

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

DRAFT MEETING MINUTES

Date: August 25, 2004
Time: 10:00AM
Location: NJDOT, Ewing, NJ
Subject: **Statewide Functional Area Workshop: Maintenance Model**

ATTENDEES:

Last Name	First Name	Affiliation	Telephone	Email
Chan, P.E.	Patrick	ConSysTec	(718) 767-5120	patrick.chan@consystec.com;
Roberson	Michael	FHWA	(609) 637-4231	Michael.roberson@ehwa.dot.gov
Motiani	Dennis	NJDOT	(201) 797-7314	dhanesh.motiani@dot.state.nj.us;
Jaffe, Ph.D.	Robert	ConSysTec	(914) 248-8466	rsj@consystec.com
Parthasarathy	Rohini	Eng-Wong, Taub & Associates	(973) 693-4488	rparthasarathy@eng-wongtaub.com
Batz	Tom	TRANSCOM	(201) 963-4033	batz@xcm.org;
Megdhir	Hamou	NJTPA	(973) 639-8436	hmegdhir@njta.org;
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Platt	Stan	DVRPC	(215) 238-2851	splatt@dvrpc.org;
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The meeting began at approximately 10:10AM. Patrick Chan from ConSysTec presented the Maintenance model slides for discussion.

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:

- For the NJITS architecture maintenance plan proposed by ConSysTec, the stakeholders discussed extensively how to version control the architecture when a minor and major change takes place. The stakeholders agreed to follow “p.XX” format where “p” represents major revisions and “XX” represents minor revisions. Major revisions should be approved by the MPO boards and NJDOT and will be made available on CDROM. The minor revisions will be stored on the website by the librarian.
- All stakeholder directed affected must approve the proposed changes.
- NJITAC is the Maintenance Working Group and will initially meet quarterly to discuss its operating process.
- A Librarian for the architecture will be assigned by NJDOT’S authorized representative, and will be responsible for keeping the three official documents.
- The roles and responsibilities of the Maintenance Manager and the stakeholders are indicated in the plan. A change request form is also included in the presentation slide.
- The annual review meeting will be held in September corresponding with the TIP cycle. The first stakeholder change request submission review by NJITAC in September 2005.
- The maintenance plan will be carried out on a periodic basis but NJITAC will consider event driven maintenance for requests from significant stakeholders.
- The NJDOT Authorized Representative of the NJITAC may call meetings.
- The FHWA representative commented that a process should be determined to ensure the stakeholders implement architecture in their design and standards.
- Stakeholder comment: How do you get the independent authorities and toll agencies to implement the architecture?

The authorities and toll agencies are involved in this architecture development.

- The FHWA representative mentioned that for non-federal money the Administration or the State should come up with recommendations to implement architecture.
- Dr. Jaffe asked the stakeholders to re-visit the Susan Walker's (Iteris) presentation module on Architecture Use Plan.

The meeting concluded at 12:30 PM.

Minutes prepared by:
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