

AMPO Asset Management Technical Session

Exercise Instructions

Introduction

The purpose of this exercise is to challenge you to define the role of an MPO as it relates to advancing asset management. You will be given 30 minutes to prepare for a presentation. At the end of that time, you should be prepared to present your results to the entire group. Each group should identify one person to deliver the presentation.

Overview

For this exercise, each table will work together as a group. Please read these instructions, and then read the scenario information provided to your table. Each small group will use the information provided in the scenario to assess the challenges and opportunities facing implementation of asset management for MPO members, and how the MPO support member agencies (e.g., local and state government, transit providers, toll authorities) in maintaining and improving transportation infrastructure asset conditions. Each group is provided a scenario describing their metropolitan area along with some information about the MPO and its member agencies. The groups will use this information to answer the six questions provided at the end of these instructions and prepare a six-minute presentation of their answers.

Instructions

Each member of your small group should assume one of the following roles.

- MPO Director
- MPO Analyst
- State DOT Planner
- County DPW Director
- City DPW Director
- Town DPW
- Elected Official/Mayor
- Citizen
- Transit Agency Planner

Using the scenario provided to you, identify opportunities and challenges related to incorporation of asset management principles and objectives into MPO products such as the MTP and TIP.

Work as a group to answer the following questions. Each question should be considered from the point of view of each role. Consider factors such as:

- The capacity and ability of the MPO and its member agencies to implement asset management.
- The relationships between the MPO and its members.
- Decision making processes.

- Systems and data capabilities.

Assignment

Prepare a six-minute presentation that answers each of the following questions. You will be provided with flip-chart pages to prepare your presentation.

1. What factors are most influential in driving transportation planning efforts in the scenario you were provided?
2. What major asset management needs or areas of concern are present?
3. What opportunities or conditions do you see that could be leveraged to implement asset management?
4. What challenges to you see to implementing asset management?
5. Which opportunities or challenges would you look to address first?
6. What asset management criteria, do you feel should be incorporated into a trade-off analysis to support decision making?
7. What tools or guidance could help you better manage asset conditions?

Notes to Facilitators (This will not be distributed to participants)

Chris, Ron, Karen, Grace, Clifton

Materials List

1. PowerPoint slide with 6 questions to display during the exercise.
2. PowerPoint slide with instructions for Closing (Needs/Challenges).
3. Numbers for assigning tables
4. Flip charts (one per small group, plus one for facilitators).
5. Easels (one per flip chart)
6. Markers (same number as flip charts).
7. Index cards for tables
8. Tape/staplers for each table.

Before the Meeting

1. Prepare the PowerPoint slides.
 - a. Assignment with 6 questions.
 - b. Closing with instructions for index cards.
2. Prepare the table-assignment numbers.

Before the Session

1. Distribute the scenarios, instructions, markers and staplers/tape to the center of each table.
2. Decide who will support which table(s).

At Start of Meeting

1. Hand table numbers to each participant as they enter, and tell them if someone else from their organization is already sitting there, to choose a different table.

Exercise Introduction (5 minutes)

Lead Facilitator:

1. Following the initial presentations, the lead facilitator (Chris) will introduce the exercise. It is best to segue using information from the presentation. A potential theme of this transition is that NOACA saw a need among their members to have a common vision for TAM implementation, as well as a need for support in analyzing data. They supported those needs by implementing software and developing a TAMP for their metro area. The objective of this workshop is not to say the greatest needs of every MPO are a pavement management system and TAMP. What's important is that MPOs begin to better

understand and define their roles in regards to implementing asset management in member agencies across their membership. With this in mind, the remainder of our session will be spent in an interactive exercise, to think what challenges and opportunities exist for implementing asset management at some hypothetical MPOs.

Another example is how the target setting effort currently on going is identifying how asset management is needed to show that infrastructure conditions are being managed effectively with available resources.

2. Direct the participants to the materials as their tables.
3. Introduce the exercise by reading/paraphrasing the overview information.
 - a. Your table has been assigned a scenario describing a hypothetical MPO.
 - b. Each of you will choose one of these roles to follow.
 - c. Review the material and work together to answer the six questions in the assignment.
 - d. You're also given 4 factors to consider when answering these questions.
 - The capacity and ability of the MPO and its member agencies to implement asset management.
 - The relationships between the MPO and its members.
 - Decision making processes.
 - Systems and data capabilities.
 - e. You have 30 minutes to answer the questions, and each team will present their answers. Be sure to choose someone to present.
 - f. Facilitators are available to answer questions.
4. Ask if there are any questions. Leave as many unknowns as possible as unknowns to foster creative thinking. The point is to get people thinking and talking.

Other Facilitators:

1. Position yourselves near your tables.

While Groups work on the exercise (30 Minutes)

1. Observe groups to make sure they are working their way through the questions. Encourage them to tackle the issue in slightly different ways if they seem stuck on a particular question.

Presentations (50 minutes)

Lead Facilitator

1. Have each group stand up and present their answers. Try to keep each group to 6 minutes or less.

2. Have each group answer either questions 3 and 4 or questions 4 and 5. This will keep things brief and since two groups will do each scenario, it should still cover everything.

Closing (5 minutes)

Lead Facilitator

1. Close the workshop by congratulating the group and encouraging them to bring ideas back to their organizations.
2. Project the Closing slide.
3. Point out that there are index cards on each table, and we are looking to document challenges or needs that might require national efforts to help MPOs with asset management implementation. If they feel there are any challenges might require a national effort, please record that with their name on one of the index cards and leave it on the table. There is tape or a stapler on your table to attach your business card to the index card.

Closing Slide

1. List a challenge or need regarding MPOs adopting asset management, that requires a national solution.
2. Write your name or staple/tape your business card to the other side of the index card.
3. Leave the completed index cards on the table.

After the Workshop

1. Collect index cards and provide them to Chris
2. Collect unused supplies, markers, staplers, tape, etc.
3. Dispose of presentation materials.
4. Provide feedback to Chris and Bill.