

ANCHORAGE ITS ARCHITECTURE UPDATE

Stakeholder Participation Plan

prepared for

Municipality of Anchorage

prepared by

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with

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1.0 Introduction

1.1 Project Technical and Process Goals

This Stakeholder Participation Plan (SPP) presents the project team’s plan for engaging stakeholders in the Anchorage Regional ITS Architecture Project, a project undertaken by the Municipality of Anchorage (MOA) Transportation Planning Section, Community Development Department, on behalf of AMATS. The goal of the project is to complete an updated and user-friendly Regional ITS Architecture report for Anchorage that meets federal planning regulations and is consistent with the most current versions of the National ITS Architecture and the Alaska Iways Architecture (AKIA).

An overall goal of the project’s SPP is to educate and engage stakeholders in this project. Another goal is to capitalize on an opportunity for regional stakeholders to re-establish and reinvigorate their partnerships that promote improved operations through intelligent transportation systems (ITS). To achieve these goals, the project team has established the following objectives for the participation plan and program:



The Anchorage Regional ITS Architecture SPP will develop, articulate, and facilitate a participation process that:

- Is meaningful and appropriate for stakeholders.
- Provides clear information to assist in understanding the problem, alternatives, opportunities, and solutions.
- Obtains feedback on analysis, alternatives, and/or decisions.
- Works directly throughout the process to ensure concerns and aspirations are consistently understood and considered.
- Clearly communicates decisions to be made and the decision-makers, so that the participation program for this MOA project, as well as others, builds from this shared understanding.
- Is consistent with the activities, methods, and components in the Anchorage Metropolitan Area Transportation Study (AMATS) Public Participation Plan (February 2009).

1.2 Decision-Makers, Decisions, and Technical Milestones

Key to a project's and a participation program’s success is a shared understanding of the decisions to be made and who is making those decisions.



On this project, a Project Management Team will make decisions related to the project's scope, content, and results. The Project Management Team will consist of the MOA Project Manager, MOA ITS leads, and selected Alaska Department of Transportation and Public Facilities (ADOT&PF) staff (see section 2.1). The AMATS Technical Advisory Committee will provide input and/or concurrence with project activities and documents at three important project milestones. The MOA will seek concurrence and adoption from the AMATS Policy Committee for the project's final architecture product.

Another key to a project's success is a shared understanding of the project's technical milestones. This participation plan, therefore, strives to clearly articulate the technical work, as well as the role of stakeholders in the process. Major technical and process milestones are summarized below; these will be referenced throughout this document.



Technical Milestone 1: Regional ITS Architecture—Operational Concept and Existing Architecture. This milestone involves reflecting the regional stakeholders' views of planned and potential ITS services, including systems and linkages required to provide those services. Stakeholders who are users of the current ITS system will be asked about current operations in Anchorage, as well as what needs to be added or changed. This information and related technical findings will be conveyed in the following technical work efforts: an inventory and identification of existing and planned ITS elements in the region, identification of the service packages/operational concept to be used, identification of the system's high-level (not detailed design) functional requirements, identification of ITS standards for agency interface requirements, recommendations for the region's ITS Architecture, use of Turbo Architecture software to convert and update the existing ARIA, and development of an implementation plan. This information will be captured in both a draft and final ITS Architecture report.



Technical Milestone 2: Use and Maintenance of the ITS Architecture. This milestone involves preparing user-friendly guidance on using and maintaining the Regional ITS Architecture, based on MOA and other regional ITS stakeholder input. This work will incorporate the following points of focus: integration with the Congestion Management Plan (CMP) and Metropolitan Transportation Plan (MTP) programming processes, integration with existing project development and design processes, and integration with the adopted approach for maintenance (including policy for use of the Turbo database). This information and related findings will be reflected in a draft and final ITS Architecture Use and Maintenance Guidance Report.



Technical Milestone 3: MOA Traffic Operations Center (TOC) Concept of Operations. This milestone involves exploring the purpose and need, mission, possible operations scenarios, and challenges and opportunities of a virtual or physically integrated MOA TOC, including

consideration of encompassing some statewide function. This work culminates in a workshop summary memo with recommendations.

1.3 Program's Participation Tools to Meet Participation Goals

To integrate the project's technical and participation goals the following tools will be used:

- **Use of a *participation plan*** to establish a meaningful role for stakeholders in the process. This document communicates the participation opportunities in relationship to the overall project process, decisions to be made, and input needed as part of the project. This plan will be updated to reflect any changes as the project progresses.
- **Use of *participation groups***, each with clearly defined purposes and input points. Chapter 2 provides more discussion on the purpose and membership of these groups. In summary, these groups are the **Project Management Team**, consisting of the MOA Project Manager, MOA ITS leads, and ADOT&PF staff; the **AMATS Technical Advisory Committee**, and an additional **Stakeholder Group**. Note regarding participation of the general public: the public will be engaged through the AMATS meeting and public comment process, as the ITS Architecture is a more of a technical report to be used internally, and does not justify extensive public involvement meetings.
- **Use of *stakeholder interviews*** to introduce concepts and the process, answer questions, and gather information. Pre-interview packets containing information will be provided prior to the interview. Twelve interviews will be conducted either in person or by phone with stakeholders, either individually or in small groups. Interview summaries will also be provided.
- **Use of *three workshops*** to present information to stakeholders for discussion. The workshops correspond to each of the technical milestones presented above. The information will be presented in plain English, using readily-interpreted graphics to support understanding and consensus building. A pre-workshop packet will be provided in advance of the meeting, and all materials will be revised after the workshop to reflect stakeholder input. A summary of the workshop will also be provided.
- **Presentations at *AMATS meetings*** at important milestones. The purpose of these presentations is threefold: (1) to share information, take comment, and answer questions posed by AMATS representatives, (2) to seek concurrence for project activities and documents, and (3) to provide a public comment conduit into the project.

- **Use of a project collaboration website** for document transfer and review. Stakeholders participating in the project will have use of the project's web-based document library for easy access to reports and report progress. This website will also be an efficient method of communication.

1.4 Report Organization

The sections above present an introduction to the project, including technical goals, participation goals, decision-makers and decisions to be made, and participation tools that will be used to support good project decisions. The remainder of this participation plan is organized as follows:

- **Chapter 2: Stakeholders for the ITS Architecture project.** This chapter describes the various stakeholder groups, participating members, and their roles and responsibilities.
- **Chapter 3: Participation tools or components of the ITS Architecture project.** This chapter presents the participation tools in context with the tool's purpose and the project schedule.
- **Chapter 4: Coordination with other projects.** This chapter describes the opportunities for coordination between this project and the MOA's CMP project.

2.0 Stakeholders for the ITS Architecture Project

2.1 Project Management Team

The Project Management Team will be the primary group responsible for guiding the project's scope, content, and results. The Project Management Team will consist of the MOA Project Manager, MOA ITS leads, and selected ADOT&PF staff. Project Management Team members are identified in Table 2.1. Chapter 3.0 presents more detail on the use of this group within the context of the project's technical and process goals.

Table 2.1 Project Management Team Members

Name/Title	Agency	Email	Phone
Vivian Underwood, ITS Architecture Project Manager	MOA ,Transportation Planning / AMATS, Community Development Department	UnderwoodVR@muni.org	907-343-7995
John Crapps, Associate Traffic Entineer	MOA, Traffic Engineering, Public Works Department	crappsje@muni.org	907-343-8425
John Pickett, Operations Supervisor	MOA, Public Transportation Department	pickettj@muni.org	907-343-8099
Rick Feller, Special Program Manager	ADOT&P Office of the Commissioner	Rick.feller@alaska.gov	907-376-9061
Val Rader, Signal Safety Engineer	ADOT&PF, Central Region Design & Engineering	Val.rader@alaska.gov	907-269-0646
Aaron Jongenelen, Anchorage Planner	ADOT&PF, Central Region Planning Division	Aaron.Jongenelen@alaska.gov	907-269-0507
Lisa Idell-Sassi, ITS Coordinator	ADOT&PF, Statewide Program Development	lisa.idell-sassi@alaska.gov	907-465-8952
Joni Wilm, Associate Planner	MOA, Transportation Planning, Community Development Department (providing review for consistency with AMATS Public Participation Plan	WilmJC@muni.org	907-343-7957

2.2 AMATS Technical Advisory Committee

The Project Management Team and Consultant Team will engage members of the standing AMATS Technical Advisory Committee on the development of the ITS Architecture Update to ensure that their interests are both understood and integrated into work projects. AMATS Technical Advisory Committee members are identified in Table 2.2.

Table 2.2 AMATS Technical Advisory Committee Members

Name/Title	Agency	Email
Jennifer Witt, Development Program Chief,	ADOT&PF, Central Region Planning Division	Jennifer.Witt@alaska.gov
Brian Lindamood, Director, Capital Projects Planning & Special Projects Manager	Alaska Railroad Corporation	LindamoodB@akrr.com
Sharen Walsh, Deputy Director	Port of Anchorage	WalshSA@muni.org
Jerry Hansen, Deputy Director	MOA, PM&E Division, Public Works Department	HansenJW@muni.org
Lance Wilber, Director	MOA, Public Transportation Department	WilberLR@muni.org
Marge Stoneking, Committee Representative	MOA, Health and Human Services (AMATS Air Quality Committee)	mstoneking@aklung.org
Steve Morris, Deputy Director	MOA, Department of Health and Human Services	MorrisSS@muni.org
Jerry Weaver, Director	MOA, Community Development Department	WeaverJT@muni.org
Stephanie Mormilo, Municipal Traffic Engineer	MOA, Traffic Engineering, Public Works Department (AMATS Technical Advisory Committee Chair)	MormiloSM@muni.org
Ken Morton, Regional Pre-Construction Engineer	ADOT&PF, Central Region, Design & Engineering	Ken.Morton@alaska.gov
Cindy Heil, Southcentral Air Quality Manager	ADEC	Cindy.Heil@alaska.gov

2.3 Additional Stakeholder Group

An additional stakeholder group will consist of agency stakeholder staff from various regional, local, and state transportation-related agencies involved in ITS in the Anchorage region. These members will be engaged via methods outlined in Chapter 3.0 to ensure their interests are understood and incorporated. Members of this additional stakeholder group are identified in Table 2.3.

Table 2.3 Additional Stakeholders

Name/Title	Agency	Email
Mike Vigue, Assistant Division Administrator	Alaska FHWA Division	michael.vigue@dot.gov
Judy Dougherty, Executive Director	DOT&PF, Knik Arm Bridge and Toll Authority (KABATA)	judy.dougherty@alaska.gov
Rob Campbell, Regional Director	DOT&PF, Central Region	rob.campbell@alaska.gov
Randy Vanderwood, Maintenance & Operations Chief	ADOT&PF, Central Region	randy.vanderwood@alaska.gov
Allen Kemplen, Mat-Su Borough Planner	DOT&PF, Central Region Planning	Allen.Kemplen@alaska.gov
Daniel R. Monteleone, Statewide Safety, Security & Emergency Management Coordinator	DOT&PF, Office of the Commissioner	dan.monteleone@alaska.gov
Jack Stickel, Transportation Information Group Manager	DOT&PF, Statewide Program Development	jack.stickel@alaska.gov
Jill Sullivan, Transportation Data Programs Manager	DOT&PF, Statewide Program Development	jill.sullivan@alaska.gov
Scott Thomas, Traffic Engineer	DOT&PF, Central Region , Design & Engineering	scott.thomas@alaska.gov
Stephen Ribuffo, Director	Port of Anchorage (AMATS Freight Advisory Committee)	RibuffoS@muni.org
Aves Thompson, Director	Alaska Trucking Association (AMATS Freight Advisory Committee)	aves@aktrucks.org
Brian Litmans, President	Bike Anchorage	blitmans@trustees.org

Name/Title	Agency	Email
Lori Schanche, Non-motorized Transportation Coordinator	MOA Project Management & Engineering, Public Works Department	SchancheLE@muni.org
John Roberts, Technology Services Manager	MOA Network Services, IT Department	robertsjc@muni.org
Ron Hadden, Purchasing Officer	MOA Purchasing Department	haddenrs@muni.org
Craig Lyon, Manager/AMATS Coordinator	MOA, Transportation Planning, Community Development Department	lyonch@muni.org
Teresa Brewer Senior Transportation Planner	MOA, Transportation Planning, Community Development Department	brewertm@muni.org
Jamie Acton, Associate Planner	MOA, Transportation Planning, Community Development Department	actonjm@muni.org
Carol Wong, Manager	MOA, Long-Range Planning, Community Development Department	wongcc@muni.org
Tom Davis, Senior Planner	MOA, Long-Range Planning, Community Development Department	davistg@muni.org
Kevin Spillers, Director	MOA , Office of Emergency Management,	spillerskp@muni.org
Ron Thompson, Director	MOA , Public Works Department	thompsonrj@muni.org
Abul Hassan, Operations Superintendent	MOA , Public Transportation Department	HassanA@muni.org
Judy Tymick, Customer Service Manager	MOA , Public Transportation Department	TymickJD@muni.org
Christine Sondej, Senior Planner	MOA , Public Transportation Department	sondejcm@muni.org
Katherine Giard, CFO	MOA, Finance Department	giardkh@muni.org
George J. Vakalis, Municipal Manager	MOA	vakalisgj@muni.org
Crissy Ditmore	VPSI (Vanpool, Share-A-Ride)	crissy.ditmore@vpsiinc.com
Taggart Hooper, President	Valley Mover Transit	jennifer@valleymover.org
Brad Sworts, Director	Matanuska-Susitna Borough (MSB),	Brad.Sworts@matsu.gov

Name/Title	Agency	Email
	Transportation Division	
TBD	MSB , Planning Division	
Terry Lamberson, GIS Technician	MOA Project Management and Engineering, Public Works Department	LambersonTL@muni.org
Mark Littlefield , General Foreman	Chugiak-Birchwood-Eagle River Rural Road Service Area (CBERRRSA)	littlefieldmh@muni.org
Alan Czajowski , Director	MOA Maintenance & Operations Public Works Department	CzajkowskiAJ@muni.org
Mr. John Parrot, Director	Ted Stevens Anchorage International Airport, or designee	John.Parrot@alaska.gov
Steven Buchta, Officer	Anchorage Police Department	Sbuchta@muni.org
Lt. Kenneth Spadafora, Dispatch Lieutenant	Anchorage Police Department	kspadafora@muni.org
Karen Kurtz, Dispatch Clerk	Anchorage Police Department	kkurtz@muni.org
John Drozdowski, Jr., Deputy Chief	Anchorage Fire Department	droz@muni.org
Mark Hall, Battalion Chief	Anchorage Fire Department	hallms@muni.org
James Vignola, Deputy Chief of Operations	Anchorage Fire Department	vignolajf@muni.org
Michael Crotty, Chief Medical Officer	Anchorage Fire Department	crottymc@muni.org
Colonel James Cockrell, Director	Alaska State Troopers, or designee	dps.ast.directors.office@alaska.gov
Paul Wistrand, Transportation Specialist	TIM Partners/FHWA /IT	Paul.Wistrand@dot.gov
Mary Dougan, Planning Director	673rd Civil Engineering Squadron, Joint Base Elmendorf/Richardson (JBER) Planning Group	mary.dougan@us.af.mil
Song Johnson, Community Relations Chief	JBER	song.johnson@us.af.mil
Mark Roberts, Manager	Alaska State Emergency Operations Center, Alaska Division of Military &	mark.roberts@alaska.gov

Name/Title	Agency	Email
	Veteran's Affairs	
Brian Borguno, Director	Easy Park, Anchorage Community Development Authority	
Dr. Osama Abaza, Chair	UAA, Civil Engineering	
Ghulam Bham, Associate Professor	UAA, Civil Engineering	
TBD	UAA, Computer Science Department	
Lee Stephan, President	Native Village of Alaska	president@eklutna-nsn.gov
Marc Lamoreaux, Land & Environment Director	Native Village of Alaska	nve.ledirector@eklutna-nsn.gov

2.4 General Public

The development of ITS Architecture and the associated documents is a technical process and the resulting products will be used internally. Therefore, the ITS Architecture process does not justify extensive public involvement meetings. This project will invite public comment as part of the project's periodic presentations at regularly scheduled AMATS Policy and Technical Advisory Committee meetings. Information presented will be designed to provide meaningful and understandable information for public consideration and review. Public comment at the AMATS meetings will be considered part of the project's public process.

3.0 SPP Components

3.1 Project Management Team Participation

Project Management Team participation will occur through scheduled meetings and email communication. Weekly and monthly in-person or webinar meetings will be the primary mechanism for coordinating and communicating among MOA and ADOT&PF project leaders and with the project consultant about schedule, quality assurance and control, milestone delivery adherence, and content oversight for the project. Details on these meetings (frequency and purpose) are highlight below:

- Project team updates will occur weekly. Every other week, a conference call or web conference will be scheduled with the consultant and Project Management Team. This call will not occur if the contractor team is on site. On weeks when a full-team call is not scheduled, a call between the Parsons Brinckerhoff (PB) project manager and the MOA project manager will be held to go over project status. The goal of these meetings is to provide status updates for the project related to budget, schedule, and other issues, including the coordination of project activities. The PB project manager will establish a standing agenda during the first call. After that, the agenda will be modified if necessary and sent out in advance of each meeting. The PB project manager will provide summary emails of each meeting to the Project Management Team.
- Once each month a longer and more in-depth meeting will be conducted with the Project Management Team to coordinate technical aspects of project activities. PB will provide agendas and associated presentation materials to the Project Management Team two days prior to each meeting for review, revision, and approval. These monthly meetings, each up to two hours, will be held both by telephone and in-person, throughout the project, as noted in Table 3.1.

Table 3.1 Project Management Team Meeting Components

Meeting Type	Meeting Date or Frequency	Purpose	Meeting Materials/Materials Available
Status Meeting	Weekly Approximately 30 minutes	Provide status updates related to budget, schedule, and other issues	Prior to Meeting: Meeting agenda, supporting materials/via email 1 day prior After Meeting: Meeting summary/via email 1 day after
Webinar Project Coordination Meetings	Monthly/Up to 2 hours/ Dates to be Scheduled Oct. 2014 (webinar) Nov. 2014 (webinar) Dec. (see below) Jan. 2015 (webinar) Feb. 2015 (see below) March 2015 (webinar) April 2015 (see below) May 2015	Coordinate on project activities	Prior to Meeting: Meeting agenda, presentation materials/via email 2 days prior After Meeting: Meeting summary/via email 2-5 days after
In-Person Monthly Project Coordination Meetings	Up to 2 hours/ Time to be Scheduled December 3, 2014 ¹ February 11, 2015 ¹ April 22, 2015 ¹	Coordinate on project activities	Prior to Meeting: Meeting agenda, presentation materials/via email 2 days prior After Meeting: Meeting summary/via email 2-5 days after

¹This in-person meeting is planned as one of three project outreach activities to occur over a two-day period when the consultant team is in Anchorage. The three activities are (1) an in-person Project Management Team meeting (noted

above), (2) a briefing/presentation to the AMATS Technical Committee on December 4, 2014, and February 12, 2015, and to the AMATS Policy Committee meeting on April 23, 2015 (see Table 3.2) and (3) a stakeholder workshop (see Table 3.3). These in-person meetings are also timed to align with the CMP project schedule and in-person meetings. See Chapter 4.0 for more on this project coordination.

3.2 AMATS Briefings

AMATS Technical Advisory Committee briefings will occur during each of the three project milestones to gather critical input and coordinate project activities with this larger body of agency stakeholders. These three meetings will take place during regularly scheduled AMATS Technical Advisory Committee meetings. In addition, another in-person briefing will take place at an AMATS Policy Committee meeting (April 23, 2015) to present the final architecture product. The ITS Architecture project will be included as an agenda item at these meetings. In advance of the meetings, an information packet will be prepared, and a comment period established so feedback and follow up can occur after the meeting, as needed.

AMATS Technical Advisory Committee Briefings are summarized in Table 3.2. The table includes planned meeting dates and agenda topics.

Table 3.2 AMATS Briefings

Meeting Type	Meeting Date/Alignment to Technical Milestone	Purpose	Meeting Materials	Materials Available
Briefing to AMATS Technical Advisory Committee	<p>Thursdays: 2:30-4:30 pm</p> <p>December 4, 2014¹ Regional ITS Architecture: Operational Concept and Existing Architecture</p> <p>February 12, 2015¹ Use and Maintenance of the ITS Architecture</p> <p>April 9, 2015² MOA Traffic Operations Center (TOC) Concept of Operations</p>	Provide information to and gather critical input and insights from AMATS TAC at this key project milestone	<p>Prior to Meeting: Meeting agenda, presentation materials</p> <p>After Meeting: Meeting summary</p>	<p>Via email 3 days prior to meeting</p> <p>Via email 3 days after meeting</p>
AMATS Policy Committee Meeting	<p>April 23, 2015¹ Final Regional ITS Architecture: Operational Concept and Existing Architecture report and Use and Maintenance report.</p>	To seek final concurrence and adoption	<p>Prior to Meeting: Reports for review</p> <p>After Meeting: Meeting summary</p>	Via email 2 days prior.

¹ In person meetings planned as one of three project outreach activities to occur over a two-day period when the consultant team is in Anchorage. The three activities are (1) an in-person Project Management Team meeting (see Table 3.1), (2) a briefing/presentation to the AMATS TAC on December 4, 2014, and February 12 and April 9, 2015, and to the AMATS Policy Committee meeting on April 23, 2015 (table above) and (3) a stakeholder workshop (see Table 3.3). These in-person meetings are also timed to align with the CMP project schedule and in-person meetings. See Chapter 4.0 for more on this project coordination.

²Short, status report briefing provided by MOA staff or designee (local team member or CMP consultant).

3.3 Stakeholder Workshops

Three stakeholder workshops will occur to solicit input during the three technical stages of the project. Information will be presented in plain English, using readily-interpreted graphics to support understanding and consensus building. A pre-workshop packet will be provided in advance of the meeting, and all materials will be revised after the workshop to reflect stakeholder input. A summary of the workshop will also be provided. Table 3.3 presents more on the use of this tool.

Table 3.3 Workshops

Workshop Topic	Participants Invited	Date	Meeting Materials	Material Available
Regional ITS Architecture: Operational Concept and Existing Architecture	Inclusive list: all interested stakeholders <ul style="list-style-type: none"> • Project Management Team • AMATS TAC • Stakeholder Group 	December 3, 2014 ¹	<p>Prior to Meeting: Meeting agenda, presentation materials</p> <p>After Meeting: Meeting summary</p>	<p>Via email, 3 days prior</p> <p>Via email, 5-7 days following meeting</p>
Use and Maintenance of the ITS Architecture	Potentially smaller invitee list: technical aspects of use, maintenance, and integration <ul style="list-style-type: none"> • Project Management Team • AMATS TAC 	February 11, 2015 ¹	<p>Prior to Meeting: Meeting agenda, presentation materials</p> <p>After Meeting: Meeting summary</p>	<p>Via email, 3 days prior</p> <p>Via email, 5-7 days following meeting</p>
MOA Traffic Operations Center (TOC) Concept of Operations	Inclusive list: all interested stakeholders <ul style="list-style-type: none"> • Project Management Team • AMATS TAC • Stakeholder Group members 	April 8 or 22, 2015 ¹	<p>Prior to Meeting: Meeting agenda, presentation materials</p> <p>After Meeting: Meeting summary</p>	<p>Via email, 3 days prior</p> <p>Via email, 5-7 days following meeting</p>

¹ This meeting is planned as one of three project outreach activities to occur over a two-day period when the consultant team is in Anchorage. The three activities are (1) an in-person Project Management Team meeting (see Table 3.1), (2) a briefing/presentation to the AMATS TAC on December 4, 2014 and February 12, 2015, and to the AMATS Policy Committee meeting on April 23, 2015 (see Table 3.2) and (3) a stakeholder workshop (above). These in-person meetings are also timed to align with the CMP project schedule and in-person meetings. See Chapter 4.0 for more on this project coordination.

3.4 Stakeholder Interviews

The project team will perform 12 stakeholder interviews to introduce concepts and the process, answer questions, and gather information. Pre-interview packets containing information will be provided prior to the interview. Twelve interviews will be conducted either in person or by phone with stakeholders, either individually or in small groups. Interview summaries will also be provided.

Table 3.4 Stakeholder Interviews

Interview Topic	Participants Interviewed	Date	Meeting Materials	Materials Available
Regional ITS Architecture: Operational Concept and Existing Architecture	Key ITS stakeholders who will provide input into the ITS Architecture update prior to the workshop	Fall 2014	Interview packet (background information; questions) sent prior	Via email, 3 days prior

3.5 Project Website

A project collaboration website will be used for sharing project information. Stakeholders participating in the project will have use of the project's web-based document library for easy access to reports and report progress. Table 3.5 provides an overview of the use of this tool.

Table 3.5 Project Website

Topic	Stakeholders Use	Date	Materials Available
Project Management	<ul style="list-style-type: none"> Project Management Team 	September 2014	PB uploads; email notification
Background Material	<ul style="list-style-type: none"> Project Management Team AMATS Technical Advisory Committee 	ongoing	PB uploads; email notification
Workshop Material and Meeting Notices	<ul style="list-style-type: none"> Project Management Team AMATS Technical Advisory Committee Stakeholder Group 	As needed	PB uploads; email notification

4.0 Project Coordination

A central task of this project is to deliver guidance on use and maintenance of the ITS architecture that supports integration with the region's Congestion Management Process (CMP), and other regional planning, programming and project development processes. To facilitate this task, the ITS Architecture consultant team has been designed to include personnel that overlap with CMP project consultant team. We believe that the most effective approach to both projects is to make sure that the Regional ITS Architecture and CMP are integrated and that each reflects the principal aspects of the other. In our conduct of the work, we will coordinate with MOA staff to ensure we can leverage all efforts for the best outcome for MOA. We have included team member Dan Krechmer, from Cambridge Systematics (CS), a national leader in congestion management process and planning, specifically to lead and enhance the integration between the ITS architecture update and the CMP efforts. Dan is the project manager of the CMP project. We have also included Carla SlatonBarker of Anchorage-based Solstice Alaska Consulting to lead ITS participation process; she is assisting with the CMP participation process. Table 4.1 presents planned opportunities for leveraging effort. A portion of the regularly scheduled monthly project team meetings for both the CMP and ITS Architecture updates (Table 3.1) will be conducted jointly prior to the meetings shown below. In addition, Cambridge personnel will be available to participate in each of the architecture related workshops through the coordination of in-person meetings for the two projects

Table 4.1 Leveraging of Effort across ITS Architecture and CMP Projects

Use of Existing Meetings for Both Projects' Coordination with AMATS Technical Committee			
Date	Existing Mechanism	ITS Purpose	CMP Purpose
December 4, 2014¹	Standing AMATS Technical Advisory Committee Thursday, 2:30 - 4:30 pm	In-person ITS briefing	In-person CMP Technical Team meeting
February 12, 2015	Standing AMATS Technical Advisory Committee Thursday, 2:30 - 4:30 pm	In-person ITS briefing	In-person CMP Technical Team meeting
April 9, 2015	Standing AMATS Technical Advisory Committee Thursday, 2:30 - 4:30 pm	In-person ITS briefing provided by CMP team member	In-person CMP Technical Team meeting

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