

## Alaska Iways Architecture Update

### Kickoff Meeting Notes

December 15, 2014

Participants: Lisa Idell-Sassi, Jack Stickel, Vivian Underwood, Val Rader, Jeff Roach, Erin Ehlinger, Carla SlatonBarker, Les Jacobson.

Les started the meeting reviewing the agenda:

Introductions

Meeting Purpose

Project Overview

Project purpose and goals discussion

Project scope and schedule

Architecture update approach

Stakeholder participation and interviews

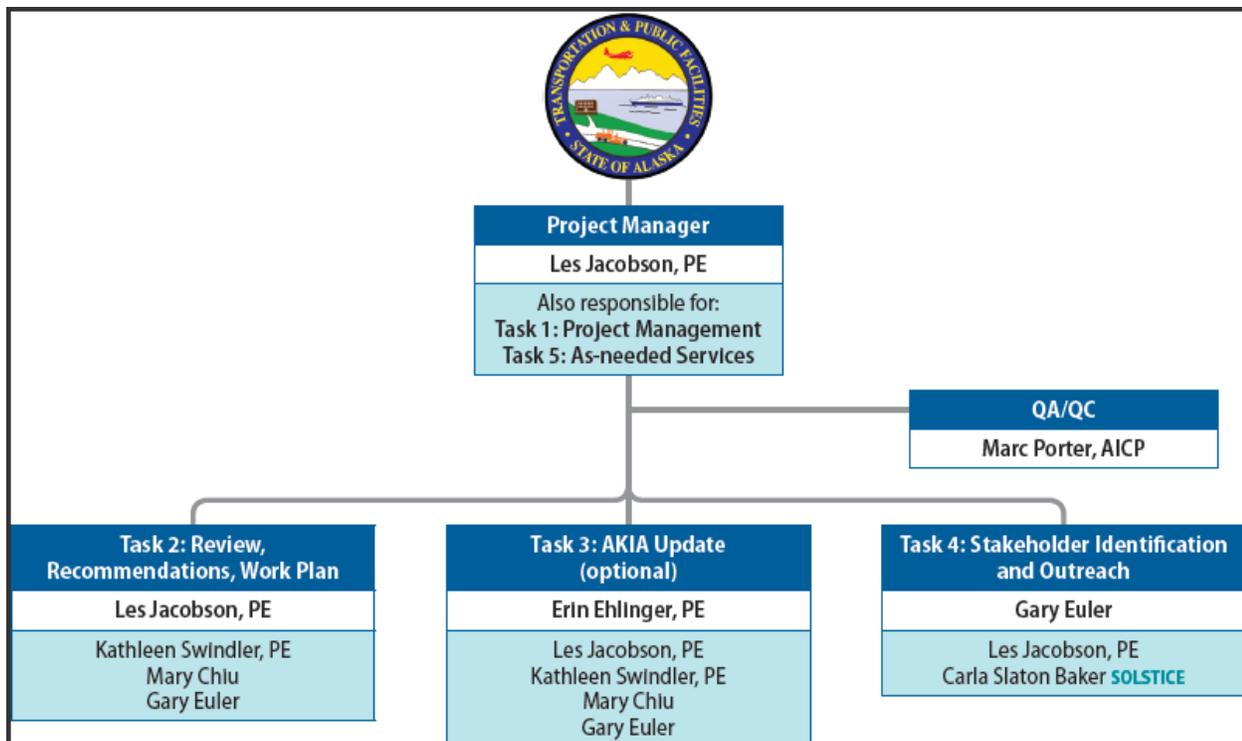
Project team involvement, roles, responsibilities

Bi-weekly calls

Discussion

Wrap Up

As part of the introductions, Les went over the organization chart for the project. (See below)



### **Meeting Purpose**

Les went over the purpose of the meeting. The meeting is intended to:

- Introduce project team members
- Provide team members with an understanding of the project
- Provide a solid start to the project

### **Project Introduction and Overview**

The purpose of the project is to produce an architecture that is:

- Easy to use,
- Meets local needs, and
- consistent with the national architecture and the Anchorage regional architecture.

The Anchorage update will connect to the regional planning process, particularly with the Congestion Management Process.

For the purpose of the Iways architecture, the future timeframe is 5 to 10 years.

Task 4 includes the outreach plan and training. Training will all be online. The outreach effort will include familiarity with Federal regulations. The outreach effort will include material to update the AKIA website.

For the project, we will only update what is needed.

Vivian wants to see harmonization of the websites. She wants simplified diagrams. This can be facilitated through the way we structure the architecture overall.

### **Project Objectives, Scope, and Update Process**

Les went over the project objectives. The primary objective is to update the Alaska Iways Architecture (AKIA) based on current and future stakeholder needs.

- Conduct thorough review of current AKIA
- Update missing and/or outdated components
- Remove technical information not needed.

The project includes stakeholder identification and outreach. We will interview Stakeholders about current Architecture use. The interviews will be one of the primary sources of information for the update. We will then review and assess the current architecture and documents and determine what new or revised ITS applications need to be added. We will provide outreach and training on the updated architecture. Finally, we will provide website support as needed.

### **Schedule:**

Our review and recommendations on the architecture documents are due by February 19. Interviews will be the main input. The revised schedule is shown below.

ID	Task #	Task Name	Duration	Start	Finish	Decem	January	Februa	March	April	May	June	July	August	Septem	October
						ber	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1		Project Execution	0 days	Mon 12/1/14	Mon 12/1/14	12/1										
2	1.0	Project Management and Administration	228 days	Mon 12/1/14	Wed 10/21/15											
3	1.1	Kickoff Meeting	1 day	Mon 12/15/14	Mon 12/15/14	12/15										
4	1.2	Project Team Bi-Weekly Teleconferences	216 days	Wed 12/10/14	Wed 10/14/15		◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
28	1.3	Project Collaboration Website	20 days	Mon 12/1/14	Mon 12/29/14											
29	1.4	Project Work Plan and Task Schedule	20 days	Mon 12/1/14	Mon 12/29/14											
30	1.5	Monthly Invoices and Progress Reports	194 days	Wed 1/21/15	Wed 10/21/15		◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
41	2.0	Review, Recommendations & Project Work Plan	45 days	Tue 12/16/14	Thu 2/19/15											
42	2.1	ITS Architecture Maintenance Plan (2009) Review	5 days	Tue 12/16/14	Mon 12/22/14											
43	2.2	Current AKIA Documents & Files Review	20 days	Tue 12/23/14	Thu 1/22/15											
44	2.3	Recommendations & Project Work Plan	20 days	Fri 1/23/15	Thu 2/19/15											
45	3.0	AKIA Update	165 days	Fri 2/27/15	Mon 10/19/15											
61	4.0	Stakeholder Identification & Educational Outreach	200 days?	Tue 12/16/14	Mon 9/28/15											
62	4.1	Stakeholder Identification & Contact List:	15 days	Tue 12/16/14	Wed 1/7/15											
63	4.2	Education and Outreach Plan:	30 days	Thu 1/15/15	Thu 2/26/15											
64	4.3	Conduct educational webinars:	20 days	Tue 8/4/15	Mon 8/31/15											
65	4.4	AKIA Educational Content development:	20 days	Tue 9/1/15	Mon 9/28/15											
66																
67		Note: All dates include review time, assuming 2 week review on average for up to 3 reviews per document.														
68																

**Team roles and responsibilities.**

We will use a team-based approach. We need input from all the team members.

On-call advisers include Eric Taylor Jack Stickel and the DPS. Jeff Roach said that two weeks is okay for review and that we should not go longer.

**Bi-weekly calls**

Call date and time on Tuesday or Wednesday would be the best.

**Discussion**

Jack said that some things in the current dealt with a single region or MPO. He would prefer to have only items that relate to statewide issues be included in this update. Examples of statewide issues addressed by the ITS architecture include seasonal weight restrictions or RWIS. He is concerned that the Fairbanks MPO (FMATS) may want some items that may only relate to their region.

Val mentioned that he doesn't believe that the architecture should go deep within an enterprise but should show the flows between enterprises.

Jack said that there should be consistency in the architecture model and does not want to see a "single mass jumble" of items included.

Jack wants to be interviewed before January 9.

The group agreed that the Alaska Marine Highway System should be a participant, probably as an on-call partner.

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