



AZTech Strategic Steering Committee (ASSC) Charter

Element	Definition	Focus
History and Business Case	Brief history of the situation leading to the chartering of the AZTech Strategic Steering Committee (ASSC) Business case addresses organizational relevance and urgency [financial, growth/re-alignment, service and culture]	The AZTech Intelligent Transportation System (ITS) Model Deployment began as an experimental project that was federally funded from 1996-2003 in the Phoenix metropolitan area. It is a regional collaboration of both public and private sectors and has been highly successful. The initial phase of AZTech cleared the path for this next phase by removing institutional barriers, building collaborative relationships and garnering resources to ensure its effectiveness. The AZTech Strategic Steering Committee (ASSC) was chartered in 2015 and serves as the liaison between the AZTech Executive Committee and all other AZTech committees and working groups. In exercising a strategic operations implementation role, the Committee was originally formed as a task force to facilitate the realization of the strategic priorities identified in the 2009 <i>Arizona Operations Action Plan</i> .
Mission	What business is AZTech in?	To champion the implementation and integration of intelligent communication and transportation systems technologies for regional solutions that provide timely and accurate information, save lives, improve mobility, and enhance quality of life.
Vision	What would we like AZTech to become	A world class regional transportation and communication system that provides real-time information and on-time services to enable safe and efficient travel meeting the needs of our community.
Values	What common beliefs and ideals does AZTech value?	<ul style="list-style-type: none"> ▪ Collaboration ▪ Leadership ▪ Integration ▪ Results
Strategies	The strategies needed to achieve the AZTech Mission and Vision	<ul style="list-style-type: none"> ▪ Establish Education and Outreach Programs ▪ Expand and Strengthen Partnerships ▪ Plan, Develop and Deploy Integrated Systems ▪ Optimize Regional Operations and Management ▪ Research and Test New Technological Opportunities
Purpose of the Strategic Steering Committee (core question & deliverables)	Reason the Strategic Steering Committee exists	The AZTech Strategic Steering Committee exists to achieve the vision and mission of AZTech by placing more emphasis on TSM&O initiatives to facilitate consistent development and implementation of TSM&O strategies in the region by collaboration among AZTech partner agencies. The committee serves as the liaison between the AZTech Executive Committee and all other committees and working groups.
Strategic Steering Committee Structure and Roles	Structure and Roles	<p>Criteria includes: Public agency leaders in transportation systems management and operations (TSM&O), representing primary agency with interest and passion for ITS including multi-modal cross-jurisdictional operations.</p> <p>The Strategic Steering Committee Membership Structure would have:</p> <ul style="list-style-type: none"> ▪ Open Membership to public agencies ▪ Equal voice ▪ Each agency attending gets only one vote ▪ A chair and vice chair will be elected by the Strategic Steering Committee for a 2-year term. <p>Upon recommendation by committee members, private entities may attend specific meetings to present information or in an advisory capacity for a specified topic at the discretion of the Committee Chair.</p>



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Authority & Accountability	Identifies what decisions the Strategic Steering Committee can make and to whom they are accountable	<p>As a subcommittee, the AZTech Strategic Steering Committee is accountable to the AZTech Executive Committee. The AZTech Executive Committee is given authority by participating agencies and through the <i>MAG ITS Strategic Plan</i>. The membership of the AZTech Executive Committee gives authority to AZTech through commitment of its resources and alignment of initiatives, policy and procedural implementation.</p> <p>The AZTech Strategic Steering Committee is focused on:</p> <ul style="list-style-type: none"> ▪ In partnership with the other AZTech Committees, developing TSM&O strategic regional goals and objectives and present recommendations to the AZTech Executive Committee; ▪ Recommend regional performance measures for TSM&O and monitor/track regional progress through the issuance of the biannual “performance indicators book” ▪ Developing TSM&O strategies to incorporate into the AZTech Operations Implementation Plan; ▪ Developing annual business plan to support implementation of the strategies ▪ Identifying regional resource needs and preparing plans for advancing multi-jurisdictional, multi-modal traffic management in the region; ▪ Providing outreach to upper management, elected officials and other stakeholders; ▪ Proposing structure and processes to garner resources and support. ▪ Reaching out to the other AZTech Committees <p>The AZTech Strategic Steering Committee makes decisions by consensus. If consensus cannot be reached, the decision will be reached by majority vote of all member agencies.</p>
Tracking & Reporting	Project updates & communication of progress, milestones, timelines, etc. Include frequency of communications	The AZTech Strategic Steering Committee reports progress to the AZTech Executive Committee at their meetings and internally as needed. The AZTech Strategic Steering Committee will forward other committee requests and recommendations to the AZTech Executive Committee.
Resources	Staffing, budgets, time & materials the Strategic Steering Committee will need to accomplish its purpose	Resources are requested through the ASSC and approved by the AZTech Executive Committee as outlined in the AZTech Annual Action Plan.

Approved by the AZTech Executive Committee: October 22, 2015