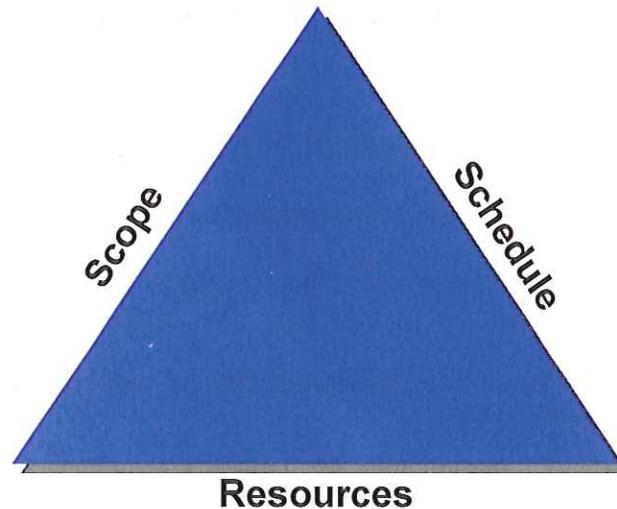
## **Assumptions**

- We will have the full cooperation and participation of the Rules Making Coordinator.
- Project schedule will be more flexible than scope and resources.
- Oregon Rules Making Committee will have support of Region personnel and other interested parties.
- Internal contributors will represent all Regions and Technical Services.
- External contributors will represent the Oregon Traffic Control Devices Committee

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## Project Components

There are three major components to any project. ODOT has chosen SCOPE as the most important component for the project. The OAR scope has the greatest weight, because of the overall impact to the Agency. The OAR process is extensive to revise the OARs, therefore the scope must be vented and approved by those who have a vested interest. All rules will include the proper cross reference for the authority provided in Oregon Revised Statutes.



## Project Approach

The major items of work for the project are:

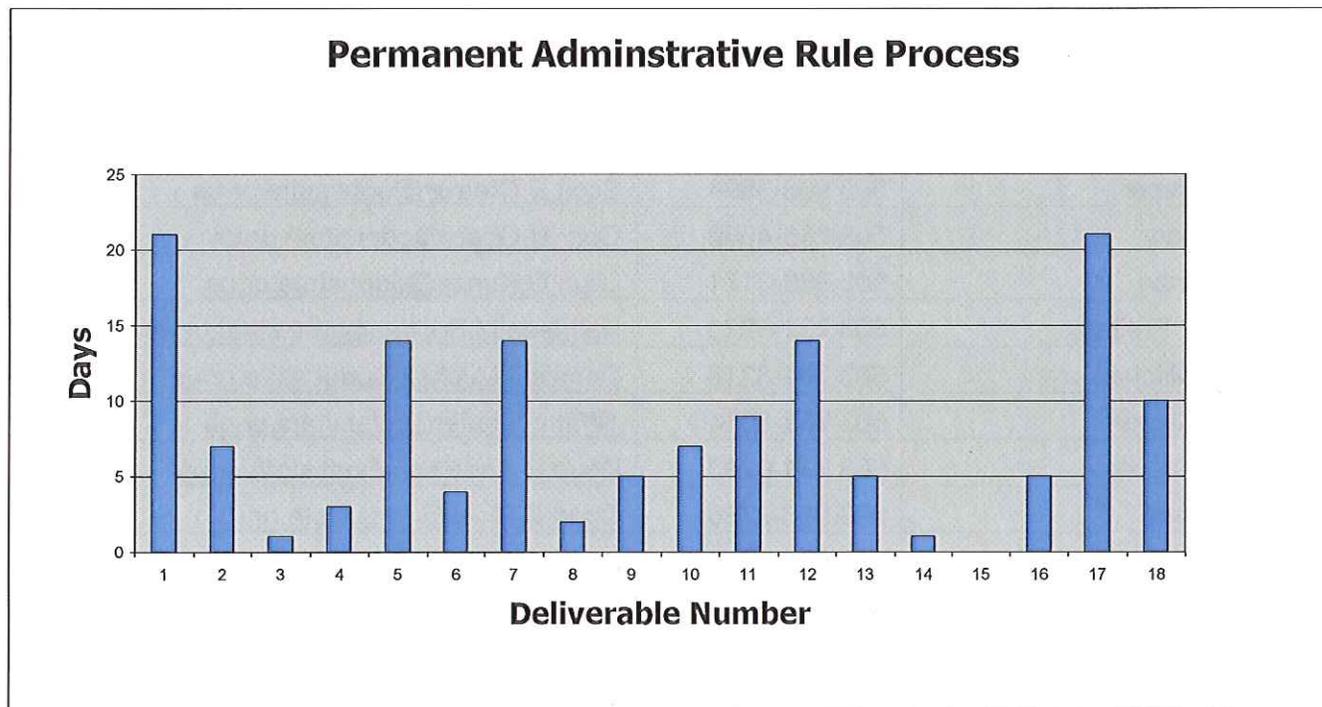
- Oregon Administrative Rules implementation.
- Identification of interfaces with ODOT technical manuals.
- Draft rules will be authored by the Advisory Committee.
- Contributors will submit comments and share information with stakeholders.

## Summary Schedule

The following is a schedule of the deliverables through the Rules Making process. Our targeted baseline for this project will target the January, 2012 Oregon Transportation Commission meeting. The release of the updated Traffic Signal Policy and Guidelines will be reasonably in unison with the adoption of the OAR's.

## Permanent Administrative Rules Process

- 1) Draft Rule to Small business groups / DLCDC
- 2) Small Business Groups 10-day comment close
- 3) Draft Statement of Need / Fiscal Impact
- 4) Statement - Draft Rules to Internal Reviewers
- 5) Reviewers Comments Due
- 6) Statement - Draft Rules to AG
- 7) AG comments / approval due
- 8) Approvals, Comments, Rules, Statement to RC
- 9) File notice with Secretary of State**
- 10) RC mails notice and rules to legislatures
- 11) Notice published in Oregon Bulletin**
- 12) Earliest possible date for hearing
- 13) 28-day notice to interested parties fulfilled
- 14) 21-day notice in bulletin fulfilled. Public comment
- 15) Submit Final Rules to RC
- 16) RC's Deadline to submit to OTC items
- 17) 49-day notice to legislatures fulfilled
- 18) OTC meets & approves rules



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## Project Roles and Personnel

### The Advisory Committee members are:

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Doug Bish	503 986-3594	<a href="mailto:Douglas.W.Bish@odot.state.or.us">Douglas.W.Bish@odot.state.or.us</a>
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### The Internal Contributors are:

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## Constraints

- The Advisory Committee is not collocated. When members work at different locations and agencies communications will be challenging.
- OAR Rules update will be coordinated with the Oregon Rules Coordinator. The permanent rules making process must be followed in the logical sequence as each step is satisfactorily achieved.
- External stakeholders will not have access to SharePoint site. Alternate communication methods in order of priority will utilize Gov Delivery System or email.
- Holidays and other work schedule issues.
- Attorney General approval and sign off is a major milestone. The final approval of rules will be at the Oregon Transportation Commission.

## Project Duration

Key Project Milestones:

Requirements Phase	Completion Date
1) Draft Rule to Small business groups / DLCD	<b>9/23</b>
2) Small Business Groups 10-day comment close	<b>10/3</b>
3) Draft Statement of Need / Fiscal Impact	<b>10/4</b>
4) Statement - Draft Rules to Internal Reviewers	<b>10/7</b>
5) Reviewers Comments Due	<b>10/21</b>
6) Statement - Draft Rules to AG	<b>10/25</b>
7) AG comments / approval due	<b>11/8</b>
8) Approvals, Comments, Rules, Statement to RC	<b>11/10</b>
<b>9) File notice with Secretary of State</b>	<b>11/15</b>
10) RC mails notice and rules to legislatures	<b>11/22</b>
<b>11) Notice published in Oregon Bulletin</b>	<b>12/1</b>
12) Earliest possible date for hearing	<b>12/15</b>
13) 28-day notice to interested parties fulfilled	<b>12/20</b>
14) 21-day notice in bulletin fulfilled. Public comment	<b>12/21</b>
15) Submit Final Rules to RC	<b>12/15</b>
16) RC's Deadline to submit to OTC items	<b>12/20</b>
17) 49-day notice to legislatures fulfilled	<b>1/10</b>
18) OTC meets & approves rules	<b>1/20</b>

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## Project Deliverables

Deliverables for this project are:

- Project Charter
- Project Management Information System
- Traffic Signal OAR's approved by OTC
- Traffic Signal Policy and Guidelines
- Project Close

## Project Risks

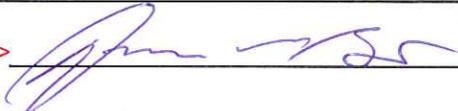
Risks associated with this project are as follows:

- Contributors are located in every Region of the state. The Advisory Committee members are from different Agencies.
- There is a 2009 MUTCD precedent for some OAR updates.
- Unknown assignment structure for other pending Technical Manuals.

## Project Authorization

Approved By:

<Title> Traffic Services Engineer

<Name>  Date: 8/5/11