



10 March 2016

Innovation and Non-Traditional Librarianship

Steve Hanson, Project Control Manager, Washington State DOT

Innovation and Non-Traditional Librarianship

The Life and Times of a Transportation Project Librarian

Presented by Steve Hanson, PMP, MLIS

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Leni Oman
Knowledge Strategist

The AID Team

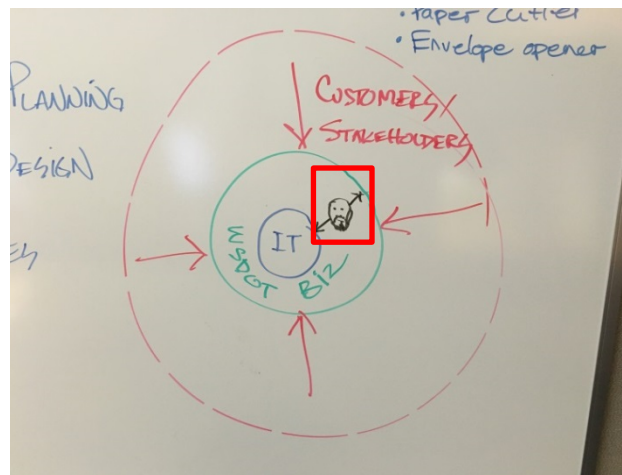
Me



Engineering Policy and Innovation

Agenda

- Introduction – Who is This Guy?
- Briefly Discuss Previous Projects I've worked on @ WSDOT
- Current AID Project
- Lessons Learned and Skills Developing to make me a better Project Librarian!



Project Librarian – Bridge between Business and IT?



Introduction

- Project Librarianship...I just wanted to check out books...how did this happen!?
 - After military service, worked as a Video Game Tester before entering college
 - One class from BA in English, talked into moving into Information Science, now what?
 - Attained MLIS part-time while working as an Indexer for MSN Shopping, cataloging bolts at Boeing
 - PM education while working on web projects at Boeing Library, full PMP certificate last year!
 - Reference Librarian for Washington State LNI
 - Today...Project Librarian!!!

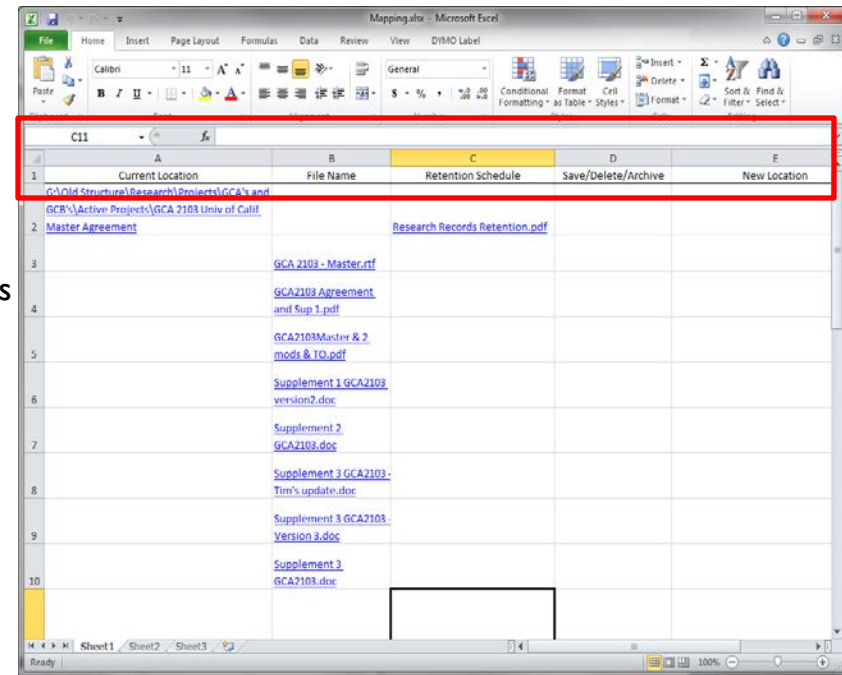


Previous Projects @ WSDOT

- Embedded Librarian with USFWS
 - Citation Software, From Broken Network to Cloud Solution
- Office Shared Server Cleanup Project
 - 20 years of Word docs, 1 year to clean
- RPMD Best Practices Project
 - 50 States 50 different databases

Shared Server Cleanup Project for Library and Research

- **Start:** I didn't have a plan, but one was developed (next slide)
- **Process:** I knew a pain point for the group and reason for not wanting to make move was comfort with old structure, so mapping content to new structure was critical.
- **Take Away(s):** People are busy doing their jobs (even other librarians). Project Librarians can be business document organizers (even to other librarians). Governance is needed for long term



The screenshot shows a Microsoft Excel spreadsheet titled 'Mapping.xlsx'. The spreadsheet has five columns: A (Current Location), B (File Name), C (Retention Schedule), D (Save/Delete/Archive), and E (New Location). The data rows list various files and their new locations, such as 'GCA 2103 - Master.rtf' and 'GCA2103 Agreement and Sup 1.pdf'. The first row is highlighted in yellow, and the first two columns are highlighted in blue. A red box highlights the first two columns and the first two rows of data.

	A	B	C	D	E
1	Current Location	File Name	Retention Schedule	Save/Delete/Archive	New Location
2	G:\Old Structure\Research\Projects\GCA's and GCR\Active Projects\GCA 2103 Univ of Calif Master Agreement		Research Records Retention.pdf		
3		GCA 2103 - Master.rtf			
4		GCA2103 Agreement and Sup 1.pdf			
5		GCA2103Master & 2 mods & TO.pdf			
6		Supplement 1 GCA2103 version2.doc			
7		Supplement 2 GCA2103.doc			
8		Supplement 3 GCA2103- Tim's update.doc			
9		Supplement 3 GCA2103- Version 3.doc			
10		Supplement 3 GCA2103.doc			

Image: mapping old content to new folder locations

Tools: Microsoft Project for timeline, Excel for mapping content, TreeSize Professional for duplicates detection

Plan we finally developed...

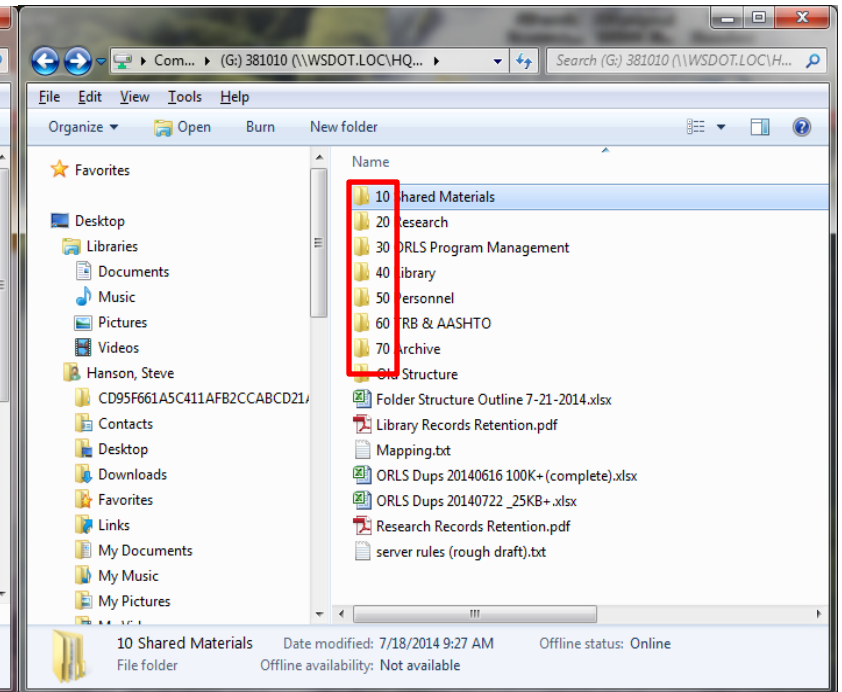
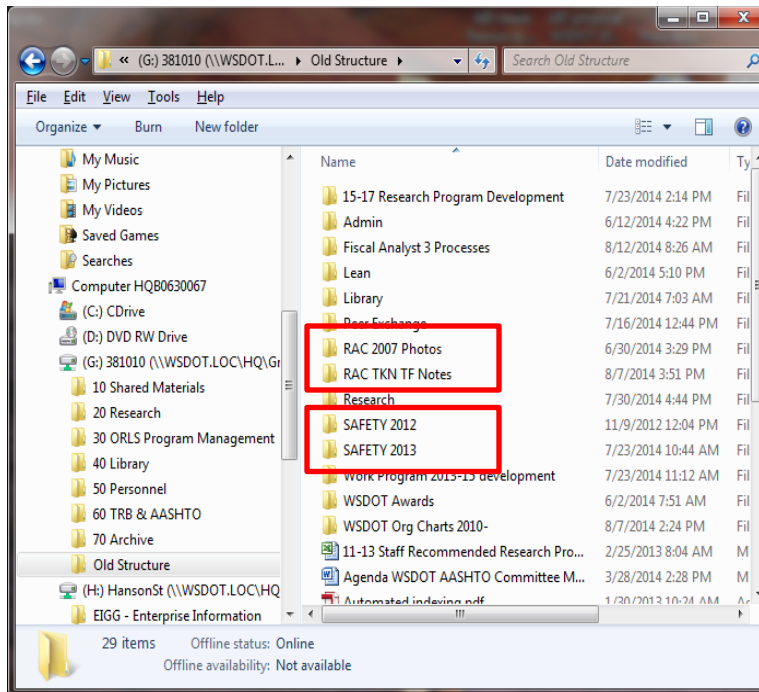
1. Find and remove duplicates
(5,000 or so)
2. Talk to managers, they have a structure in their head, it just needs to be released
3. Back up old structure, build new structure
4. Move to new structure (leave behind a map for high value, frequently used content)
5. Delete old structure



Shared Server Cleanup Project

- Old

- New



TPF-5(181)RPMD Best Practices

- **Start:** Communication with each state's research manager
- **Process:** Gather each state's database schema and compare and contrast to develop a model schema
- **Status:** Identified commonality between, preparing for bid.
- **Take Away:** DOT's are complicated places, a Project Librarian can make it less so (next slide)

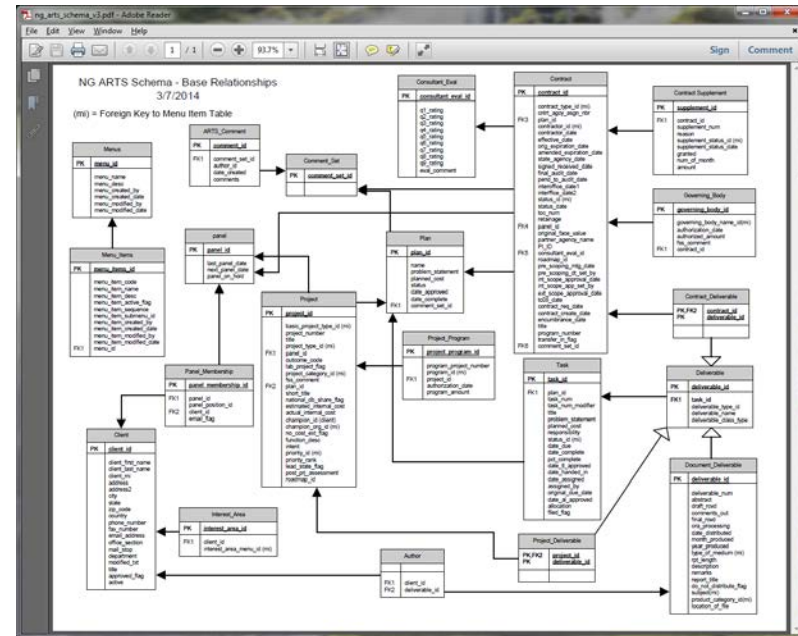


Image: Research DB schema from Minnesota DOT

RPMD Best Practices

- Seven General Buckets

A	B	C	D	E	F	G
General (Project)	Problem Statements	Contracts	Finances	Schedule	People	Results
Project (16)	Proposed (4)	Contract (23)	Invoices (11)	Tasks (10)	Evaluation (6)	Implementation (9)
Main (5)	Topic (1)	Modifications (3)	Budget (9)	Status (5)	PIs (4)	Reports (6)
General (4)	ITP (1)	Addendums (2)	Funding (6)	Time (4)	Consultants (3)	Deliverable (4)
Editing (1)	Interest Area (1)	Amendments (1)	Modifications (2)	Document Tracking (2)	Organizations (3)	Performance (2)
Forms (1)	Needs Statement (2)	Agreements (1)	Financial (5)	Assignments (2)	Roles (2)	Distribution (1)
Login (1)	Ideas (1)		Payments (2)	Milestone (1)	TAG (2)	Output (1)
Overview (1)	Plan (1)		Awarded (1)	Schedule (1)	TRP (2)	Outcome (1)
Selected (1)	RFP (1)		Pooled Funds (1)	Events (1)	Personnel (2)	Graphs (1)
Active (1)				Communication Tracking (1)	PM (1)	Features (1)
Authorized (1)				Progress (1)	Utility (1)	
Closure (1)					TAC (1)	
					SAC (1)	
					Librarian (1)	
					Panel (1)	
					Centers (1)	
					Client (1)	

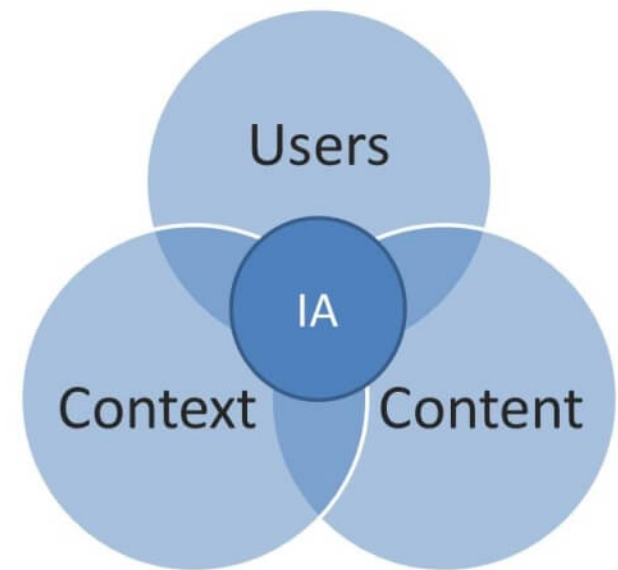


Accelerated Innovation Deployment (AID) Project

- A one year FHWA grant to “Deploy Practical Solutions with Lean Techniques and Knowledge Management”
- Elements that I am involved currently include the
 1. Information Architecture (including Web, Taxonomy, Metadata and Glossary Development)
 2. Business Architecture (Business Process Mapping)
 3. General Project Control - timelines and document organization, meeting schedules and general support.
- 6 months into 1 year project...where are we and what have I learned?

AID – Information Architecture (From Project to Enterprise)

- **Start:** Partner SpyPond is developing the Information Architecture model for Practical Solutions, this could become a model for the enterprise.
- **My Role(s):** Bring information professionals together, facilitate meetings, calendars and very much working with WSDOT taxonomy team to develop a case for enterprise taxonomy mgmt.
- **My Take Away (so far):** Taxonomy and Metadata are not being coherently applied across the agency in a managed way. Each department is a silo, making findability nearly impossible. In my opinion, solving these two problems is the most critical aspect of this project (but I'm a librarian, findability is a big deal)



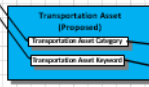
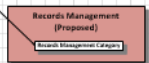
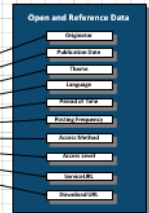
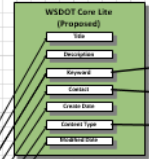
Information Architecture
for Practical Solutions

AID – Information Architecture – Navigation and Findability

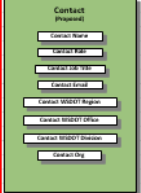
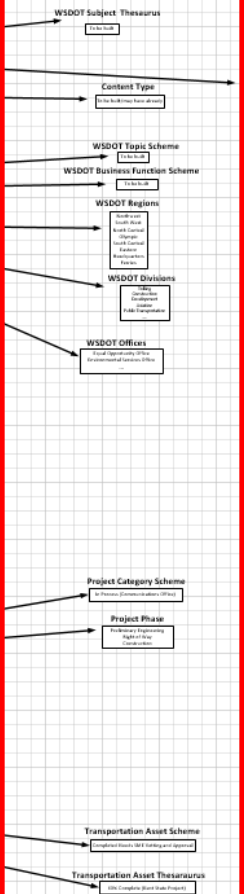
Purpose: Improve Findability and Access of resources at WSDOT
Strategy: Modular sets of metadata based on Content. WSDOT Core

Findability and Access Metadata

Resource
(database, data set, document, image etc)



Controlled Vocabularies



GLOSSARY

Metadata: Data that describe the content, quality, condition and other characteristics of resources. (Source: USFEDS <http://www.fed.gov/eft/infodiv/Data/Metadata.html>)

Metadata Extension: —an element that is not officially part of a metadata scheme, which is defined for use with that scheme for a particular application.

Classification Scheme: A method of organization according to a set of pre-established principles, usually characterized by a notations system and hierarchical structure of relationships among the entities. (Source: ANSI/NISO Z39.18-2005)

Metadata Application Profile: A metadata element set or sets that is based on existing metadata standards and/or refinements for use within an organization (Source: Adapted from Dublin Core Application Profile definition)

Data Set: A named collection of related records maintained on a storage device, with the collection containing data organized or formatted in a specific or prescribed way, often in tabular form. (Source: OCO Open Data Guidance Policy)

Open Data: Public data that are freely available, machine readable, and structured in a way that enables the data to be fully discoverable and usable by end users. (Source: OCO Open Data Guidance Policy)

WSDOT Metadata Sets

WSDOT Core Lite — a proposed metadata component set of metadata that describes resources at the WSDOT.

WSDOT Core Complete — a proposed metadata set plus WSDOT Core Lite and the complete set of metadata for additional resources at WSDOT.

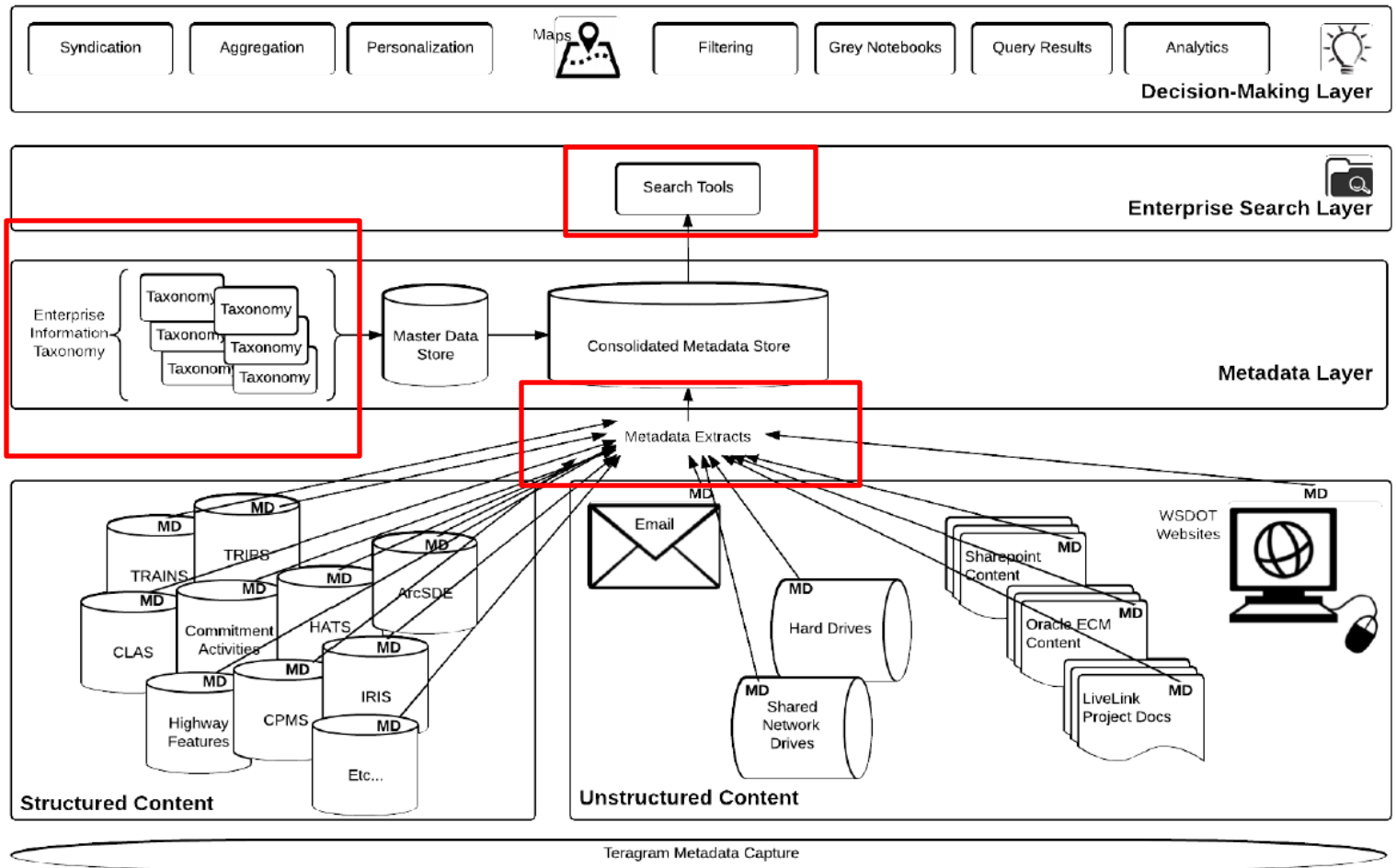
Open Data and Reference — a set of metadata to describe Open Data and WSDOT Reference Data. The Open Data elements were approved by the OCO and are required for Open Data data sets. The Reference Data metadata describes WSDOT reference data services and data in the WSDOT Data Library.

Project Metadata — a proposed set of metadata for project related resources developed during the WSDOT Core Project. The set has not been completely drafted or defined. It remains an informally.

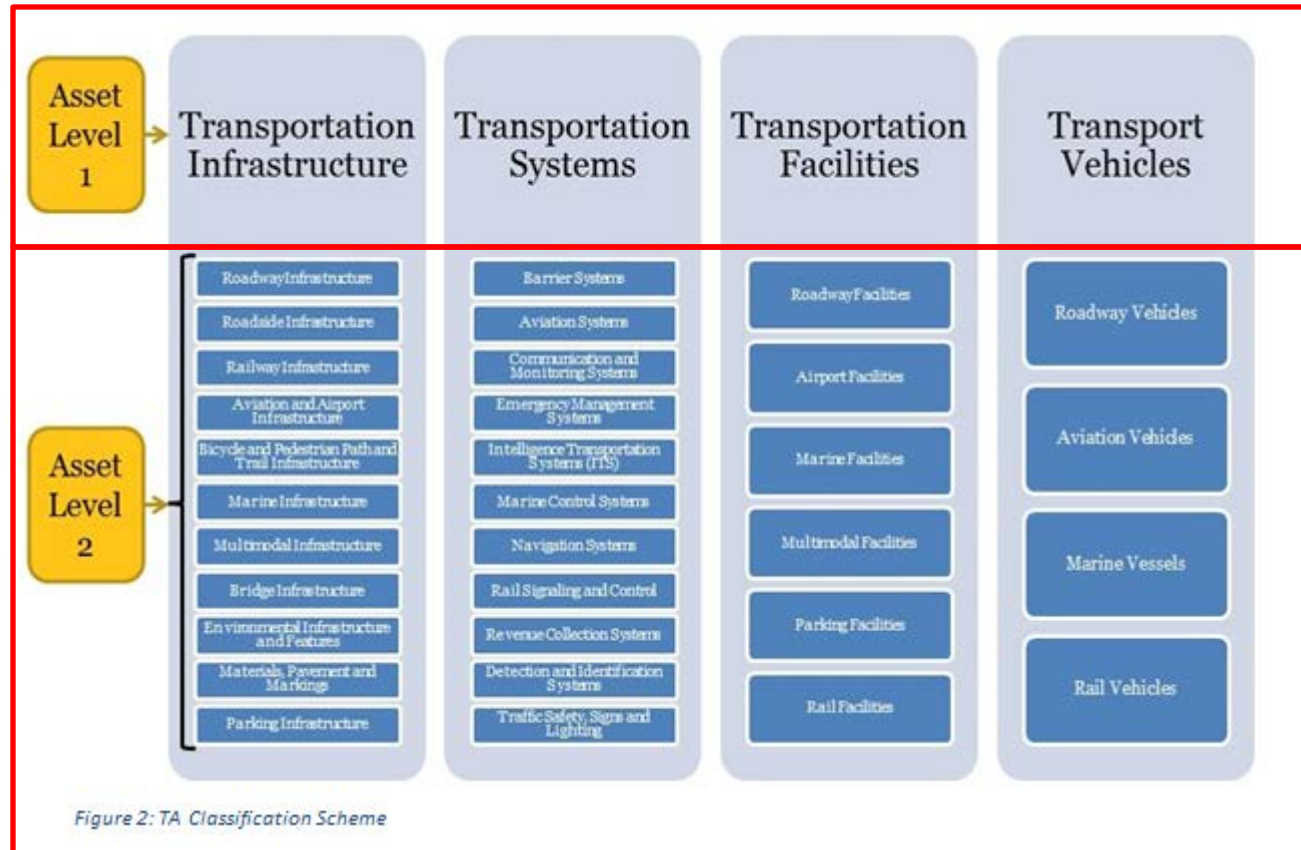
Records Management Extension — A set of metadata proposed to help comply with federal management rules and regulations.

Transportation Asset Extension — A set of metadata proposed for the Light Rail Core State Transportation Project focusing on transportation assets.

AID – Information Architecture – Navigation and Findability



AID – Information Architecture – Navigation and Findability



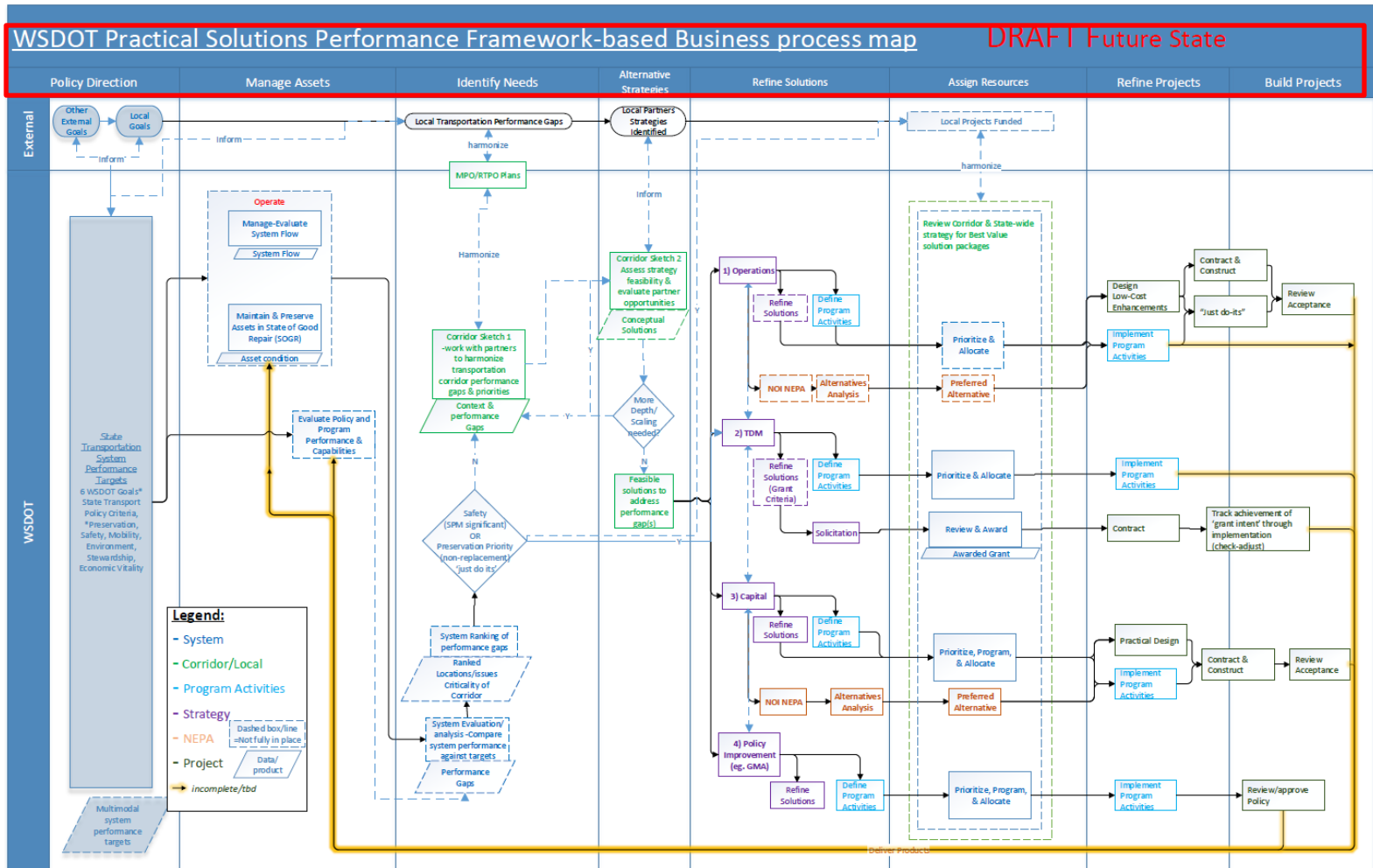
AID – Business Architecture – Capabilities, Process Maps, Resources

- **Start:** Map the Future State of the Business
Process using Practical Solutions at the model
- **My Role(s):** Collect Glossary Terms, Assist with Bringing all Elements Together
- **Status:** Everything is in flux, maps are still being refined, terms are still being discussed
- **Take Away (so far):** Every department has issues with language meaning, a Project Librarian can take the lead on clarifying language.

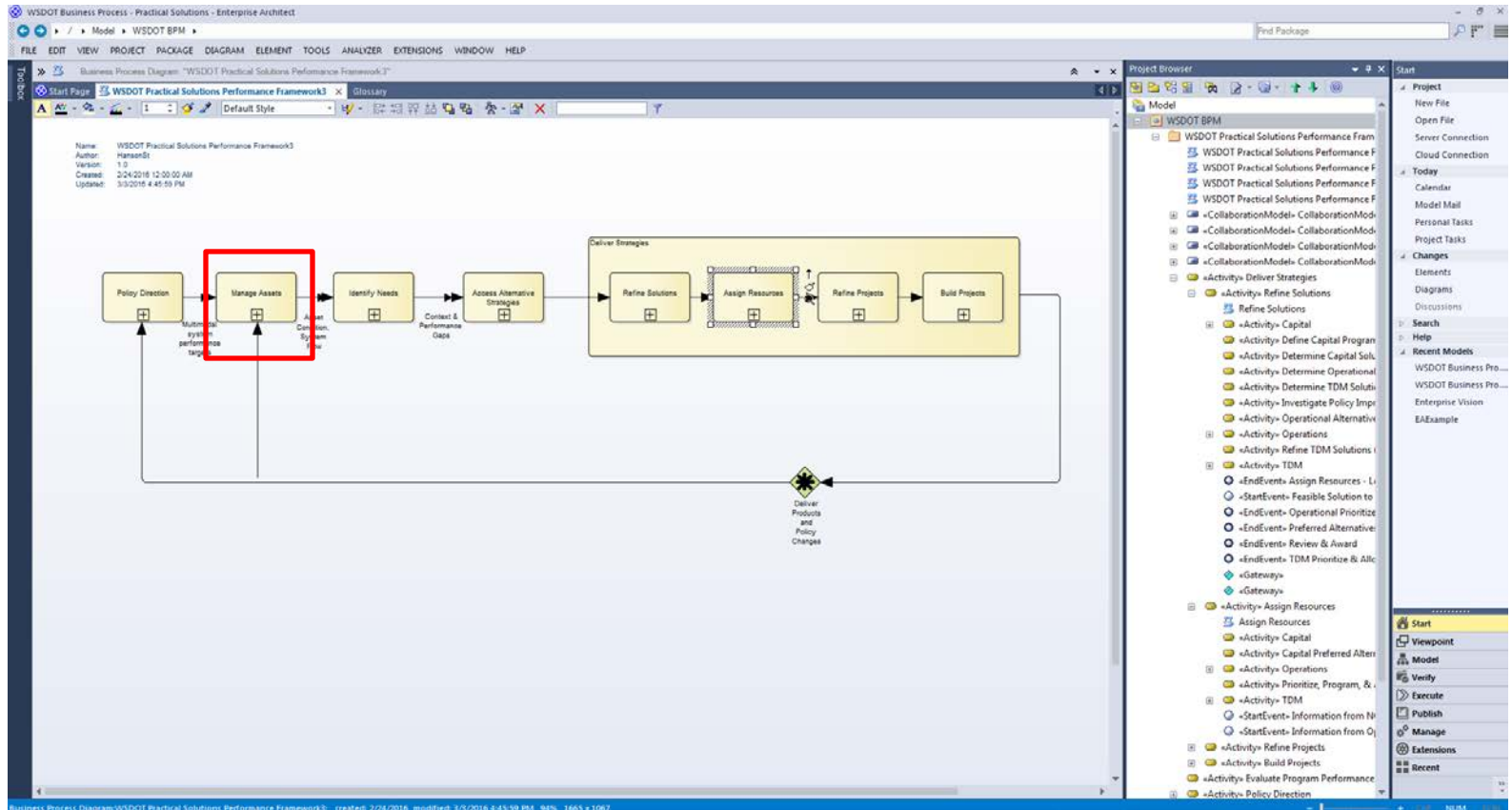


Business Architecture – Wikipedia
https://en.wikipedia.org/wiki/Business_architecture

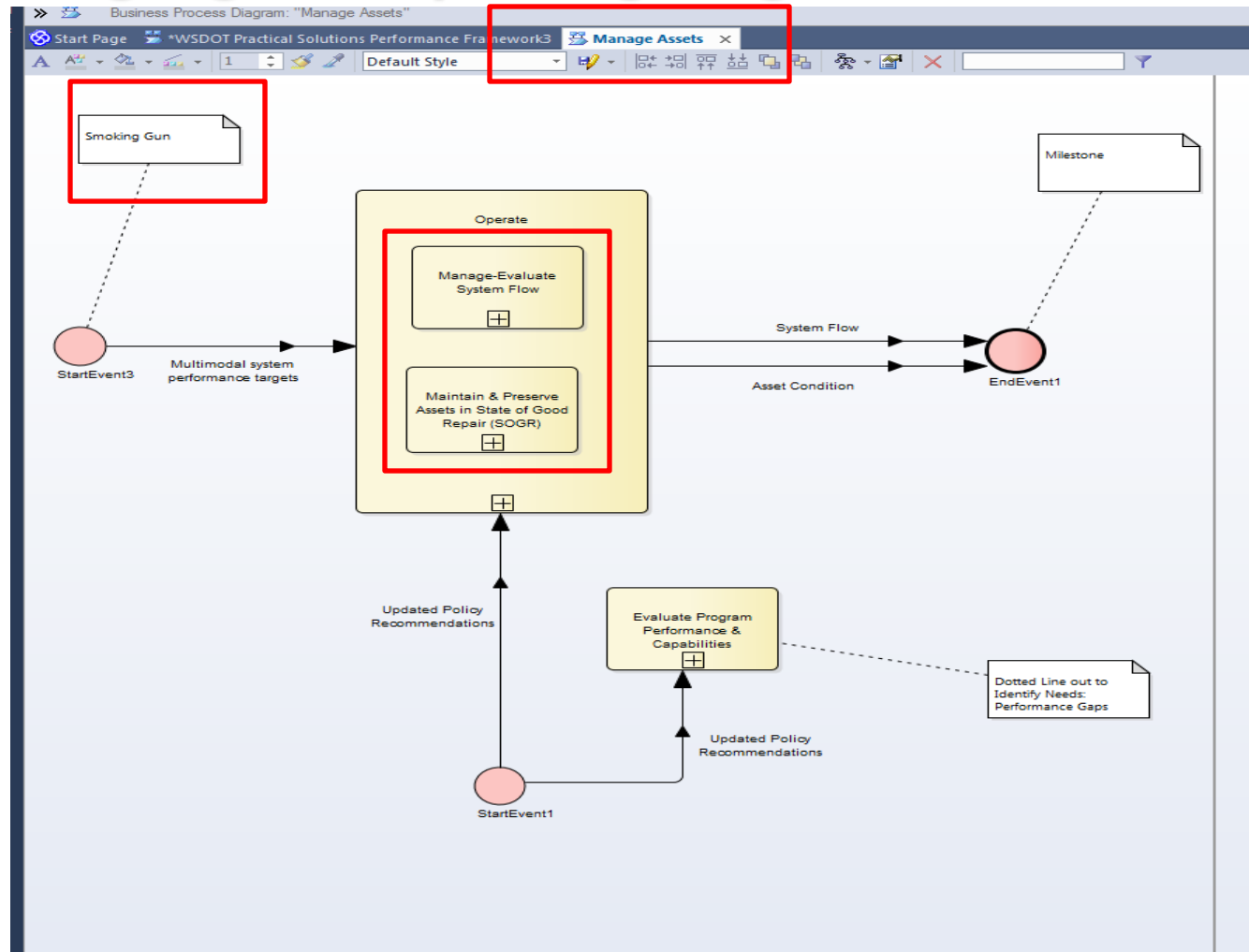
AID – Business Architecture Support – Draft Future State Process Flow



AID – Business Architecture Support – Bringing Everything Together



AID – Business Architecture Support – Bringing Everything Together



AID – Business Architecture Support – Draft Project Glossary

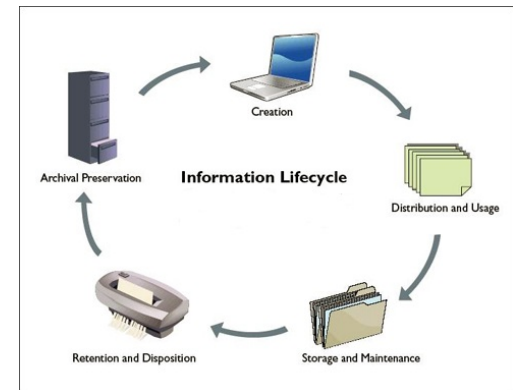
	A	B	C	D	E	F	G	H	I	J	K
1	Term	Org Group	Manual(s) Glossary - (Internal/External)	USDOT (FHWA, FTA, FRA)	DOTS	Other WSDOT (Intranet, Internet)	External (TRT)	TRT - Related - Use For - Broader Term - Narrower Term	(50 State DOT, other)	Steward (DOTS)	Offices
2	Acceptance Review			na	na	Title VI Plan Review and Acceptance (data)? http://www.wsdot.wa.gov/NR/rdonlyres/83136DEA-9537-490C-A9CC-45451961C8FD/0/TitleVI_PlanConsiderations.pdf	na	na	na		
3	Accessible		Accessible - Usable by persons with disabilities (ADA compliant). http://www.wsdot.wa.gov/publications/manuals/fulltext/M22-01/glossary.pdf	Accessible Transportation - Ability to make convenient use of the transportation system. <i>The Washington Transportation Plan 2007-2026 Glossary</i>	Accessible - A facility in the public right of way that is approachable and usable by persons with disabilities.		Accessibility - Ease of access or approach; a measure of mobility http://trt.trb.org/trt.asp?NN=Bkqf ; Access - Permission, liberty, or ability to enter, approach, or to make use of.	Broader Term Access (Bkq) Related Terms (Hierarchical) Distance (Bkqh) - Access Broader Term Travel and shipment characteristics (Bk) Narrower Terms Accessibility (Bkqf) Distance (Bkqh) Related Terms (Hierarchical) Carrier selection (Bkc) Trip Length (Bkj) Mode choice (Bkm) Travel time (Bkn) Route choice (Bkr) Travel surveys (Bks)	Accessible - A site, building, facility, or portion thereof that can be approached, entered, and used by the physically impaired. AASHTO_Glossary.pdf		

AID – Business Architecture Support – Bringing Everything Together

Term	Type	Meaning
Acceptance Review	General	
Accessible	General	1. Usable by persons with disabilities (ADA compliant). WSDOT Design Manual 2. A facility in the public right of way that is approachable and usable by persons with disabilities. DOTS 3. Ease ...
Achievement Tracking	General	
Allocation	General	1. (Accounting & Financial Services) - The maximum approved subprogram expenditures, dollars, and FTEs, by an organization in a subprogram and fiscal year, aged by month. Allocation chang...
Alternatives	General	Possible solutions to accomplish a defined purpose and need. These include local and state transportation system mode and design options, locations, and travel demand management and tr...
Alternatives Analysis	General	1. The identification, consideration, and analysis of alternatives. Consideration of alternatives leads to a solution that satisfies the transportation need and protects environmental and commu...
Alternatives Solutions	General	1. (Formulations) - An important function of alternative solution formulation is to identify alternatives that address the baseline need while balancing the performance trade-offs identified in t...
Asset Condition	General	Existing state of the feature determined by the systematic examination. DOTS
Asset Management Plan (AMP)	General	A public transit system plan required as a condition of receiving state funding. It describes an agency's preventative maintenance and asset management policies. Under MAP 21, the requireme...
Asset Management	General	1. A systematic process of operating, maintaining and upgrading transportation assets cost-effectively, by combining engineering practices and analysis with sound business practice and econ...
Benefit Cost Analysis	General	1. A method of valuing a proposition by first monetizing all current expenditures to execute?cost?as well as the expected yields into the future?benefit, then dividing the total benefit by the to...
Capital	General	
Capital Projects	General	
Closure	General	1. The process of finalizing all activities across all of the project process groups to formally close the project or phase. Project Management Glossary 2. A placement of cast-in-place concrete us...
Commuter Trip Reduction	General	1. The Washington State Legislature passed the Commuter Trip Reduction (CTR) Law in 1991 to call on employers to encourage their workers to drive alone less often, reduce carbon emissions a...
Conceptual Solutions	General	Initial technical approach developed to satisfy project requirements as they are known early in the project. https://www.businessprocessglossary.com/12504/conceptual-solution
Context Sensitive Design	General	1. A model for transportation project development. Proposed transportation projects must be planned not only for its physical aspects as a facility serving specific transportation objectives, bu...
Context Sensitive Solutions	General	1. CSS involves working with communities to achieve consensus on the look and feel of highways and other transportation facilities. CSS incorporates architectural treatments, structures, light...
Contextual Needs	General	Identified needs other than the Baseline Need(s) that are given along with the initial prompt for a project, or those discovered and defined as part of the Context Identification activity at the s...
Contract	General	The approved form of security, executed by the contractor and his surety or sureties, guaranteeing complete execution of the contract and all supplemental agreements pertaining thereto and...
Contract Administration	General	1. The process of managing the contract and the relationship with the buyer and seller; reviewing and documenting how a seller performing or has performed to establish required corrective ...
Contract Award	General	1. This milestone marks the date the Bid Process is complete and the contract is awarded. http://www.wsdot.wa.gov/ppsc/pgmmgt/cpms/fields/ContAward.asp 2. The acceptance by the contra...
Corridor	General	Strips of land between two termini within which traffic, topography, environment, and other characteristics are evaluated for transportation purposes. Also for transmission of a utility. Also, a ...
Corridor Planning	General	Represent a range of activities and study elements that are useful in bringing information together to help communities make transportation decisions. These planning activities are often an i...
Corridor Sketch	General	1. A corridor sketch will contain information that describes the characteristics of each corridor, its current and future function, as well as its performance expectations. It will ultimately identify ...
Corridor Study	General	The purpose of the corridor study is to determine the best way to serve existing and future travel demand. These studies bring together the goals and expectations of all groups involved in th...
Corridor Vision	General	The future transportation context from a regional perspective. Practical Design considers and accounts for the contextual needs of the longer section of highway in the development and eval...
Deficiencies	General	1. A list of fields which defines a given roadway deficiency. DOTS 2. More than one defect in a unit of product with respect to the characteristic(s) under consideration. TRT 3. The condition wh...
Design Documentation Package	General	1. The portion of the Project File, including Design Approval and Project Development Approval, that will be retained long term in accordance with WSDOT document retention policies. Depen...
Design Exception	General	1. A method to document a geometric feature that has been preauthorized to exclude improvement of an existing design element for various types of projects, as designated in the design ma...
Development	General	1. Development Division is one section in Environmental and Regional Operations within the Washington State Department of Transportation. The Development Division consists of Administr...
Environmental Assessment	General	1. The process of physically exploring those areas of a property for which potential areas of environmental hazards were determined to exist. This phase includes excavations, sampling, and an...
External Influences	General	
Flexible Design	General	Both flexible design and CSD call for less rigid application of design standards to highway projects. Flexible design involves utilizing the flexibility inherent in the current design process and i...
Functional Analysis	General	A branch of analysis which studies the properties of functions in topological vector spaces and the operators acting on them. TRT
Functional Classification System	General	The process by which streets and highways are grouped into classes, or systems, according to the character of traffic service that they are intended to provide. There are three highway functio...
Goals	General	
Grant Award	General	
Identity	General	
Implementation	General	
Improvement	General	
Integrated Multimodal Transportation System	General	
Knowledge	General	Knowing something with the familiarity gained through experience, education, observation, or investigation; it is also understanding a process, practice, or technique, or how to use a tool. Pr...

AID – General Project Management Tasks

- **Start:** A new project in a new department, we started working from ground zero
- **My Role(s):** Organize materials, create timelines, schedule and facilitate meetings, web and email communications. Coordinate.
- **Take Away (so far):** Rarely am I getting things right the first time I create them, the key, I am finding is stick with the principles of organization and project management...but be flexible



Information and
Project Lifecycles

AID – Organizing Documents

(Y:) Network Drive

- Admin Resources
- Business
- Confidential
- Knowledge Management
- Presentations
- PS AID**
 - 00 Working Papers
 - 01 Products
 - 1 Project Oversight and Communications
 - 1.1 Project Management
 - 1.2 Facilitating and Meeting Management
 - 1.3 Communications and Outreach
 - 2 Knowledge Architecture
 - 3 Information Architecture
 - 4 Knowledge Book
 - 5 Business Process Mapping and Lean Ac
 - 6 Multidisciplinary Engagement
 - 02 BPM Dev
 - 10 Pre-Project Scoping
 - 20 Calendars
 - 30 Budgets
 - 40 Human Resources
 - 50 Communications
 - 60 Procurement

13 items Offline status: Online
Offline availability: Not available

Name	Date modified	Type	Size
00 Working Papers	3/8/2016 3:19 PM	File folder	
01 Products	3/7/2016 8:27 PM	File folder	
02 BPM Dev	3/8/2016 4:59 PM	File folder	
10 Pre-Project Scoping	2/17/2016 4:38 PM	File folder	
20 Calendars	3/7/2016 5:04 PM	File folder	
30 Budgets	3/2/2016 4:44 PM	File folder	
40 Human Resources	3/8/2016 6:47 PM	File folder	
50 Communications	2/3/2016 4:18 PM	File folder	
60 Procurement	2/7/2016 2:18 PM	File folder	
70 Stakeholders	2/19/2016 3:11 PM	File folder	
80 External Reference	12/23/2015 2:36 PM	File folder	
90 Incoming	3/3/2016 10:29 AM	File folder	

AID – Full Calendar ...Too Much Detail

[+ new task or edit this list](#)

[All Tasks](#) [Calendar](#) [Completed](#) ...

Find an item



<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task Name	Due Date	Assigned To
<input type="checkbox"/>		1 Project Oversight and Communications	... September 30	
<input type="checkbox"/>		1.1 Project Management	... May 31	
<input type="checkbox"/>		1.1.1 Meeting notes	...	
<input type="checkbox"/>		1.1.2 Progress reports	...	
<input type="checkbox"/>		1.1.3 Work Plan	... May 31	
<input checked="" type="checkbox"/>		1.1.3.1 Initial	... November 23, 2015	
<input type="checkbox"/>		1.1.3.2 Revision 1	... January 29	
<input type="checkbox"/>		1.1.3.3 Revision 2	... March 30	
<input type="checkbox"/>		1.1.3.4 Revision 3	... May 31	
<input type="checkbox"/>		1.2 Facilitating and Meeting Management	... September 29	
<input type="checkbox"/>		1.2.1 Meeting agendas	...	
<input type="checkbox"/>		1.2.2 Meeting presentation materials and handouts	...	

AID – Milestone Checklist ...good view for me

Full Schedule

Project Milestones

Events Calendar

SharedDocs

Team Discussion

Project Glossary

Multidisciplinary Engagement

Recent

Site Contents

EDIT LINKS

Start 2/9

MARCH 2016

APRIL 2016

Add tasks with dates to the timeline

+ new task or edit this list

All Tasks Calendar Completed ...

Find an item

✓		Task Name	Due Date	Assigned To
✓		Project Launch	... July 1, 2015	
✓		SIPOCs Completed	... August 25, 2015	
✓		Business Process Mapping Workshop Completed	... October 14, 2015	
✓		Spy Pond's Work Begins!	... October 15, 2015	
		Knowledge Architecture	... March 31	
✓		2.1.1 Review Business Models and Finalize Architecture Memo	... November 20, 2015	
✓		2.2.1 Business Architecture Refinement –Draft Templates	... December 21, 2015	
		▶ 2.3.1 Tech Memo: Resource Models	... March 31	
		2.4.1 Recommendations for Learning Organization	... April 15	

AID – The calendar my boss actually uses

AID - DELIVERABLE DEADLINES June 2015 to November 2016 DRAFT

	SUMMER 2015			FALL 2015	WINTER 2015-2016			SPRING 2016			SUMMER 2016			FALL 2016	November			
	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November
AID Project Management - Work Plan, Notes, Reports, Agendas (TBD), Minutes (TBD)					Meeting Notes	Work Plan (1.1.3), Meeting Notes, Progress Reports	Meeting Notes, Progress Reports	Work Plan Update (1.1.3), Meeting Notes, Progress Reports	Meeting Notes, Progress Reports	Work Plan Update (1.1.3), Meeting Notes, Progress Reports	Meeting Notes, Progress Reports	Work Plan Update (1.1.3), Meeting Notes, Progress Reports	Meeting Notes, Progress Reports	Meeting Notes, Progress Reports	Meeting Notes, Progress Reports	Meeting Notes, Progress Reports, Draft Report (1.3.3)	Meeting Notes, Progress Reports, Final Report (1.3.4)	
Knowledge Architecture					Project Leads: Spy Pond - AID Project Team					Draft Content from Pilot, Capabilities (2.3.1.1, 2.3.1.2)	Recs for Learning Culture, Working Paper 1 (2.4.1, 2.5.1)							
Information Architecture					Project Leads: Spy Pond - AID Project Team					Data and Info Mapping Memo (3.1.1)	Taxonomy Framework, Interview Guide (3.2.1, 3.3.1)	Recommendations for Improved Info Mgmt (3.3.2)	Working Paper 2 (3.4.1)					
Knowledge Book					Project Leads: Spy Pond - AID Project Team					Topic Selection and Scoping (4.1.1)		Outline of Knowledge Book (4.2.1)					KB Final, Dev Guide (4.3.1 - 4.3.3)	
Lean Phase 2		SIPOCs - Goals, Planning, Programming, Development, Operations, Maintenance, Construction (5.1.1)			Project Leads: AID Project Team - DES Lean - WSDOT Lean					Business Process Map Workshop (5.1.2)		Task 1 (March 16th) Task 2 (TBD)						
AID Steering Committee					Review Business Process Map (5.1.2)	Review Action Items Selected (5.1.2)			SP Intro to Capability (2.3.1.2) & BPM, Glossary	March 21st (SP)	April 18th	May 23rd		July 18th	Aug 23rd	Sept 20th (SP)		
EIGG/EIMT						Discuss Priority Issues(5.1.2)		EIGG Workplan (EIMT)	EIMT March 16	EIMT April 13th, EIGG April 28	EIMT May 17th	EIMT June 16th, EIGG June 23rd	EIMT July 20th	EIMT Aug 16th, EIGG Aug 25th	EIMT Sept 16th	EIMT Oct 19th, EIGG Oct 27th	EIMT Nov 16th	
Multidisciplinary Engagement (ME)	Survey for WSDOT ME Practices (Task 16)			Principles Developed (Task 2)	Common State Survey* of Workshop Participants (Task 4)	Report to OSAPA		Map activities that require ME (Task 5)	Rec Actions (Task 8) Strat for Imp (Task 7)	Survey Workshop Participants (Task 6)								Report to OSAPA

Web – Communicating the value of the project



Web Author Console
Switch To Edit Site

- Intranet Home
- Project Delivery
- WSDOT A-Z
- Employee Center
- Data Drawer
- Forms

Engineering Policy and Innovation
[EPI Staff](#)
[Research Office](#)
[Library Services](#)

- Partners**
- Capital Program Development and Management
 - Communications
 - Community Transportation Planning
 - Design Policy
 - Enterprise Risk Management
 - Multimodal Planning
 - Public Transportation
 - Regional Operations
 - Strategic Analysis and Estimating Office
 - Traffic Operations

Engineering Policy and Innovation Division

The Engineering Policy and Innovation (EPI) Division's role is to champion the development and implementation of agency initiatives.

Innovating News

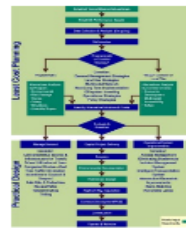
Our work towards practical design solutions is really gaining traction. Secretary Peterson has been asked to talk about WSDOT's approach at the upcoming AASHTO Annual Meeting in Nov. Great job to all that are helping bring this innovative idea to fruition.

[Other Innovating articles and archives...](#)

Practical Solutions

Least Cost Planning is an approach to making planning decisions that considers a variety of conceptual solutions to achieve the desired system performance targets.

Practical Design is an approach to making project decisions that focus on the need for the project and looks for the lowest cost solutions.



Practical Solutions Flowchart (pdf 89 kb)

Practical Design Success Stories

[Compact roundabouts coming to I-5 ramps near Bellingham](#)

[US 12 Rochester vicinity safety improvements \(pdf 107 kb\)](#)

[I-5 Auxiliary Lane, Lakewood \(pdf 103 kb\)](#)

[North Spokane Corridor - Spokane \(pdf 98 kb\)](#)

[US 2 Tumwater Canyon Bridge Replacements \(pdf 128 kb\)](#)

[SR 150 No-See-Um Road Intersection Improvements \(pdf 107 kb\)](#)

Web – Just starting to create a structure for group and project

	A	B	C	D
1	EPI Intranet			
2	Navigation (page)	Page Content	New Navigation	New Page Content
3	Engineering Policy and Innovation	Homepage, Innovating News, Practical Solutions	Engineering Policy and Innovation	Mission Statement, brief stmt about each section, news
4	Least Cost Planning	Least Cost Planning Resources	Practical Solutions Training	
5			Secretary's Committee	about, link to SP calendar, etc
6	Practical Design	Practical Design Resources, WSDOT Resources, WSDOT Design Manual, Other Resources	Knowledge Services	AID, EIGG, etc
7	Innovating News	Innovating the News Articles	Research Office	link
8	EPI Staff	Staff	Library	link
9	Research Office	External	Staff	dept, phone, email
10	Library Services	External		
11				
12				

Recap – Things I've Learned

- **Take Away 1:** Biologist (Engineers) will and can put up with any amount of pain, Project Librarians can be an information aspirin. (From 520 Bridge Project)
- **Take Away 2:** People are busy doing their jobs (even other librarians). Project Librarians can be expert information organizers (even to other librarians). (From Server Cleanup)
- **Take Away 3:** DOT's are complicated places, a Project Librarian can make it less so (RPMD)

Recap – Things I've Learned

- **Take Away (so far):** Taxonomy and Metadata are not being coherently applied across the agency in a managed way. Each department is a silo, making findability across enterprise nearly impossible. In my opinion, solving these two problems is the most critical aspect of this project for a project librarian (but I'm a librarian, findability is a big deal) (AID-Information and Biz Architecture)
- **Take Away (so far):** Rarely am I getting things right the first time I create them, the key, I am, finding is stick with the principles of organization...but be flexible (AID – Project Control)
- **Take Away (Bonus):** Language ambiguity (glossary), individual silo optimization (non-group and non-enterprise thinking) and undocumented processes (BPM) are at the heart of every problem here. This Project Library is trying to help with all three.

Some Advice (I hate when people give Advice)

- **Develop another Business Skill:** Doesn't have to be anything mentioned here, but find a skill that will add value to yourself within the organization – Resources on next page
- **Join and participate in an organization :** I need to take my own advice on this one, often I join a group and then don't get involved, I'm hoping to change this.
- **For those wanting to be Project Librarians:** Full PMP Certification isn't necessary, you can get associate level certification CAPM through PMI or other organizations...I would try and get some education in Project Management and see where it goes...if I had to do over again, I would have pursued education sooner(and focused on Taxonomy/Metadata out of library school).
- **Speaking of Certification** ...All the study I did for the PMP was with resources available through the DOT library, including the standards, books and instructional videos. Everything! Your library isn't just a place to work, it is also an educational center!!

Resources

- Project Management Institute (PMP or CAPM Certification)

www.pmi.org

- AIIM – The Global Community of Information Professionals (you ARE an Information Professional)

www.aiim.org/training

- Information Architecture Institute

www.iainstitute.org

- Business Process Model and Notation

www.bpmn.org

- Enterprise Architect (Business Model Software)

www.sparxsystems.com

- Treesize (Find duplicates among your network documents)

www.jam-software.com

Contact

- Questions about the AID Project, FHWA Grants or Practical Solutions

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- Questions about anything else you saw during this presentation

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