

## NHDOT

### Statewide Asset Data Exchange System (SADES)

#### Workgroup Charter

Last Updated: November 30, 2015

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##### Purpose

Coordinate the implementation of SADES at the New Hampshire Department of Transportation (NHDOT).

##### Scope

The SADES Workgroup (The Workgroup) is established by the Steering Committee and is charged with coordinating the implementation of SADES throughout NHDOT. In addition, The Workgroup will make recommendations regarding external stakeholders.

##### Responsibilities

1. Ensure that data is efficiently and economically collected.
2. Prioritize SADES initiatives and oversight of implementation.
3. Ensure data collected conforms to Data Governance and good business practices.
4. Determine data security and backup/recovery requirements.
5. Determine the optimal long term funding and staffing requirements for SADES.
6. Coordinate with affected external stakeholders as necessary.
7. Evaluate the long term costs of data collection.
8. Define QA/QC process for SADES (T2 at UNH and NHDOT).
9. Determine how data should be shared between SADES and NHDOT applications.
10. Define how data should be collected and maintained in SADES.
11. Promotes understanding of legal ramifications of data.

##### Authority

The Workgroup derives authority from the NHDOT Senior Management Committee. The Workgroup will operate in accordance with the Transportation Asset Management Governance policy document.

##### Meetings

The Workgroup will meet at the discretion of the Chairperson and/or duly designated representative. Any formal recommendations produced or action items identified at the meetings will be recorded for

communication and distribution. Between meetings, information will be shared, discussions will be held, and routine decisions will be made via email.

### The Workgroup Chairperson

The responsibilities of the Chairperson include but are not limited to:

1. Propose times and locations for The Workgroup to meet.
2. Determine agenda items to be addressed at, and outside of, The Workgroup meetings.
3. Facilitate the decision process for making recommendations by The Workgroup.

### Standing Members

The Workgroup will consist of the following members:

Current Standing Members:

- AMPS – Jeff Harpring (Chairperson)
- Information Technology – Michele Peterson
- Policy and Administration – Sandt Michener
- Turnpikes – Nasser Yari
- Planning – Glenn Davison
- Highway Maintenance – Kevin Russell
- Environment – Kevin Nyhan

### Member Expectations

The overall time commitment of The Workgroup members is up to 6 hours per month. The Workgroup members are expected to attend meetings and to come prepared to those meetings. Members may have assignments that require independent or collaborative work between meetings.

### Decision Making

Decision making of the team will be by consensus whether at a meeting or by email. If anyone has a concern regarding an email decision, the decision will be postponed until the next meeting. If consensus cannot be reached within The Workgroup the issue may be elevated to the Steering Committee.