

NCDOT Digital Delivery Initiative Charter

ARTICLE I - NAME

The name of this initiative shall be the NCDOT Digital Delivery Initiative Charter, hereinafter referred to as the **Digital Delivery Initiative**.

ARTICLE II – NEED

As NCDOT's use of technology continues to advance, there is a need to create a statewide initiative to enable the use of digital data exchanges and workflows, and modernize technology to enhance project development, delivery of construction projects, and maintenance and operation activities in North Carolina.

ARTICLE III – PURPOSE

The overall vision of the Digital Delivery Initiative is to connect and leverage digital data exchanges and workflows for lifecycle asset management, including project development, delivery of construction projects, and maintenance and operation activities. Thus, the purpose of the DDI is to develop specific goals and objectives and an implementation roadmap that will guide and help execute the activities to achieve the NCDOT vision for data lifecycle use and advance the Department's digital delivery maturity. A secondary desired outcome is to align DDI with other NCDOT initiatives and workflows that have a digital footprint.

ARTICLE IV – SCOPE

The purpose and goals of this project shall be to:

- Assess current project delivery strategy and processes to identify areas of opportunities for streamlining and enhancing workflows with digital delivery. The assessment will include a targeted gap analysis to measure NCDOT readiness and determine actionable items for implementing digital delivery.
- Develop an Implementation Plan based on the prioritized recommendations from the initial gap analysis and readiness assessment.
- Develop a communication and engagement plan.
- Develop a training plan.
- Develop and maintain a Risk Assessment Worksheet (RAW)
- Mitigate and resolve identified risks from RAW
- Review, recommend, and implement Digital Delivery transition timelines. This includes providing official directions on how Department staff should transition projects to Digital Delivery.
- Assess opportunities for obtaining funding through FHWA to support Digital Delivery implementation efforts.

- Conduct pilot projects that document the requirements and processes for using digital data exchanges and workflows for project development, delivery of construction projects, maintenance, and asset management.
- Coordinate transition efforts throughout NCDOT, as well as with private engineering firms, NCDIT, and other partners.

ARTICLE V – MEMBERS

Members of the Digital Delivery Governance Committee shall consist of 8 total members. Additionally, there are 7 non-members who will participate in Steering Committee meetings. **Appendix A Table 1** displays all Digital Delivery Governance Committee members and **Appendix A Table 2** displays the additional meeting participants that will serve as Steering Committee members. **Appendix A Table 3** displays the Technology and Implementation Committee Members.

ARTICLE VI – ROLE & RESPONSIBILITIES

Digital Delivery Committee meeting participants shall have the following role and responsibilities:

- **Governance Committee:** Support departmentwide recommendations and implementation strategies that are set forth by Digital Delivery Steering Committee. Serve as the final authority for implementation of departmental process and policy changes. The DD Governance Committee is responsible for setting the strategic direction for the overall program, specifically
 - Set the vision for the digital delivery program
 - Oversee progress of the program,
 - Discuss risk and mitigation strategies, and
 - Review the resource needs for executing the program
 - Secure funding and approve budgets to support activities in the implementation plan.
- **Steering Committee:** Set goals and objectives, establish tasks and provide oversight of efforts to transition to Digital Delivery. Provide information to Governance Committee as needed for decision making, support, and oversight. The primary responsibility is to direct the business needs to be supported by the DD Initiative. Specifically,
 - Develop strategies, and make decisions about the activities and timelines for achieving the DDI objectives, specifically
 - Provide business requirements for the development of the DDI framework
 - Define goals and objectives, strategies, and desired outcomes for achieving the vision established by the DD Governance Committee
 - Provide recommendations for the DDI for the DDGC's approval and support and communicate progress of the DDI to the DDGC
 - Work with the technology committee on the deployment of software and hardware to support the objectives of the DDI

- **Steering Committee Chair:** The Steering Committee Chair is an NCDOT Steering Committee member that shall:
 - Preside at all Steering Committee meetings.
 - Represent the Steering Committee as its spokesperson.
 - Call meetings of the Steering Committee to order and provide opening remarks.
 - Work with Facilitator to summarize key discussion points at the end of Steering Committee meetings and all action items that need to be addressed.
 - Draft the meeting agendas and make said available to the Steering Committee members in a timely manner.
 - Assign action items as needed.

- **Technology Committee:** The DDTC's primary responsibility is to execute activities related to technology implementation, such as development, testing, and implementation of NCDOT's DD systems and programs through existing and new technologies, specifically
 - Investigate and test technologies of interest that will support the DDI.
 - Develop and manage NCDOTs digital delivery standards, procedures, and guidance documents, including
 - CADD platforms, workspace, and related standards, such as item types, etc.
 - Survey data collection hardware and software
 - H&H software support
 - Project management, letting and bidding software support
 - Construction administration and inspection software support
 - 3D Design review software
 - GIS and LRS
 - Common data environment (ProjectWise or other)
 - Technology hardware and software planning, budgeting, inventory, and update, including software and tool testing, vendor coordination, assess and plan hardware needs and updates
 - Manage technology and digital delivery training program
 - Communication of technology and DD technical support
 - Complete activities related to DD roadmap actions
 - Close coordination with the DD Steering Committees and
 - Carrying out DD implementation decisions and actions

- **Technology Chair:** The Technology Committee Chair is an NCDOT Technology Committee member that shall:
 - Attend all technology committee meetings
 - Provide updates on the progress of OpenX activities
 - Advise the DDI Technology Committee on NCDOT Software and platform initiatives.

- **Facilitator:** The Facilitator is a designated member that shall draft the meeting agendas and make said available to the Steering Committee members in a timely manner.
 - Acting liaison between Governance and Steering committees.
 - Preside at all Steering and Technology Committee Meetings.
 - Create and distribute meeting agendas
 - Document meeting minutes and action items

- **Adviser:**
 - Assist with meeting facilitation.
 - Advisory roles with communication between any committees related to Digital Delivery. Representations may include Strategic Communications, IT, ATLAS and GIS representatives, Website, PDN Process, etc.

ARTICLE VII – MEETINGS

The Digital Delivery Steering Committee shall regularly meet on a semi-monthly basis, unless otherwise needed.

ARTICLE VIII – RELATIONSHIP TO OTHER NCDOT INITIATIVES

The Digital Delivery Initiative is one of a many different initiatives that share similar, overlapping goals. Each of these initiatives will be mapped, documented, and made available on Digital Delivery website.