

**WORK PROGRAM FOR UPDATING THE
METROPOLITAN WASHINGTON ITS ARCHITECTURE (MWITSA)
PRELIMINARY DRAFT of April 6, 2004**

I. Restart of the ITS Architecture Working Group (April 2004)

An ITS Architecture Working Group of the MOITS Task Forces was active during development of the existing MWITSA. The Working Group has been inactive since the MWITSA reached its existing final draft status in 2002. The group will be reformed of all parties from interested stakeholders, and will advise COG staff on further MWITSA work. It is anticipated that the Working Group will meet monthly during the course of the project, and will continue to meet at least quarterly after completion of the project.

II. Review of Existing MWITSA and the Proposed Work Scope (April 2004)

COG staff will review and redistribute the existing final draft MWITSA to interested stakeholders. The MOITS Task Forces and Working Group will also advise COG staff on this Work Scope.

III. Review of Architectures of Major Stakeholder Agencies (April-May 2004)

COG staff will contact stakeholder major transportation agencies to ascertain current status of the individual agencies' architectures, and will provide summary descriptions and comparisons to the Working Group.

IV. Review of Compliance with Federal Guidelines and Identification of Tasks to Be Completed by April 2005 (April-May 2004)

COG staff will assess and make recommendations to the Working Group on the federal law, regulations, and guidance on architectures, and what enhancements the MWITSA needs to comply with these guidelines by the federally-imposed April 6, 2005 deadline. Among the enhancements likely to be addressed are regional ITS standards, regional approval of the MWITSA, and a program for maintenance and updates of the MWITSA. It will also be assessed at this time whether consultant assistance is needed for the MWITSA enhancement project.

V. Development of the Revised MWITSA (May-October 2004)

COG staff (and consultants, if applicable) will undertake the bulk of the technical development efforts to enhance the MWITSA identified in IV.

VI. MWITSA Stakeholder Workshop (June 2004)

COG staff will plan and host a stakeholder workshop on the MWITSA at this juncture. This event will bring in a wide range of member transportation agency technical stakeholder representatives. The existing MWITSA will be discussed, as well as enhancement needs and proposals on how to address those needs. This will allow an opportunity for input by persons who will not regularly attend numerous Working Group or MOITS meetings. The timing of the workshop is mid-stream of the overall project, late enough to have substantive items to present, but early enough so staff may act upon stakeholder input.

VII. Review by Working Group and MOITS (October-December 2004)

Once the enhanced MWITSA has been developed, it will be reviewed by the Working Group and by the MOITS Task Forces in draft form for comments. Also, a second larger stakeholder workshop will be considered if necessary.

VIII. Approval by the MOITS Policy Task Force (January-February 2005)

This project proposes a two-tiered approach to approval of the MWITSA as required in federal regulations. The MOITS Policy Task Force of the TPB would be the designated authority to approve the technical aspects of the MWITSA, and the regular changes that the document may need as individual agency projects or architectures are developed. A summary or policy section of the MWITSA will also be developed, and the policy subset will be the document presented to the TPB for its approval from a policy standpoint. The project needs to determine if this approach will be acceptable, or if a different approach to approval should be taken.

IX. Endorsement by TPB (Information Item February 2005, Action Item March 2005) and Transmission to Federal Agencies (February – April 2005)

To meet the federal deadline, the MWITSA must be presented as an information item to the February 2005 meetings of the MOITS Policy Task Force and the TPB, and as an action (approval) item at March 2005 meetings. Upon approval, the MWITSA will be transmitted to the U.S. Department of Transportation and to stakeholder agencies as necessary. COG staff and the Working Group will continue to maintain and update the MWITSA following this endorsement as necessary.