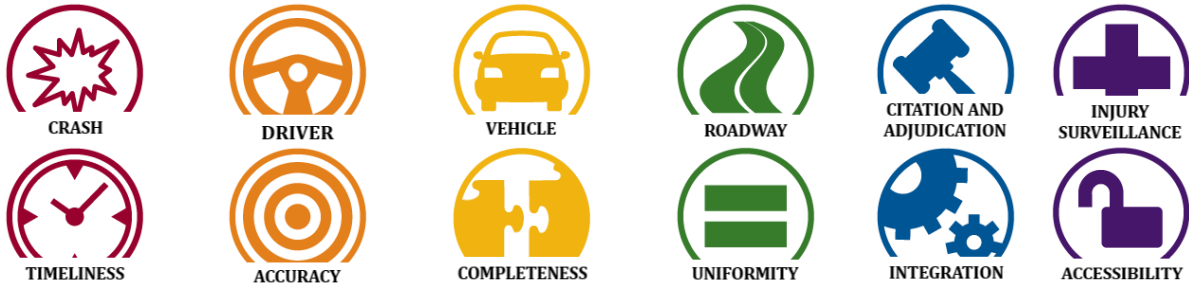


## Washington Traffic Records Program



### **Traffic Records Governance Council Designated Committee SECTOR Replacement Governance Special Committee (SRG) Charter**

#### **Purpose:**

The purpose of the SECTOR Replacement Governance (SRG) Special Committee is to provide executive level oversight of the SECTOR replacement project. In January 2018 a SECTOR/JINDEX Sustainability Funding Model Workgroup (Workgroup) was established to discuss solutions for the sustainable operation of SECTOR. In April 2019 the Workgroup approved moving forward with research into procuring and implementing a new electronic traffic records collection solution to replace SECTOR. In January 2020, the Electronic Traffic Information Processing (eTRIP) Governance Team identified the National Model Traffic and Criminal Software (TraCS) as the recommended replacement for SECTOR and provided recommended next steps.

The SRG Special Committee is part of a larger project governance structure and is intended to be a forum for executive-level input and decision-making associated with the strategy and policy operations of the SECTOR replacement project being led by the Washington State Patrol. The SRG is a multi-agency group representing the current SECTOR/JINDEX ecosystem spanning data collection, data transmission and storage, and data exchange for Washington collisions and ticketing.

The SRG will work with the TRGC eTRIP committee and the WSP project team with a shared goal of implementing the National Model TraCS and decommissioning SECTOR.

#### **Membership:**

SRG members represent agencies directly impacted by SECTOR replacement. Members possess the appropriate level of decision-making authority in regard to actions that have large impact on many IT systems. The following is a non-exclusive list of agencies from which membership is sourced: Administrative Office of Courts, Department of Licensing, Washington Association of Sherriff and Police Chiefs, Washington State Department of Transportation, Washington State Patrol, Washington Technology Solutions, and Washington Traffic Safety Commission. A current roster of voting membership and delegates is maintained as Appendix A.

#### **Duties and Responsibilities:**

Representatives of the SRG will:

- Provide the executive level support and oversight to the SECTOR replacement project. This includes committing agency resources and maintaining project accountability.
- Support the SECTOR Replacement project policy objectives.

- Be available and engaged throughout the project cycle. Meeting frequency will vary depending on the stage of the project cycle. Members are expected to attend at least 75 percent of scheduled meetings in the course of a calendar year. If a member cannot attend, they are required to send a designee that is able to participate in discussions and have authority to make decisions on their behalf. Complete all document review and assignments prior to meetings.
- Review and approve the project implementation strategy provided by the Washington State Patrol. The implementation strategy will include various phases and tasks related to replacing SECTOR with the TraCS. This strategy will include the following high-level requirements:
  - Electronic collection of ticket and collision data, and other traffic-related functionality
  - Storage and access of the data
  - Long-term funding model and approach, for current and future needs
  - User-friendly creation and distribution of tickets and collision reports
  - Continuous improvement and evolution of the system to address needs
  - Effective and accessible training
  - Acceptable governance system that addresses planning, prioritization, communication, marketing, and rate of system enhancements
  - Maintenance and support for current and future technology
  - 24/7 technical support model
- Review and approve the Communications plan, Change Management plan, and Training plan developed by the eTRIP Committee.
- Be a forum of collaboration and open communication. Assist with resolving conflicts according to the decision-making process and maintaining a focus on solutions that benefit the outcomes of the project.

The Executive Sponsor will:

- Provide oversight and updates related to the Washington State Patrol Decision Package.
- Provide oversight and accountability for the WSP Project Management Team.

The Committee coordinators will:

- Manage the meeting agendas and schedule meetings/follow-up.
- Report the work of the committee to the TRGC.
- Maintain the committee membership roster. Facilitate voting and conflict resolution.
- Document decision/voting outcomes and meeting notes.
- Track member assignments and action items.

**Other Committees and Teams:**

The eTRIP committee duties and responsibilities are:

- Recommend business process and workflow designs (forms, workflows, interfaces, etc.)
- Approve TraCS forms designs and related data collection.
- Approve interfaces within and between agency systems.
- Maintain the project communications plan, change management plan, and training plan.
- Test and approve changes following a Test plan.
- Provide frequent updates to the SRG, even when decision-making is not needed.

The WSP Project Management Team duties and responsibilities are:

- Establish and maintain technology infrastructure and related documentation
- Design, test, and maintain TraCS forms configuration, reports, and related documentation
- Design, test, and maintain business process and workflow documentation
- Maintain Washington TraCS data specifications and related documentation
- Maintain Standards for Technology device access
- Plan, organize, and lead project activities
- Maintain project management documentation
- Provide regular project status reports to eTRIP and SRG
- Maintain project registers (issues, risks, deliverables, and decisions)
- Implement the project communications plan, change management plan, and training plan.
- Maintain communication document library
- Maintain Training materials
- Manage and administer contracts with the Technology Enterprise Group (TEG)
- Manage and administer interagency agreements
- Prepare test Plans

### **Decision Making Process**

The SRG will operate by consensus. Consensus is reaching agreement at a level that indicates that all members are willing to “live with” the proposed action. Once consensus is reached actions are considered adopted. Conflicts require immediate resolution. Members will work together to find an acceptable solution based on identification of the conflict, impact, discussion of concerns, clarifying objectives and motivations, and working to consensus.

If a consensus cannot be reached, a vote will take place. Voting will occur by a yay/nay count and a decision reached by a simple majority vote of members. A minimum of 75 percent of members are needed for a vote to take place.

### **Definitions**

Project Implementation Strategy – a combination of documents, communications, and project management tools used to provide planning, accountability, and tracking of project progress and milestones.

Communications Plan – a document outlining an approach to providing project stakeholders with information. The document defines who should be given specific information, when that information should be delivered, and what communication channels will be used to deliver the information.

Change Management Plan – a document outlining the project implementation timeline to identify specific points in time for change and expectations and strategies for supporting change adoption and managing change resistance.

Training Plan – a document outlining the details related to the development, implementation, and execution of the training program.