

North/West Passage Project 8.1: Operations Task Force

Work Plan – October 23, 2013

Project Purpose

Establish an Operations Task Force designed to assess the value of an ongoing, dedicated group focused on North/West Passage traveler information and related operational coordination activities and projects.

Background

Traveler information and operations staff have been engaged in North/West Passage activities on a somewhat limited basis as the Steering Committee members often have only indirect responsibility for or limited involvement with either of these functions. The desire to strengthen operational coordination among the states, particularly during major events, makes interaction among staff in these functions even more important. It is anticipated that by engaging these staff through the task force, it will enhance the scope of specific projects, support further implementation of project findings, establish relationships and increase interaction among the states outside of major events. The task force will 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. The states have identified the following participants to represent traveler information and Traffic Management Center (TMC)/Traffic Operations Center (TOC) operations issues on the task force.

Bill Legg, Washington DOT – Task Force Chair	Kevin Cox, Wyoming DOT
Brian Kary, Minnesota DOT	Brandon Beise, North Dakota DOT
Dave Huft, South Dakota DOT	Tony Ernest, Idaho Transportation Department
Brandi Hamilton, Montana DOT	Paul Keltner, Wisconsin DOT

Work Plan Tasks

During this initial trial period, the task force will complete the following tasks. Note that several of these tasks relate to other projects that will be completed during the time that the task force is active.

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 during their initial work period. This document is the proposed work plan and it will be reviewed / modified / approved by the task force during their initial meeting.	October 23
B. Points of Contact. Review primary points of contact for coordination during major events along I-90 and I-94. This task will also require task force participants to review the TMC/TOC operations contact information on the Googlemap created to support coordination during major events.	October 23
C. Seasonal Webinars. Participate in and assess the value of the seasonal coordination webinar that will take place on October 23. Provide feedback on changes that could make the webinar more useful. Determine if a similar, spring seasonal webinar would be beneficial. Determine if seasonal webinars should be expanded to include periodic tabletop exercises or after action reviews of major events.	November 18

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D. MOU. Review November 2011 MOU for Traveler Information Coordination and determine if an update is needed.	November 18
E. Project 8.2. Provide guidance and insight, as needed, to Project 8.2: Concept for Rural TMC/TOC Operations .	December 18
F. Standard Operating Procedures. Gather and share standard operating procedures similar to those previously gathered for DMS operations. Determine if and how procedures could be modified among the states to enhance coordination.	January 22
G. TMC/TOC Coordination Web Page. Review the current, password protected web page created to support coordination among the states during major events. Determine if a more sophisticated website is needed to facilitate traveler information and operations coordination among the states.	February 19
H. TMC/TOC Staff Awareness. Discuss how best to increase and then maintain awareness of the North/West Passage coordination tasks and tools among TMC/TOC operations staff within the states.	March 19 – April 16
I. Task Force Survey (Milestone 2). Participants and steering committee members will be surveyed regarding their perceptions of the value of extending the task force or transitioning it to a more permanent role. This will be presented to the Steering Committee members during their annual meeting in June 2014. Identify what, if any, other activities the task force would oversee on a continued basis.	May 21 – June 10/11
J. Operations Road Map (Milestone 3). Based on the task force survey results and direction from the steering committee, develop a roadmap for coordinated traveler information for the North/West Passage program within the corridors.	July 16 – August 13
K. OTIIS MCOM. Provide input, comment and review to the North/West Passage OTIIS MCOM project, as needed.	October 2013 – August 2014

Schedule and Milestones

The task force will meet by webinar/teleconference once each month as noted above from 3:00-3:30PM (Central) to address the tasks outlined above. Three of the tasks are also considered major milestones for the project and they are noted as such in the descriptions above and in the schedule below.

