

**JOINT TRB/AASHTO ASSET MANAGEMENT TASK
FORCE MEETING – SESSION SCHEDULE
“MAKING IT A REALITY”- WORKING DRAFT**

JULY 10	JULY 11	JULY 12
7:30AM CON.BKFT		7:30AM CON.BKFT
8:15AM WELCOME INTRODUCTIONS	***ACTION TEAM WORKING SESSION	8:15AM OPENING COMMENTS
8:30AM OVERVIEW OF DAY	ACTION TEAM WORKING SESSION	8:30AM ACTION TEAM RPT
8:45AM *PRESENTATION (1) CONVERSATIONAL RESPONSE (6) QUESTIONS/ANSWERS	ACTION TEAM WORKING SESSION	9:15AM GROUP DISCUSSION AND CONCENSUS
10:00AM CHARGE TO GROUPS BREAK	ACTION TEAM WORKING SESSION	10:00AM ADJOURN
10:30AM **BREAKOUT SESSIONS START	ACTION TEAM WORKING SESSION	10:00AM INDIVIDUAL TF MEETINGS – AS NEEDED
12:00PM LUNCH		12:00PM LUNCH
01:00PM BREAKOUT SESSIONS CONTINUE		
04:15PM GROUP RECONVENES FOR REPORT OUT		
05:00PM ASSIGNMENTS AND ADJOURN		

*Presentation would focus on what has been done and what is underway (prepared by Maze/Smadi/Plazak). Then a conversation circle would react and discuss where we should head.
 **Breakout Groups would focus on developing and defining potential action items to be completed in the next 24 months. Each would prioritize 3-5 top action items, who would undertake the action, potential cost. See attached detail description.
 ***Action teams would prepare draft work plans and align any overlaps for consideration on 07/12.

Breakout Sessions Detail for July 11

Organization:

The breakout sessions will be organized around four major theme areas.

Major theme areas:

-Information, Data and Analytic tools including such areas as: comparability, consistency, decision support, asset class trade-off analysis, analytic platforms, etc.

-Awareness, Education and Training including such areas as: university curriculums, re-training silo managers, etc.

-Deployment into standard industry practices such as: benefits assessment, lead state/host state, peer communication, etc.

-Agency implementation including such areas as: setting policy goals and directions, business process changes, external communication, etc.

Morning Breakout Session

Individuals will be randomly assigned to four breakout sessions. All breakout sessions will consider all the theme areas.

Goal: Identify specific critical work needed for each theme area and propose how the theme areas should be sequenced.

Product: One and a half to two page summaries organized around each theme area that identifies the critical work that needs to be done in the next 24 months, and proposes the sequencing of the theme areas.

Support: Each of the morning breakouts will have a facilitator and a recorder. The facilitator will have the authority to assign ideas to the theme areas and the recorder will have the responsibility of producing a word file of the session on a diskette to be used in preparing the noon summary.

Noon to 1:00 pm

Cut and paste a summary word document organized around each theme area from each breakout group. These theme-based summaries will be provided as a resource to the afternoon breakouts.

Afternoon Breakout Sessions

Individuals will be assigned (or self-assigned) to a theme area. The expectation is that these individuals will have more expertise or an in-depth interest in the topic area.

Goal: Describe and prioritize five action items for the 24-month work plan related to the theme area.

Product: A brief description of each proposed action item, the prioritization of the action item, recommendations for which agency/organization will be the lead, a description of the expected funding needs, and the suggested funding sources.

Support: Each of the four afternoon breakouts will have a recorder and a "manager". The manager will have the authority to combine ideas. The recorder has the responsibility of preparing a report-out to be used at 4:15 pm, and the post-it flip charts.

4:15 Report Out

Each theme manager will briefly report on the action items defined in the breakout and describe the priority given it by the group.

All attendees will vote on the proposed priorities with the objective of developing the final list of prioritized action items. The voting will be facilitated using Post-It flip charts and stickers. Each of the action items prepared will be written on a single flip chart that is then posted around the room. Each meeting participant will be given 3 to 5 stickers for voting his/her priorities. A participant may place all the stickers on one item or may distribute the stickers to a variety of items. The group votes will be used to develop the final priorities from the summer meeting.