

## NHDOT

### Transportation Asset Management Communications Workgroup Charter

Last Updated: December 2<sup>nd</sup> 2015

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#### Purpose

Coordinate internal and external Transportation Asset Management (TAM) communication throughout the New Hampshire Department of Transportation (NHDOT).

#### Scope

The TAM Communications Workgroup is established by the Steering Committee and is charged with improving internal and external asset management communications.

#### Responsibilities

1. Articulate and convey the Department's transportation asset management vision through concise, transparent, and meaningful communications.
2. Inventory key communication platforms including author, delivery mechanism, intended audience, and potential for improvement.
3. Review existing and developing communications made by the department.
4. Develop consistent communications by the department through creating policy regarding the flow of information and/or the creation of style guides or templates.
5. Steer improvements to Department's internal and external internet pages to ensure that changes result in pages that are more effective communication tools.
6. Make recommendations regarding the effectiveness of communications throughout the Department.
7. Review the Asset Management Communications Plan.
8. Review the Asset Management Training Plan.

#### Authority

The TAM Communications Workgroup derives authority from the NHDOT Senior Management Committee. The workgroup may make recommendations regarding any aspect of asset management communications. Documents and recommendations created by the TAM Communications Workgroup will be available on its webpage. The workgroup will operate in accordance with the TAM Governance policy document.

### Meetings

The TAM Communications 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.

### Communications Workgroup Chairperson

The Chairperson for the group will be appointed by the administrator of AMPS. 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 Communications Workgroup will consist of 9 members from across the Department. Members are to be designated by the Directors of their respective divisions. Membership durations will vary and depend on the communication mechanism under evaluation by the workgroup.

#### Current Standing Members:

- AMPS – Nick Alexander
- Executive Office/AMPS – Ansel Sanborn
- Executive Office – Fran Buczynski
- Executive Office – Bill Boynton
- Executive Office – Kathleen Mulcahey-Hampson
- Executive Office – Dick Arcand
- TSMO – Susan Soucie
- Construction – Nickie Hunter
- Human Resources – Paula Nash

### Member Expectations

The overall time commitment of workgroup members is up to 6 hours per month. Workgroup members are expected to attend meetings and to come prepared to those meetings. As a workgroup, 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 polling. If anyone has a concern regarding an email decision, the decision will be postponed until the next workgroup meeting. If consensus cannot be reached within the workgroup the issue may be elevated to the Steering Committee.