



Transportation Asset Management (TAM) Committee

Charter

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OVERVIEW

The need for asset management in the transportation sector continues to be a growing focus. At a time when the transportation system needs are increasing while available funding is decreasing, processes are needed that use quality information and disciplined analysis to optimize and increase understanding of tradeoffs of investment strategies. Asset management can organize information that arms Department decision makers and positively impacts the ability to sustain or improve the conditions of the system at a minimum cost.

The TAM Committee is a core group within the Oklahoma Department of Transportation (ODOT). The primary purpose of the TAM Committee is to manage the overall efforts of the Transportation Asset Management Plan (TAMP) development process, and through strategic coordination, optimize the overall benefits of the asset management program.

PURPOSE

The purpose of this charter is to establish the basic and operational procedures of the ODOT TAM Committee.

ODOT's phased approach to asset management starts small with manageable pieces as the agency moves forward. As this charter serves to align the key people with the initiatives identified in each phase of ODOT's asset management development, the document may be modified to meet future needs.

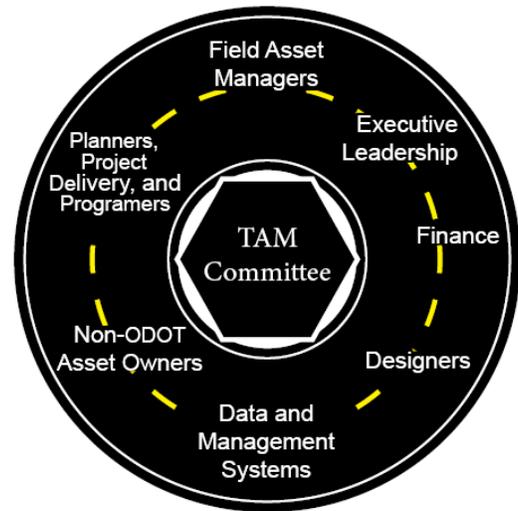
TAM COMMITTEE

The TAM Committee structure reflects the comprehensive nature of asset management that sweeps the entire Department for a diverse group of decision makers who will most effectively move the program in a strategic direction. The TAM Committee body also extends to non-ODOT asset owners, and includes voting and non-voting members. Although there are many other functions within the organization that will support asset management development, not all areas are included on the TAM Committee. These supporting areas and resources will be addressed through the standing committees or working groups.

Members in the role of **Division Perspective** are charged with the responsibility to communicate asset management initiatives with all field divisions. The purpose is to maintain the exchange of ideas and concerns of all eight field divisions; and to have a representative voice in TAM Committee decision making. The following is a list of the Committee membership as set out in the "TAMP Work Plan Outline" approved by the Asset Management Steering Committee.

TAM COMMITTEE TABLE

ROLE	NAME
TAMP Champion	Dawn Sullivan, P.E.
Committee Chair	Brad Mirth, P.E.
Co-Chair	Kevin Bloss, P.E.
Project Lead	Terri Holley, P.E.
Project Executive Sponsor ¹	David Ooten, P.E.
Project Communications ²	Frank Roesler III (Non-Voting)
Division Perspective	Brantley Hendrex, P.E.
Division Perspective	Brent Almquist, P.E.
Bridge Design	Steve Jacobi, P.E.
Bridge Management	Mike Johnson P.E.
Pavement Design	Caleb Austin, P.E.
Pavement Management	Matthew Swift, P.E.
Traffic & Safety	David Glabas, P.E.
Finance	Chelley Hilmes
Finance	Sam Adkins
Cross Program Optimization	Lary Willis
External Stakeholder	OTA Representative (Non-Voting)
Technical Assistance	TAMP Dev. Team (Non-Voting)
PROXY ROLE	NAME
Division Perspective	Taylor Henderson, P.E.
Division Perspective	Jonathan Arps, P.E.
Traffic & Safety	James Farris, P.E.
Pavement Management	Randy Lee, P.E.



Authority

The TAM Committee derives authority from the ODOT Asset Management Steering Committee (AMSC). The TAM Committee may make recommendations regarding any aspect of asset management. Documents and recommendations created by the TAM Committee will be made available on the ODOT shared drive.

CHAIR/CO-CHAIR MAIN DUTIES

- To provide leadership - The overarching role of the chair and co-chair is to provide leadership
- To ensure the Committee functions properly - The chair and co-chair is responsible for making sure that each meeting is planned effectively, conducted accordingly and that matters are dealt with in an orderly, efficient manner.
- To ensure the TAM Committee is managed effectively - Coordinate the TAM Committee to ensure that appropriate policies and procedures are in place for the effective management of the group.

¹ The Executive Sponsor is responsible for promoting the benefits of the project to the agency. Sponsor also secures funding for the project activities necessary to its success.

² Not responsible for the contents of the TAMP. Supports enhanced communications necessary to facilitate the exchange and accessibility of project information (i.e. TAMP Web Page)

- Provide support and supervision to the AMSC and Project Lead – Act as the direct line manager for the TAMP Champion.
- Represent the TAM Committee as its figurehead - Represent the TAM Committee and be its spokesperson.

ROLES AND RESPONSIBILITIES

As leaders of asset management, the TAM committee is organized based on expectations to meet the goals of the TAM Program and produce TAMP within established target dates. Outreach to others within ODOT will improve awareness and promote ODOT's TAM vision. As a pivot point for the strategic functions that guide the Agency and the tactical functions that support strategies, the TAM Committee will consult with the Asset Management Steering Committee to accomplish TAM Activities.

The TAM Committee will make recommendations for asset management policies and procedures where none currently exist. This committee will also decide which existing policies, procedures and other materials will be included in the TAMP. Different subcommittees and special work groups shall be defined by this committee with expected deliverables, expectations and target date(s) to be achieved.

The TAM Committee will:

- Develop a strategic plan including TAM policy and program guidelines
- Develop TAM/TAMP implementation and communication initiatives
- Draft and recommend approval of the TAMP
- Complete all tasks within established target dates

MEETINGS AND OPERATIONS GUIDELINES

The TAM Committee meetings are held in person on monthly intervals, and are open to non-members. When a voting TAM Committee member is unable to attend meetings, the member must send a proxy with asset management knowledge and the authority to make decisions on their behalf. See TAM Committee table for a list of pre-identified proxies. Efforts will be made to use the ODOT shared drive for storing meeting preparation and handout materials. Time critical matters will require the dissemination, review, and response on items via email. In such instances, committee members will respond within the provided deadline.

Team decision making will be by consensus whether at a meeting or by email polling. If anyone has a concern regarding an email decision, explanation of the support of that decision can be made at the next meeting. If consensus cannot be reached within the workgroup the issue may be elevated to the AMSC.

The following guidelines are provided to streamline the decision making process:

- Consensus is a seventy-five percent (75%) or greater majority **of the votes cast.**
- Consensus is a general agreement; and a declaration to "support" a decision.

STANDING COMMITTEES

Standing committees are formed based on need and approved by the TAM Committee. The benefit of a standing committee is the ability to flesh out the details needed to support performance in each area of

ODOT asset management objectives. Working groups meet specific project demands without bogging down effectiveness of the TAM Committee.

Each standing committee shall include one chair person who is a member of the TAM Committee (or who is a proxy of the TAM Committee). All standing committee member recommendations are subject to approval by the TAM Committee. Cognizant to the limited resources and training available at any given time to sustain the progress of the overall TAM effort, the TAM Committee will strive to optimize the number and types of standing committees in existence.

Standing Committees may include possible areas of focus:

TAM Standing Committees	Areas of Focus
Inventory and Condition Standing Committee	<ul style="list-style-type: none"> Existing asset inventory and condition data Projected conditions for various projected financial scenarios Platform for communicating conditions to stakeholders Future items to be included in TAMP
TAM Strategy Standing Committee	<ul style="list-style-type: none"> Planning and programming, documents, policies, processes and tools Training & Communication Identification of items for inclusion in future TAMPs
Standing Committee on Performance and Management Strategies	<ul style="list-style-type: none"> Goals and objectives including measures and targets Projected performance for various financial scenarios Current management strategies and considerations, like asset deterioration models with projected conditions Defining transportation network system assets in terms of management strategies Performance impeding information gaps Desired management strategies and improvement plan for TAM trade-off analysis
Systems and Analysis Standing Committee	<ul style="list-style-type: none"> Asset management systems and their driving principles and capabilities of analysis Computer system information and integration Prioritization of data collection Training and use of tools
Standing Committee on Risk Management and Analysis	<ul style="list-style-type: none"> Agency, program, and project level principles of risk How risk is implemented into management strategies
Standing Committee on Finance	<ul style="list-style-type: none"> Agency financial forecasting Principles of transportation sustainability & risk management Asset valuations Budgetary process
Communications Standing Committee	<ul style="list-style-type: none"> Internal and external asset management communications

In general, the standing committees are charged with making recommendations for the development and implementation of initiatives relating to appropriate focus area(s). The standing committee will establish a schedule to meet as necessary to accomplish the tasks on hand and may meet at other times during the year as needed. The TAM Committee Chair will request a status report from the standing committee chairperson in preparation for the next meeting.