Analysis Procedures Manual User Group (APMUG) Guidelines

Revised 2/19/2016

Purpose

To promote understanding, consistent application and continuous improvement of the Analysis Procedures Manual (APM) among users, by:

- Providing training.
- Sharing knowledge and expertise among peers.
- Discussing issues, needs, trends, and lessons learned.
- Improving procedures, tools and documentation.

Scope

- Topics should generally center on specific procedures or tools covered or proposed to be covered in the APM.
- Discussion on other disciplines such as traffic operations, roadway design, development review etc., that are governed by other manuals such as the Traffic Manual, Highway Design Manual, Development Review Guidelines and so forth, should be directed toward relevant APM procedures.

Membership

- Membership is voluntary and open to all users of the APM either internal or external to ODOT
- Members are encouraged to submit and sponsor agenda topics, give presentations and help recruit other presenters.
- Continuing education credits are the responsibility of individual members

Meetings

- The ODOT Transportation Planning Analysis Unit (TPAU) is responsible for facilitating, organizing and scheduling the APMUG meetings
- Meetings are held quarterly, generally the second Wednesday of January, April, July, and October
- Meetings typically rotate between online-only or in-person, which are typically held at the ODOT Region 1 headquarters in Portland
- Online-only meetings typically last approximately 2 hours. In-person meetings are typically less than a full day, from approximately 9:00 or 10:00 a.m. until 3:00 or 4:00 p.m. Lunch is on your own.

Meeting Agendas

- Potential agenda topics for the next meeting or future meetings are solicited at the end of meetings and are always welcome.
- Questions to speakers are encouraged to be submitted prior to the meeting.

- Final draft agendas are made available at least one week prior to the meeting
- Meeting materials will be available after the meeting.
- Minutes are not taken, however a summary of the meeting will be provided by TPAU staff.

Meeting Attendees

- Members are encouraged to attend in person to obtain maximum benefit.
- For those who are unable to attend in person-meetings, arrangements may be made for online and teleconference participation .
- Please silence cell phones and pagers.
- Be productive and respectful in all discussions. Do not remark negatively on the integrity or character of others.

Meeting Presenters

- May include both members and guests.
- Topic segments should be limited to no more than 90 minutes in length if possible.
- Presenters provide their own copies of handouts and share their presentation materials after the meeting.

Communications

- Any feedback or questions about the APMUG should be directed to: Douglas.D.NORVAL@odot.state.or.us