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List of Acronyms

APL... Approved Product List

AVL .... Automatic Vehicle Location

CCTV.. Closed-circuit Television

CMB ....(FDOT) Change Management Board

ConOps ....Concept of Operations

Email... Electronic Mail

FDOT..Florida Department of Transportation

GUI ....Graphical User Interface

I-295... Interstate 295

I-95... Interstate 95

ITB..Invitation to Bid

ITS .... Intelligent Transportation System

QA .... Quality Assurance

STEWARD...........Statewide Traffic Engineering Warehouse for Archived Regional Data

SwRI ....Southwest Research Institute

TERL ....(FDOT) Traffic Engineering Research Laboratory

XML ....Extensible Markup Language

Florida Department of Transportation

CHANGE MANAGEMENT BOARD MEETING NOTES

Tuesday, August 29, 2006
1:00 p.m. – 4:30 p.m.

Florida's Turnpike Enterprise – Turkey Lake Service Plaza
Orlando, Florida (and by Teleconference)

Purpose

The August 29, 2006, Change Management Board (CMB) meeting was held to review the nominees for the new CMB chairperson and to vote on a new board chair for the next 12 months. The Board also voted on the SunGuide[SM] software preset scheduling requirements for closed-circuit television (CCTV) cameras.[1] Project status reports were also presented.

Attendees[2]

Mike Akridge, FDOT TEOO*
James Barbosa, IBI
Chris Birosak, FDOT District 1*
John Bonds, PBS&J / ITS General Consultant
David Chang, PBS&J
Dong Chen, FDOT District 4*
Steve Corbin, FDOT District 4*
Will Corchado, FTE[3]
Ken Courage, University of Florida
Steve Dellenback, SwRI*
John Easterling, FTE*
Gene Glotzbach, FDOT TEOO*
Jennifer Heller, FDOT District 5
Robert Heller, SwRI*
Terry Hensley, FDOT District 7*

Dave Hodges, PBS&J / ITS General Consultant*
Liang Hsia, FDOT TEOO
Aaron Jackson, TransCore
Penny Kamish, SmartRoute Systems
David Krauss, Vanus
Jesus Martinez, FDOT District 6*
Elizabeth McCrary, FDOT District 7*
Rory Santana, FDOT District 6*
Mike Smith, FDOT District 5
Trey Tillander, FDOT TEOO
Walt Townsend, Siemens ITS
Peter Vega, FDOT District 2
Chad Williams, FDOT District 3*
Bill Wilshire, FDOT District 7*

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[1] SunGuide is a service mark of the Florida Department of Transportation.

[2] Note that attendee names marked with an asterisk indicate meeting participation via teleconference.

[3] Will Corchado joined the meeting in progress.

Board Chairman Gene Glotzbach opened the meeting and everyone introduced themselves. Under the recap of the meeting held on July 25, 2006, in Orlando, Gene said everyone should have received an electronic mail (email) with a copy of the meeting notes. He encouraged everyone to review them, and to respond with any additions or corrections.[4] There was no further discussion.

Regarding the vote for a new chair, Gene said ballots had been distributed and the two nominees were Steve Corbin, District 4, and Pete Vega, District 2. Steve was chosen by a majority voice vote, with all Districts, Florida's Turnpike Enterprise, and the Florida Department of Transportation (FDOT) Central Office casting ballots. Gene said Steve will serve for the coming year, after which time there will be another vote and a change in board leadership, if so desired.

Trey Tillander presented the SunGuide software budget update. As State Traffic Engineer Lap Hoang noted at the previous CMB meeting, the FDOT Executive Board approved additional funding for ITS programs, and SunGuide received some of that money. Trey said he and Gene will determine how much of the added funding is actually allocated for SunGuide. Also, a contract modification with Southwest Research Institute (SwRI), SunGuide's developer, is being prepared to create new labor categories. Trey said this has the potential to save the FDOT money by establishing intermediate categories for labor, ones that will be more appropriate for future tasks and cost less. He thanked SwRI for their cooperation on this modification, and Steve Dellenback responded that the new categories will save the state money.

Pete Vega mentioned that he would like a year's notice on getting program costs included in Work Program funding. Steve Corbin asked how much money was being allocated for intelligent transportation system (ITS) projects in the 2006/2007 fiscal year, and how much can be obtained from the ITS Section budget reserves. Gene responded that he did not know how much funding remains in the reserve, especially for covering the costs of Release 3.X of the SunGuide software. Trey noted that he had developed the five-year budget that was presented to the Executive Board, and all but $1.22 million in the current fiscal year was funded. Gene said he believes he can cover that much from ITS reserves, adding that the lack of first-year money was probably an oversight.

John Bonds spoke regarding the SunGuide software systems engineering process. He presented a series of slides on how a concept moves through the systems engineering process to become a final product, and the steps used along the way to ensure that the final result meets the user requirements. He discussed a project's concept of operations (ConOps), including when such a document is necessary and what the document must consist of. He noted that the FDOT *Statewide Systems Engineering Management Plan* includes instructions on how to write a ConOps.[5]

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[4] The July 25, 2006, CMB meeting notes are available online at http://floridaits.com/Change_Mgmt.htm.

[5] Florida Department of Transportation, *Deliverable 1-10: Technical Memorandum – Florida's Statewide Systems Engineering Management Plan* (Version 2, Rev. March 7, 2005). Available online at http://floridaits.com/SEMP/.

John also discussed requirements traceability and configuration management. According to the CMB systems engineering process, the Board reviews the ConOps and decides what features are desired, then later examines the system requirements and decides whether they accurately express what is contained in the ConOps. Steve Corbin said it should be emphasized that the CMB should approve a ConOps before the FDOT proceeds with software development. John asked whether the Board members should review all the documents in the systems engineering process. Steve Corbin said yes because each document in the process hinges on the one produced before it.

In the discussion that followed, Steve Dellenback said that such a review is fine, but there is the potential for project schedule delays as everyone checks each document. Jennifer Heller recommended limiting review to the project requirements and the functional specifications for meeting those requirements. Steve Corbin said that the FDOT staff should meet separately to make a decision regarding this matter since it is a crucial need. Pete responded that he doesn't have the time to review all the documents in the process. He indicated that, for those who wish to do so, there is plenty of access to the project documentation, and opportunity to review and comment on them by visiting the SunGuide project Web site.[6]

Steve Dellenback asked whether SwRI's software team should slow down its development of SunGuide Release 2.2 so that the FDOT can review the documents and see whether their expectations are being met. Trey said no because that portion of the project is now in coding and testing. The requirements and design already have frozen baselines, so now is not the time to have the CMB conduct a review.

Professor Ken Courage of the University of Florida gave an update on the statewide central data warehouse project. He said the warehouse will be identified by the acronym STEWARD, which stands for the Statewide Traffic Engineering Warehouse for Archived Regional Data. He stressed that this effort is a "proof of concept" project and not a complete data warehouse development. Ken said he is working with District 2 on data accuracy and the ability to build a database. Many reports are available through the system, and anyone will be able to take the data outputs and graphics, and tailor them as they wish.

In District 2, the testing area is on Interstate 95 (I-95) between the Interstate 295 (I-295) south leg and the Jacksonville airport, and the focus is sensor accuracy. Ken said he would like input on that aspect of the data collection, and feedback from everyone on the database, specifically regarding whether the design will meet user needs. Ken concluded by noting that the data warehouse project needs to be continued through May 2007 and a progress report will be provided soon.

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[6] The project Web site is located online at http://sunguide.datasys.swri.edu/.

Next, Trey briefly discussed the Road Ranger extensible markup language (XML) schema and the need to ensure that SunGuide is consistent with that language across the board. Regarding the global device number, SwRI's review and input is needed. Trey said he will have more to report on that subject as soon as his research with SwRI is complete.

The next topic was the ramp metering firmware update. The design is scheduled to be complete by September 6, with general operation coding to begin on September 15, surveillance functions coding on October 1, and ramp metering functions coding on October 13, 2006. After testing during November, the development effort should be finished by December 15. Rory Santana said District 6 is still on schedule with the project.

Steve Corbin gave an update on SunGuide Software Release 2.2, but noted that the development team had not been working on the project lately because of approaching Tropical Storm Ernesto.

Liang Hsia briefed the CMB on the ITS ITB and ITS Approved Product List (APL) project. This project applies newly published ITS specifications to evaluate and test ITS products, and to verify ITS products' compatibility with the SunGuide software in terms of hardware, software, firmware, and network connectivity. All ITS equipment manufacturers and vendors were notified in a letter from Lap Hoang that the FDOT Traffic Engineering Research Laboratory (TERL) is instituting mandatory quality assurance (QA) reviews to verify that each manufacturer's quality control, product testing, and documentation practices follow the FDOT APL test and certification processes.

Next, a vote was conducted on the SunGuide software preset schedule requirements. John Bonds explained the various requirements and it was decided that a single vote would be taken on all 16 as a group. The items form the basis for SwRI's development of a SunGuide preset schedule module that operators can use to reposition CCTV cameras automatically at predetermined dates and times. John said the requirements were based on a SwRI white paper published in March,[7] and that together they would form the baseline for the preset scheduling function.

Pete asked whether the software's graphical user interface (GUI) can have camera icons in different colors so that the operator can tell which ones are scheduled and which ones are locked (i.e., not intended to be moved). Jesus Martinez agreed that this would be a great help to the operator. Robert Heller of SwRI said the color coding is something they can work on.

It was noted that three more items will be added to the requirements. John said he would write the requirements and distribute them to CMB members. Gene recommended that the items be put to a vote via email ballot. A vote was taken on the group of 16 and the motion passed unanimously.

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[7] Dellenback, Steven W. (SwRI), *SunGuide^{SM} Present Scheduling* (March 2006)

John discussed the SunGuide Release 3.X automatic vehicle location (AVL) subsystem. A draft AVL requirements specification that has 49 functional requirements was produced August 1. Districts 4 and 7 provided review comments, and more requirements were added. John said the AVL capability assumes that there will be a third-party provider for vehicle location and status data. The AVL subsystem will integrate with the SunGuide GUI, and data will be archived for replay or reporting.

Trey said he believes that the Road Rangers committee may be commenting on the AVL effort, too. It was mentioned that more correlation between the Road Ranger status indications and the performance measures is needed, due to the need for a time stamp to record event management data.

Steve Corbin asked Trey whether SwRI could do a white paper on geofencing. Trey responded that he will work with Paul Clark to provide information on that, perhaps a cost/benefit analysis. Trey said he will produce a final draft of the AVL subsystem requirements by the next CMB meeting. In the meantime, he is accepting comments from the Board. The Board discussed the possibility of a meeting in early October, which would give Trey a three to four-week period to prepare the information.

Bill Wilshire said he likes the teleconference meeting style. He thinks the format is good for getting everyone together and seemed to work well.

There was no other discussion, so the meeting was adjourned at approximately 4:00 p.m.

ACTION ITEMS

1. David Chang will review the Central Data Warehouse (CDW) Road Ranger XML schema versus the Road Ranger procedure and SunGuide requirements to ensure consistence among all three.

2. Trey Tillander and SwRI will review the CDW global device number proposal and provide a report to the CMB.

3. Liang Hsia will distribute the Invitation to Bid (ITB) package to the CMB.

4. John Bonds will update the preset scheduling requirements for the CMB to review and approve.

5. Trey Tillander and SwRI will coordinate with Paul Clark to analyze costs and benefits for geofencing.

6. Walt Townsend will update the AVL requirements based on discussion.

7. John Bonds will provide the final AVL requirements specification for review and approval by the CMB.

8. Steve Corbin will schedule the next CMB teleconference in October.