

# Kickoff Webcon for NYSDOT Region 2

Consensus Systems Technologies (ConSysTec)

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*Document Viewing:* <https://www1.gotomeeting.com/join/829240969>

*Audio conference call:* 641-715-3635; *Access Code:* 729834#

# Agenda

- Introductions
  - Consultant Team
  - Client Team
- Project Plan and Schedule
- Client Roles and Responsibilities
- Schedule Workshops and Webcons
- Remaining Questions
- Action Review

# Introductions

- Consultant Team
  - ConSysTec
    - Rob Jaffe
    - Patrick Chan
- Client Team
  - NYSDOT Region 2
    - Linda Lubey
    - James Lee
    - Rita Carlson
    - Patsy Schoff
    - Paul Obernesser
    - Terry Murawski
    - Joe Lomonico
  - FHWA New York State
    - Mike Schauer
    - Alex Appel
  - NYSDOT Main Office
    - John Bassett
    - Larry Ruzycky
    - Sandra Burgos

# Project Plan, Schedule and Approach

Consultant Work/Task Breakdown	Estimated Labor (Hours)	
	Rob Jaffe, Ph.D., CSEP	Patrick Chan, P.E.
<b>Task 1: Workshop Prep Webcon 4/1/2010</b>		
Review Documentation/ Telecon (for existing and planned ITS projects)	1	8
<b>Task 2: Conduct Projects and Inventory Workshop (+6 weeks)</b>		
Create draft Workshop documentation	1	8
Conduct ½-Day Workshop (4 hour w/s plus 4 hours travel)	8	8
<b>Task 3: Develop Draft Architecture (+5 weeks)</b>		
Create Customized MPs and Turbo V4.1 DB	2	96
Draft Website on <a href="http://www.consystem.com">www.consystem.com</a>	1	12
<b>Task 4: Workshop Prep 1-hour Telcon (3-days prior to workshop) (+ 2 days)</b>		
Coordinate with Region, W/S Prep, walk through website	1	8
<b>Task 5: 1-Day Workshop (+ 3 days)</b>		
Conduct 1-Day workshop (+4 hours travel)	12	12
<b>Task 6: Develop and Post Draft Final Architecture (+ 6 weeks)</b>		
Update Customized MPs/ Turbo file	1	60
Update Web Site	1	6
Develop Draft Architecture Document	2	60
<b>Task 7: Develop Final ITS Architecture Products (+2 weeks)</b>		
Create Final Architecture Products (website, Turbo V4.1 DB), webcon walkthrough	1	20
Create Final Document/Report (10 copies) + CDROM (10 copies) with website and all documents	1	8
<b>Total Hours (elapsed time 20 weeks)</b>	<b>32</b>	<b>306</b>

# Client Roles and Responsibilities

- Identify and Deliver to Consultant: Documentation for Existing and Planned Projects with an ITS component
  - TIPs, Strategic Plans, Project Scoping Docs, etc.
  - Prefer electronic copies
    - ITS Plan for future projects
- Workshop Logistics for 2 workshops
  - Identify and Invite Stakeholders
    - For guidance see: <http://ops.fhwa.dot.gov/publications/regitsarchguide/index.htm>
  - Invitation Letters
    - (ACTION CONSYSTEC: Send Examples of invitation letters.)
  - Reserve Meeting Conference Room in Utica
  - Projection Screen/Surface
    - ConSysTec staff will bring LCD projector and laptops
- Review Intermediate Regional ITS Architecture 2 weeks prior to the 1-day workshop
- Review Final Regional ITS Architecture within two weeks after delivery

# Schedule Workshops/Webcons

- T1: Kickoff Webcon (4/1/2010)
- T2: *Projects and Inventory* Workshop 1 (1/2-day)
  - ~6 weeks from today (to allow time to collect existing documentation)
  - Thursday June 3, 8-Noon
- T4: Walk-through Webcon (3 days prior to Workshop 2)
  - ~5 ½ weeks after Workshop 1
  - June 23, 11AM-Noon
- T5: Region 2 Architecture Workshop 2 (full day)
  - ~3 days after walk-through webcon
  - Monday June 28, all day
- T7: Final Architecture Review Webcon
  - ~6 weeks after Workshop 2
  - Monday August 9, 11AM – Noon.

# Remaining Questions/Comments?

- If you had a question/comments, what might it be?

# Action Review

- CONSYSTEC: Send Examples of invitation letters.)
- Larry Ruzycky: will send out emails/phone numbers of all today's participants.
- CONSYSTEC: Today's charts to Larry Ruzycky.