# Technical Memorandum #2:

# Northeastern Illinois Regional ITS Architecture Outreach Management Plan

**Prepared for:**

**Chicago Metropolitan Agency for Planning**
CMAP

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**By:**

**Trichord, Inc.**

12888 James Monroe Highway
Leesburg, VA 20176

**Edwards and Kelcey**

One North Franklin
Suite 500
Chicago, IL 60606

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Author

_____    _____    _____
                  L. Seeling                                             Date

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# Introduction

When updating an ITS architecture at any level, some subtle differences exist as opposed to creating one the first time. Outreach is a critical component but for an update, it is important to make sure interested parties know that there is an existing ITS regional architecture that we will be making changes to where necessary and not creating a whole new one in its place. Continuity will be key as important decisions were made previously that the stakeholders came to consensus on and it is important that these results are not arbitrarily lost.

Another difference in approach for updating the Northeastern Illinois Regional ITS Architecture is the fact that the greater Chicago area is well versed in ITS and the overall exposure to ITS architectures is far greater than it was during its creation. The project team plans to use this fact to focus the outreach more on implemented project details and plans on the board for future projects, and less on general architecture information.

In the sections to follow, a first cut at stakeholders for outreach is provided along with the approach for the outreach sessions. There is one (1) on-line .Architecture Open House and up to five (5) workshop sessions, functionally based, that constitute the majority of the outreach efforts. Meeting minutes will be documented from these sessions along with proposed changes

# Stakeholder Identification

In order to plan the workshops to be most effective, a functional focus is proposed. The four major topical areas identified are Emergency Management and Security, Transit Management, Arterial Management, and Expressway/Freeway Management.  At each session, cross-cutting functional areas such as traveler information, construction and maintenance, archived data, and futuristic advanced vehicle services will be addressed. This approach is being undertaken in order to afford stakeholders the opportunity to pick which session, or sessions, they can attend. Stakeholders will be encouraged to attend as many sessions as they wish and allow the agencies and organizations to send different individuals to different sessions if they wish. Tables 2 thru 5 in the Appendix list the stakeholders that will have outreach efforts directed towards them. The project team will work with Chicago Metropolitan Agency for Planning (CMAP) to identify contacts and their information not contained herein.  Major regional ITS stakeholders serve as members or interested parties of the Advanced Technology Task Force (ATTF), a committee administered by CMAP.  Information about the Open House and workshops will be sent to the ATTF email distribution list.

Before either the workshops or the on-line Architecture Open House, the project team will provide via email a written advertisement for placement on the ITS Midwest website. The same text will also be used at ATTF meetings and at the ITS Midwest conference in March of 2007 to further advance outreach efforts.

## Online Architecture Open House

Prior to the workshops, a one-hour long web cast will be held to raise awareness of the ITS architecture. It will also serve as an introduction to those stakeholders new to the architecture process and points of contact for them.

In order to facilitate communications, CMAP will provide information to participants. The project team will set up the conference call and internet based services. The teleconference call in number and online log in information for the event will be sent via email to stakeholders from CMAP. It is desirable that a mid-morning time be selected mid week for the web cast in order to increase attendance.

A constraint upon the web cast technology is that software downloads for the participants be minimized, if not eliminated. The goals will be to make it as easy as possible for the stakeholders to participate. Attendance will be taken and provided to CMAP.

The outline to be used for the event consists of four parts. The first is a very brief overview of why a regional ITS architecture is needed. The second part will be a review of the current regional ITS architecture and include examples of potential changes already identified from Task 1 (Documentation Review). A portion of time will be set aside to give information to the participants on the upcoming workshops. Finally, a portion of time will be set aside for questions and answers. CMAP will post on their website the presented charts as another means of communications to the stakeholders.

## Workshop Approach

The majority of outreach will be in the functional workshops outlined in Stakeholder Identification above. These workshops are planned for the spring of 2007. Specifically, the project team will work with CMAP to determine an optimum week in which these workshops will have the best chance of stakeholder participation. Each workshop will be structured for half a day, thus allowing all the discussions to be held within the week. This also has the added benefit for the project team to process the detailed information from one workshop and use it in following workshops to further refine the data. Follow-up interviews with key stakeholders who can not attend, or to follow up on information provided, will be handled on a case by case basis after the workshops have been completed and areas needing clarification identified.

The format for the workshops will follow a different path than was first used in the creation of the original Northeastern Illinois Regional ITS Architecture. Unlike before, the project team will not be starting with a "clean slate," but will have detailed interfaces between specific subsystem elements owned by stakeholders that reflect the consensus process and decisions previously made. For this reason, just inputting new stakeholders, subsystem elements, and market package into the TurboArchitecture$^{TM}$ tool is not really a practical option, though in five years there will certainly be items to enter. Part of what the tool does is offer options on what parts of the National ITS Architecture are

applicable and automatically selects/deselects functionality, requirements, and interconnections along with phasing information (i.e., existing versus planned).

For updating the regional ITS architecture, the project team will take the previous TurboArchitecture$^{TM}$ file and make an interim update based upon the known updates from the Task 1 deliverable. These will be such items as changed stakeholder names or changed status from "planned" to "existing" for element items and/or interconnections for example.  Figures 1 and 2 are examples of known changes from Task 1 deliverable after input in TurboArchitecture$^{TM}$. In this interim updated TurboArchitecture$^{TM}$ file, the project team will also try to create projects, based on the Northeastern Illinois ITS Deployment Plan project list, to help uncover current information on these potential projects.
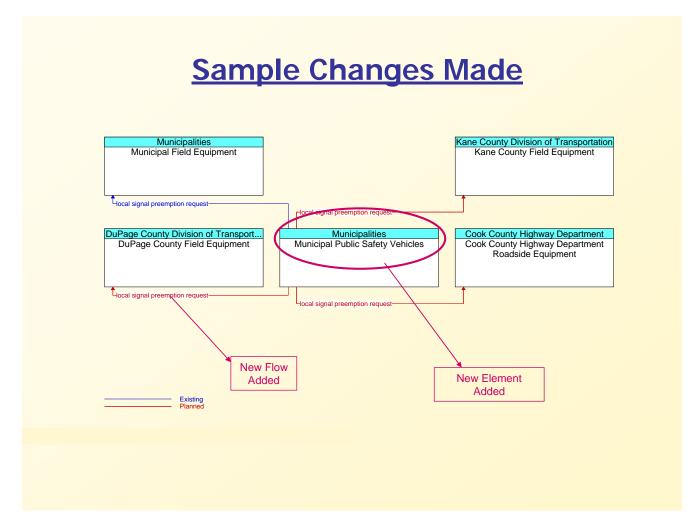


**Figure 1 Examples of Potential New Elements & Flows to the Existing Regional ITS Architecture**
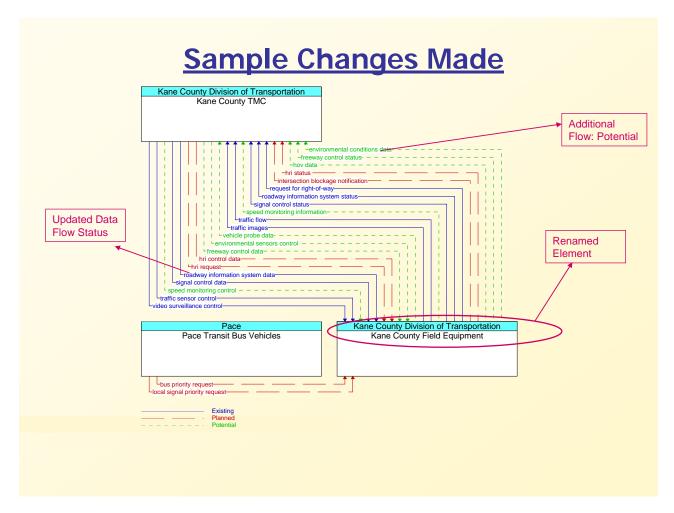
**Figure 2 Examples of Potential New Elements & Status Changes to the Existing Regional ITS Architecture**

At the workshop, the outline shown in Table 1 on the following page is the starting point for facilitating the workshops in an organized manner. The time allotment is more of a guideline as what is most important is that the project team facilitates the discussions and captures thoughts and potential changes via hard copy comments to the "wall charts". These are the key tools in stimulating discussion due to the voluminous details already in the architecture that need to be addressed. By focusing on known details and not generalities, the project team hopes to clarify information in the existing architecture before adding, and possible duplicating, data flows and systems in the update process.

**Table 1 Workshop Topic Outline**

| Topic | Time | Comments on Topic |
|---|---|---|
| Intro/housekeeping | 10 | Introductions, facility items, etc., goals of workshop |
| Setting the Stage | 10 | Brief; temporal & spatial boundary reference; |
| Projects - Current & Planned | 30 | Go over (1) projects known (2) projects not listed but brought up by people |
| Systems | 20 | Review stakeholders & Inventory w/ wall charts to mark up, Capture changes to existing & new ones not captured Focus on planned items |
| Break | 15 | |
| Services | 35 | Review services via wall charts to mark up; Capture changes to existing & new ones not captured Include C&M, ATIS, ADUS, CVO that cross boundaries in discussions |
| Anticipated Connections/Interfaces | 35 | Tease out who sends what to whom via wall chart detailed data flows |
| Interagency Agreements | 20 | Identify any that do exist |
| Wrap up | 5 | Get follow-up info for post workshop interviews as needed |

By focusing discussion on different slices of the architecture in wall charts created by the project team, the end result will be a detailed review by the Stakeholders of both what exists and what is updated to date at the lowest level in the shortest amount of time. Figures 3 and 4 are examples of the types of materials to be used in the workshops.

At the conclusion of the workshops, the project team will compile a list of the changes taken from the hard copy mark ups along with attendance. These will make up the majority of meeting minutes since they capture the varied and simultaneous discussions ongoing through each workshop. CMAP will ensure that some workspace is provided after the meeting so the architecture database can be updated immediately.
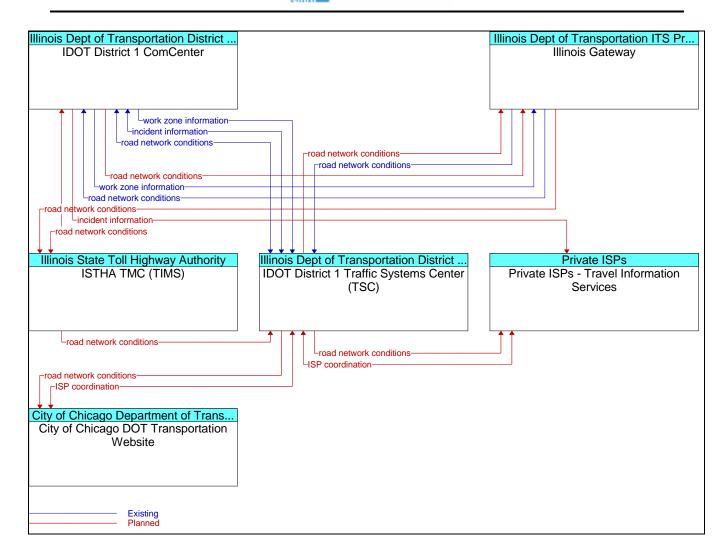
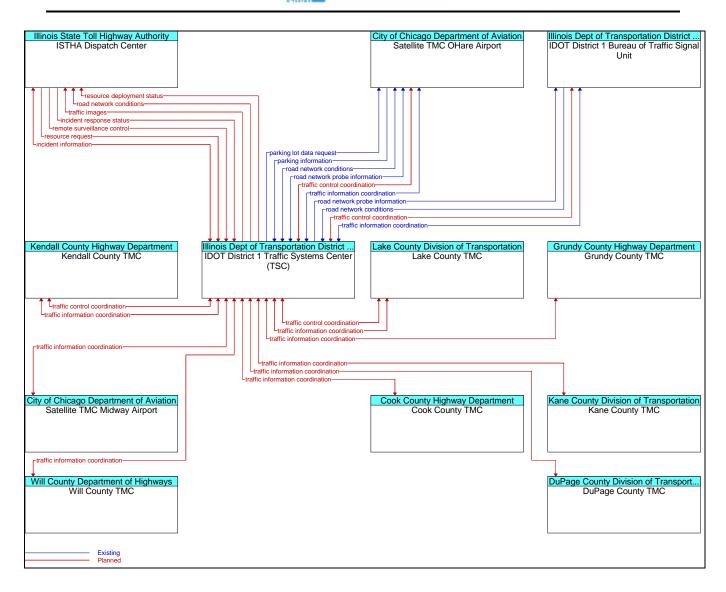**Figure 3 Example of Market Package-centric output of Broadcast Traveler Information for use at workshops**

**Figure 4 Example of IDOT District 1 Traffic Systems Center-centric output for use at workshops**

# Appendix A: Stakeholder Contact Lists

**Table 2 Potential Stakeholder Contact List for Emergency Management & Security**

| Agency | First Name | Last Name | Contact Information |
|---|---|---|---|
| City of Chicago Office of Emergency Management and Communications (OEMC) | John | Bills | jbills@cityofchicago.org |
| | Abraham | Emmanuel | aemmanuel@cityofchicago.org |
| | Tom | Johnson | tjohnson@cityofchicago.org |
| | James | LaMantia | jlamantia@cityofchicago.org |
| | Aric | Roush | aroush@cityofchicago.org |
| | David | Zavattero | dzavattero@cityofchicago.org |
| Cook County. Sheriff | Thomas | Dart | sheriff@cookcountysheriff.org |
| DuPage County. Sheriff | James | Mendrick | jmendrick@dupageco.org |
| Grundy County. Sheriff (Aux Sable) | James | Olson | jolson@grundycountysheriff.com |
| Lake County. Sheriff. | Mark C | Curran | sheriff@co.lake.il.us |
| Kendall County. Sheriff | Richard | Randall | rrandall@co.kendall.il.us |
| Kane County. Sheriff | John | Marszalek | marszalekjohn@co.kane.il.us |
| McHenry County. Sheriff | Keith | Nygren | sheriff@co.mchenry.il.us |
| Will County. Sheriff | Paul J | Kaupas | pkaupas@willcosheriff.org |
| EMS (representative) | - | - | - |
| Fire Depts. | - | - | - |
| Illinois Emergency Management Agency, District 4 | Ronald | Carlson | carlson@iema.state.il.us |
| Illinois State Police, Districts 2,5,15 & Chicago Representative | Tami | Haukedahl | jveitch@getipass.com |
| | Jeffrey | Hedrich | jeff_hedrich@isp.state.il.us |
| Illinois Terrorism Task Force | Thomas | Korty | Thomas.Korty@illinois.gov |
| DuPage Co. OEM Representative | Thomas | Mefferd | Thomas.Mefferd@dupageco.org |
| Will Co, OEM Representative | Harold | Damron | hdamron@willcountyillinois.com |
| Private Hazmat Agencies | - | - | - |
| Private Towing Company (representative) | Bill | Howard | vickyh.@elnet.com |
| Police Depts. (representative) | - | - | - |
| PSAP – DuComm | Marie | Smit | mvokoun@ducomm.org |

**Table 3 Potential Stakeholder Contact List for Arterial Management**

| Agency | First Name | Last Name | Contact Information |
|---|---|---|---|
| City of Chicago Department of Transportation | John | Sadler | jsadler@cityofchicago.org |
| | David | Seglin | dseglin@cityofchicago.org |
| City of Chicago Department of Streets and Sanitation | Mohammad | Rashed | 746-4636 |
| City of Chicago Office of Emergency Management and Communications (OEMC) | Yadollah | Montazery | ymontazery@cityofchicago.org |
| | David | Zavattero | dzavattero@cityofchicago.org |
| Chicago Metropolitan Agency for Planning (CMAP) | Claire | Bozic | cbozic@cmap.illinois.gov |
| | Craig | Heither | cheither@cmap.illinois.gov |
| Cook Co. Division of Transportation | Rich | Jezierny | rjezierny@cookcountygov.com |
| DuPage Co. Division of Transportation | Ruth | Myers | ruth.myers@dupageco.org |
| Grundy Co. (Aux Sable) Division of Transportation | Craig | Cassem | ccassem@mornet.org |
| Lake Co. Division of Transportation | Anthony | Khawaja | ankhawaja@co.lake.il.us |
| Kendall Co. Division of Transportation | Francis | Klaas | fklaas@co.kendall.il.us |
| Kane Co. Division of Transportation | Tom | Szabo | szabotom@co.kane.il.us |
| McHenry Co. Division of Transportation | Bradley | Cousin | bjcousin@co.mchenry.il.us |
| Will Co. Division of Transportation | Patricia | Killinger | PKillinger@willcountyillinois.com |
| IDOT Bureau of Traffic | Austin | Provost | aprovost@meadeelectric.com |
| IDOT Bureau of Traffic Safety | Steve | Travia | Steve.Travia@illinois.gov |
| Naperville Municipality (Representative) | Andy | Hynes | hynesa@naperville.il.us |
| Private Parking Operator (representative) | - | - | - |

**Table 4 Potential Stakeholder Contact List for Expressway Management**

| Agency | First Name | Last Name | Contact Information |
|---|---|---|---|
| Academic/Research Organizations | John | Dillenburg | dillenbu@uic.edu |
| | Doug | Rorem | rorem@uic.edu |
| Federal Highway Administration | Mac | Lister | mac.lister@fhwa.dot.gov |
| | Dean | Mentjes | Dean.Mentjes@fhwa.dot.gov |
| IDOT Bureau of Information Processing | Justin | Potts | Justin.Potts@illinois.gov |
| IDOT Bureau of Traffic – TSC | Jeff | Galas | Jeff.Galas@illinois.gov |
| IDOT Bureau of Traffic – ETP | James | McKay | James.McKay@illinois.gov |
| IDOT Bureau of Electrical Operations | Marty | Anderson | Martin.Anderson@illinois.gov |
| | Stephen | Peters | Stephen.W.Peters@illinois.gov |
| IDOT Bureau of Maintenance | | | |
| IDOT Bureau of Construction | - | - | - |
| IDOT ITS Program Office | Chuck | Sikaras | Chuck.Sikaras@illinois.gov |
| ISTHA | John | Benda | jbenda@tollway.state.il.us |
| Gary-Chicago-Milwaukee Corridor Coalition | Dan | Shamo | Dan_Shamo@URSCorp.com |

**Table 5 Potential Stakeholder Contact List for Transit Management**

| Agency | First Name | Last Name | Contact Information |
|---|---|---|---|
| AMTRAK | Dave | Klouda | dklouda@amtrak.com |
| City of Chicago Department of Aviation | Jim | Szczesniak | |
| CTA | Martin | Smith | msmith@transitchicago.com |
| | Wai-Sinn | Chan | ws.chan@transitchicago.com |
| | Ellen | Partridge | epartridge@transitchicago.com |
| | Adam | Rahbee | arahbee@transitchicago.com |
| | John | Flynn | jflynn@transitchicago.com |
| FTA | David | Werner | David.Werner@fta.dot.gov |
| Illinois Commerce Commission (ICC) | Mike | Stead | mstead@icc.illinois.gov |
| Metra | Barry | Resnick | bresnick@metrarr.com |
| Pace | David | Tomzik | david.tomzik@pacebus.com |
| | Taqhi | Mohammed | taghi.mohammed@pacebus.com |
| Paratransit (Representative) | Thomas D. | Marcucci | bod@pacebus.com |