



CDLIS Working Group - Communication Plan

1. Document Purpose

Two key responsibilities identified in the CDLIS Working Group Charter for its members are to;

- (1) provide and support ongoing communications between the CDLIS Working Group and the broader AAMVA Jurisdictional base, and
- (2) endorse and promote CDLIS Working Group decisions within the CDLIS community.

The purpose of this document is to identify and elaborate on an appropriate communication plan for the CDLIS Working Group to effectively meet the above responsibilities.

2. Communication Objectives

The key objectives for communication between the CDLIS Working Group and the CDLIS Stakeholders at large are to;

- (1) ensure that the stakeholders are made aware of all change proposals that are submitted for consideration,
- (2) ensure that the stakeholders are made aware of any decisions made regarding change proposals, including rationale for action to be taken and timing of same,
- (3) provide a forum for the stakeholders to communicate their input into the change control process, both at a high level and for specific change proposals.
- (4) ensure that all stakeholders are made aware of future CDLIS updates in a timely manner, have an understanding of the impact associated with those updates, and are aware of specific time-lines for future releases.
- (5) ensure that the CDLIS Working Group is informed about stakeholders' issues and concerns.

3. Communication Vehicles

The various vehicles identified for communicating between the CDLIS Working Group and the CDLIS Stakeholders at large are;

- (1) proactive and recurring publication of CDLIS WG regional representative contact information (TWIR, AAMVA Ops distribution, AAMVA web-site, Regional Conferences, AIC, AAMVA Training Materials),
- (2) regularly scheduled town hall sessions at the regional level (quarterly, with more frequency as needed),
- (3) regularly scheduled status updates distributed via email (TWIR, AAMVA Ops distribution, AAMVA web-site, Chief Administrators Newsletter, CDLIS Modernization status reports),
- (4) ongoing, open door policy with specific CDLIS WG regional representatives
- (5) utilization of regional member support directors (Fred Porter, Sheila Prior)

4. CDLIS Stakeholders

The CDLIS Stakeholders include;

- (1) Jurisdictions (US States, District of Columbia, Mexico and Canada)
- (2) FMCSA
- (3) NHTSA / NDR
- (4) AAMVA
- (5) Commercial Drivers
- (6) Commercial Driver Employers