

***New Jersey Statewide/Regional ITS Architectures and Deployment Plans
Program
Functional Area Workshop***

DRAFT MEETING MINUTES

Date: June 10, 2004
Time: 9:00AM
Location: NJTA, Woodbridge, NJ
Subject: **Statewide Workshop: ITS Architectures Maintenance Model**

ATTENDEES:

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The meeting began at approximately 9:10AM, initiated by Dennis Motiani of NJDOT.

Dr. Robert Jaffe and Patrick Chan from ConSysTec gave the PowerPoint presentation on maintenance model.

A copy of all presentation slides will be available for reference on the internet at: www.consystec.com. The following comments were offered by stakeholders and the instructors during the workshop:

- Dr. Jaffe: As per the Federal Highway Administration's (FHWA) Rule 940, the ITS architectures *shall* have a plan to maintain the ITS architecture. The maintenance plan can be as sophisticated (or simple) as the stakeholder wants it to be. The three architectures being developed could be maintained by only one process or three different processes.
- Stakeholder comment: If the state and the Metropolitan Planning Organizations (MPO), namely North Jersey Transportation Planning Authority (NJTPA), South Jersey Transportation Planning Organization (SJTPA), Delaware Valley River Planning Commission (DVRPC) decide to have just one maintenance plan for all the three architectures, then someone has to champion the project and other agencies should be committed to allocate necessary budgets and man power for this activity.
- Stakeholder comment: NJ ITS architecture is a line item in the NJTPA sponsored program and funds will be allocated towards this project. Mr. Meghdiri mentioned that the state should take the lead and be the keeper of the architecture.
- Dr. Jaffe mentioned that architecture maintenance can be on a periodic basis or event driven. Stakeholder responding commented that once we have developed this architecture through this series of workshops, we might forget to update it, as the changes take place. Therefore, a periodic maintenance plan might work better where a stakeholder has to review their ITS system in the architecture after a certain period of time.
- Stakeholder comment: Can a combination of periodic and event-driven maintenance plan be an option? Dr. Jaffe responded: It could be. It mainly depends on your requirements and budget.
- The stakeholders agreed that the maintenance plan choice is a policy decision, and it should be discussed with the policy decision makers for the agencies.

- Stakeholder comment: After a few years when some of the planned projects are executed, the connection between the elements will need to be shown with a continuous line instead of a dotted one in the customized market packages. Do these sort of changes require FHWA approval?

Dr. Jaffe: The FHWA is interested to know if you have developed consensus in the architecture development and maintenance processes. The division FHWA representative will review projects with an ITS component as they proceed to Final Design, to assess if the projects are consistent with the relevant ITS architecture. This is a requirement to receive federal funds. Approval is not required to maintain the architecture.

- Dr. Jaffe added that the regional architectures now being developed do not require explicit approval from the FHWA. Rather, for the architectures to be used as the framework for projects proceeding to final design, the FHWA Division Representative will at that time determine that the ITS architecture meets all the requirements for an ITS architecture. These requirements are in "Rule 940".
- Stakeholder comment: My understanding was that the regional architectures have to be approved by the board and then it should be submitted to the FHWA by April 8, 2005 for its approval? Dr. Jaffe: I'm not familiar with that process.
- Mr. Chan presented the flow chart explaining different steps involved in a maintenance plan. He mentioned that all the stakeholders may not have to meet every time the architecture is to be changed. The Maintenance Manager of the Maintenance Working Group can communicate through emails and notify the other stakeholders of the proposed changes and get the consensus electronically. The meetings can be scheduled as needed. Maintenance Working Group will report to the Change Control Committee (or Oversight Committee) if one exists.
- Stakeholder comment: Members of the NJTPA in the Maintenance Working Group should report updates to the Board of Trustees.

- Dr Jaffe mentioned that the presentation slides will be posted on Consystemec website in the Project Documents section. The stakeholders can discuss it with the decision makers and inform him of any policy decisions regarding the maintenance plan at least two weeks before the deployment workshop for the same. Dr. Jaffe should be notified of policy decisions by Thursday July 8. The next maintenance workshop will be on Thursday July 22.

Dr. Jaffe explained that the project documents, inventories and market packages for some of the workshops are posted on the Internet at www.consystemec.com and asked for the stakeholders' active participation to review their systems and its representation in the architecture. Links are provided on all the web pages to send the comments electronically. Alternatively, the documents and market packages are also available from the website in PDF format, suitable for printing. Marked up printed diagrams can be faxed to ConSysTec at **(914) 248-5840**. The market packages are organized based on functional area and by stakeholders for easy review. An email notification will be sent to the stakeholders to inform them about the other market packages and architecture analysis that will be posted for review.

The website is www.consystemec.com, then click on the link "New Jersey". The website is password protected with the user id and passwords are the same, being "njitswg" (which stands for NJ ITS Working Group).

The meeting concluded at 10:45 AM.

Minutes prepared by:
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