

DOCUMENT CONTROL PANEL		
File Name:	<i>Florida Department of Transportation – Change Management Board Meeting Notes – Thursday, March 8, 2007, 8:30 to 2:30 p.m.</i>	
File Location:	W:\ITS Program\ITS GC\060305 NEW ITS GC Contract\Assign 41 - CMB Meeting Support\070308 CMB meeting notes_Final.doc	
Deliverable Number:		
Version Number:	1	
	Name	Date
Created By:	Dave Hodges, PBS&J	3/8/07
Reviewed By:	David Chang, PBS&J	3/12/07
	Trey Tillander, FDOT	3/14/07
Modified By:	Dave Hodges, PBS&J	3/15/07
	TJ Hapney, PBS&J	4/2/07
Completed By:	TJ Hapney, PBS&J	4/13/07

List of Acronyms

AVL	Automatic Vehicle Location
CAD	Computer-aided Dispatch
CCTV	Closed-circuit Television
CMB	Change Management Board
ConOps	Concept of Operations
DMS	Dynamic Message Sign
EM / PM	Event Manager / Performance Measure
FAT	Factory Acceptance Test
FDOT	Florida Department of Transportation
FHP	Florida Highway Patrol
FIU	Florida International University
GUI	Graphical User Interface
FHP	Florida Highway Patrol
HTML	Hyper Text Markup Language
ITS	Intelligent Transportation System
JVM	Java Virtual Machine
LPR	License Plate Reader
OIS	Office of Information Systems
SAS	Scheduled Actions Subsystem
SwRI	Southwest Research Institute
TEOO	Traffic Engineering and Operations Office
TERL	Traffic Engineering Research Laboratory
TMC	Transportation Management Center
TSS	Transportation Sensor System
XML	Extensible Markup Language

Florida Department of Transportation
CHANGE MANAGEMENT BOARD MEETING NOTES

Thursday, March 8, 2007
8:30 a.m. – 2:30 p.m.

FDOT ITS Section, Tallahassee
and Videoconference Sites Statewide

Purpose:

This meeting was held for the Board members to hear a briefing on SunGuide Software Release 2.2.2 and to vote on new software requirements pertaining to responder audits, probe travel time, the automated vehicle identification (AVI) reader component and license plate reader component.¹

Attendees:

Trey Tillander, CO	Gene Glotzbach, CO	Chris Birosak, District 1
Peter Vega, District 2	Chad Williams, District 3	Steve Corbin, District 4
Mike Smith, District 5	Jennifer Heller, District 5	Joe Steward, District 5
Jesus Martinez, District 6	Manuel Fontan, District 6	Bill Wilshire, District 7
John Easterling, TPK	Steve Dellenback, SwRI	Robert Heller, SwRI
John Bonds, PBS&J	David Chang, PBS&J	Dave Hodges, PBS&J
Ron Meyer, PBS&J	Ashis Sanyal, PBS&J	Krista Small, PBS&J
Dave Ashton, IBI	James Bitting, Lucent Group	Walt Townsend, Siemens ITS
David Krauss, Vanus		

Change Management Board (CMB) Chairman Steve Corbin opened the meeting and called the roll of District offices that were participating in the video teleconferencing system, which enabled everyone to get a view of and hear the board members in other locations. Steve then conducted a review of the action items from the CMB's previous meeting on January 12, 2007:

1. CMB Slide 18, Comment 9: Peter Vega reported that District 2 entered the issue of supporting Group Camera into the Footprint Database.
2. AV009T1: John Bonds deleted the requirement that after a configurable number of days, the oldest vehicle position data will be overwritten as new position reports are received.

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

3. Regarding the FDOT's "required duration" for maintaining data in an archive, Trey Tillander will meet with the FDOT Legal Office. He recommended that everyone go back to their IT people and see that their practices are conforming to state requirements.
4. CMB Slide 42, Requirement EM003R: John Bonds deleted the wording "within the Performance Measures data fields only".
5. CMB slide 44, Requirement EM002T: John added a sub-requirement that the event manager (EM) tracking component automatically track the billable/non-billable and available/unavailable for dispatch status of a truck based on its current status.
6. EM001R1: John removed the "Cambridge Systematics" reference from the requirement.
7. TM006D: David Chang updated the January 12 ballot to add the word "document".
8. EM002G1: John changed the wording "verification time" to "notification time".
9. EM017G and EM017G1: John replaced the wording "video switch" with "video switch subsystem".
10. EM001E: John deleted the wording "additional event attributes (Hazmat, Fire, Rollover, Dump Truck, and Fatality)".
11. District 4 asked CitiLog for the driver cost of the "Incident Vehicle Detection System". This request was forwarded to CitiLog's parent company, Fortran Traffic Systems Ltd., which responded with a letter that Steve Corbin said he forwarded to Trey and to Gene Glotzbach. Fortran said they would offer service instead of cash to create the driver needed. If a District buys a CitiLog system, the company will provide software that is valued at about \$6,000 per installation. Trey said the company will offer the CitiLog software in connection with this, which he felt was a much cleaner arrangement. In answer to a question from Peter Vega, Trey said the driver will be a part of SunGuide Release 3.0.
12. Steve Corbin said the Amber Alerts requirements were submitted to the Central Office and it looks like the FDOT is moving forward on this.

Steve Corbin then brought up the matter of the CMB charter. He was concerned that the Board is not following the provisions in that document. He had begun editing the charter document on the CMB's operation. He noted that there is no usage of subcommittees for handling the Board's business, as the CMB charter mentions. Trey said some things the CMB is following with regard to process; some it is not. The situation is either an oversight or an indication that the CMB charter is not practical. If the document has shortcomings, then those aspects of it should be examined.

Steve Corbin recommended that his edits be circulated for everyone to review. The change management process in the document really does not speak to revising or amending the process, he noted. Another example: when a regular CMB member is replaced or changed, the charter does not outline how that works. He said the members have just been notifying the chairman when a membership change occurs. These kinds of things should be incorporated. Steve asked whether the charter should be sent to everyone so they can get familiar with it before changes are made. Everyone agreed that this should be done.

Action Item – David Chang will distribute the CMB charter to everyone and any proposed changes will have the changes redlined, at the suggestion of Chris Birosak.

Steve Corbin said the CMB is doing a good job of documentation and he credited David Chang for that. The FDOT could be a leader in the CMB process nationally, from what Steve said he has seen.

SunGuide Footprints Issues Review – Robert Heller covered the statistics on Slide 10. He said 124 issues have been submitted. He showed a graph on Slide 11 and noted that the plot representing total issues submitted is becoming a straight line. The line below it shows open issues being resolved. He said he feels the straight line indicates Southwest Research Institute (SwRI) is keeping up with the issues submitted.

Footprints Item 102 – Communications Failures: Robert asked that the CMB approve this change (Slide 13) because devices experiencing communications errors enter a failed state and need to be brought back online. He recommended that SunGuide software be modified to attempt to reestablish communication with a device. This function, requested by District 5, would include a user-definable reset time and number of attempts. John Bonds asked why the number of retries should be limited. Robert responded that this could be configurable. There was a voice vote on this request and it passed with seven for and two abstaining.

Footprints Item 116 – Administrative Editor: Robert explained that this was a suggestion from Ron Meyer at the TERL. In the Administrative Editor, once you create a name for a device, you can edit the device characteristics, but you cannot edit the device name. A transportation management center (TMC) may have large numbers of the same device on a network, which means the staff must reenter all the data for each new item. SunGuide functions based on items having unique device names. Robert proposed a “duplicate” button on the screen that would allow more rapid, less error-prone creation of new devices. A duplicate device would not be added to the SunGuide database until the name designation is performed. Ron said this solution would be acceptable. A vote was taken and the recommendation passed with seven for and two abstaining.

Footprints Item 136 – Daylight Savings Time: Robert said patches need to be run against Windows, Java Virtual Machine (JVM), and Oracle and this must be done before the time change this weekend. He provided links on Slide 15 for where to go online and obtain the items needed to do this. Those with problems should phone the SunGuide Help Desk.

SunGuide Release 2.2.2 – Steve Dellenback discussed this item, which includes the scheduled actions requirements formerly known as closed circuit television (CCTV) preset scheduling. This allows operators to program a schedule for camera movements at certain times. The item for schedules is being run as a SunGuide subsystem. The operator graphical user interface (GUI) is used to run, start, and stop the schedules. Steve covered the succeeding slides that illustrated the GUI for setting the sequences, their timing, and activation or suspension.

Regarding GUI enhancement (Slide 26), Steve explained that operator Log-in time was slow as Districts began using SunGuide. It took several minutes to accomplish this because of the browser having to process a long string of extensible markup language (XML) messages. In Windows Internet Explorer, the user cannot split or parse JavaScript; you must have a faster computer to overcome this, or switch to JavaScript drawing and ActiveX communications and parsing to pick up speed. Steve covered the remaining slides describing this change. John Bonds asked about a name change for one of the dialog boxes on the level of message setting. Steve said he would research it.

As for Release 2.2.2 installation, Steve said everyone would need to refresh their entire setup. The scheduled actions subsystem (SAS) has tables with new columns that need to be added. He recommended that one District be designated as a first install location to see how it goes. Trey says whatever Districts install this need to see that their individual concerns were addressed. Robert Heller said Ron Meyer ought to install and get it running at the TERL first. Trey and Ron agree, but for SAS the TERL only has two cameras for schedule purposes. Peter observed that Ron could also install the software at District 2 where there are 30 cameras to run schedules on.

Trey said Robert had given him the CDs with the Release 2.2.2 executables. He will hand-deliver the CDs to Peter and Ron on March 8, and will mail the CDs to the other Districts. The supporting documents are on the SunGuide Web site. Trey said he would send an e-mail to everyone with that information.

James Bitting asked if there was anything added about passwords or resetting them after a certain number of days. Steve Dellenback said no. James said that would be preferred after District 7 gets the system running. The TMC wants to follow the FDOT rules on password type and duration. Steve said it can be added. Trey said there needs to be agreement by all Districts on how much security to have and how to do it. Robert replied that this can be handled in the Footprints Database. James said he would send Trey the FDOT rules governing security access requests.

Release 3.0 Requirements Discussion and Vote – David Ashton talked about the responder audit function, which permits the correction of operator entry errors so that performance measurement data is not skewed due to mistakes. Access would only be given to administrators and managers. John Bonds then summarized the requirements. Total cost is \$48,988.92. A voice vote was taken and the responder audit requirements were approved unanimously.

FHP CAD Interface – Trey explained that there has been difficulty in the FDOT and FHP achieving a viable interface. He said he is working with the FHP and is developing a draft Concept of Operations (ConOps) in which he will try to mold the existing District 4, District 5 and FHP information to address everything. He is also looking for consensus among users internally before the FDOT ventures out to the FHP. The issue is much bigger than simply having an XML interface between the two systems. This computer-aided dispatch (CAD) interface would be valuable for SunGuide and for use of data for other needs. Trey said he plans to get the ConOps draft out to CMB members in a couple of weeks, before the ITS Working Group Conference on April 2-4.

Peter noted that Districts 6, 5 and 2 have access to FHP CAD due to collocation of the agencies. That may be better answer than incorporating it into SunGuide. At the District 2 TMC, it is one of the displays on the video wall, showing incidents and locations. From that, FDOT can make a decision about the appropriate response. Steve Corbin responded that not all Districts have the same ability to see the FHP CAD at the same level, or at all. He said the least common denominator would be a subsystem that gives everybody access to this input. Trey said he considers it another incident detection source, especially in rural areas where there are no cameras or alternative detection methods. Peter said it may be better to work through the FHP management in Tallahassee to get cooperation at the District level for a better interface through current channels, before the CMB goes to the trouble of creating a SunGuide function for FHP inputs. Trey indicated that this process would still require a TMC operator to manually enter the data in SunGuide.

Amber Alert – Gene Glotzbach reported that the system is working, though it is cumbersome. The FDLE calls the Orlando TMC, which then alerts the other TMCs. Gene said a better answer would be to make this a SunGuide function, with alerts distributed from Orlando using the C2C interface. That way, the FDOT portion would be streamlined, at least. Gene said a ConOps is being prepared with functional requirements that CMB members can review prior to the April meeting. Gene favors an internal consensus before taking the plan forward to the FDLE.

Ron commented that one item to consider is the FDLE's RSS XML interface with the lottery kiosks. Users can go to the FDLE's Web site and subscribe to get text alerts of missing children, but Gene says not all are Amber Alert material. They're just bulletins about missing kids. Peter said Districts could also subscribe to a service where they can call the FDLE for confirming an alert, rather than depending on feeds from District 5. Walt Townsend said the main thing internally is how you want to handle it once you get the alert (i.e., a tool for inserting it into the SunGuide function for approval and displaying the message you get). Steve Corbin agreed with Trey that there would be something simple that could be done for the FDLE to be able to get information disseminated to the FDOT. Ron noted that the FDOT is already work with the FDLE; just find out from them if they could format the information in a form we can use.

Travel Time Requirements – A revised white paper covered this. There are a total of 81 requirements to be approved. Trey said this is gaining momentum. The Tallahassee project is to be advertised soon for license plate readers (LPRs). Now is a good time for this to be brought up because deployments are imminent. John Bonds then went over the individual items. There was discussion about how these SunGuide automated travel times mesh with travel times generated by a District's own detectors and probe vehicles. Trey said he is not sure it is addressed, the merging of transportation sensor system (TSS) and LPR readings on the same road. The Central Office will add requirements to address this.

Bill Wilshire expressed concern that the FDOT is devoting effort to developing something that will be bypassed by advancing technology. Gene said he will distribute the report from a study done on probe usage and how well it worked in the areas where toll transponders were sufficient enough to develop the data necessary. This discussion was followed by a quick poll of the Districts as to the means of detection they anticipate deploying. District 1 favored AVI. District 2

FDOT Change Management Board Meeting Notes
Thursday, March 8, 2007 — 8:30 a.m. to 2:30 p.m.

prefers AVI, but not LPRs. District 3 wants LPRs, with a project on the horizon in Tallahassee. Districts 4, 5, 6, 7, Turnpike and Central Office all said yes to both.

John Bonds resumed his summation of the requirements. TM009T requires SunGuide to calculate travel times using data obtained from a combination of point-based and probe-based detection technologies. Robert Heller explained that the sign control for display will allow only one source to be reported to the motorist, and the SunGuide operator must select which one. There's no way around that.

[The Board adjourned for lunch.]

During lunch, Trey indicated that some additional requirements were drafted as the discussion continued about travel time measurements. Trey said this would be something to vote on at the April CMB meeting, so that there would be time in the interim for members to review the requirements.

Action Item – Robert Heller will research making the status logger more user-friendly.

John Bonds finished the requirements presentation and noted that the cost is \$387,827. The vote in favor was unanimous.

SunGuide Software Map – Trey mentioned the workshop on mapping the previous day. Three new requirements were added, along with options that several people will research and address. Trey said he sees this as an April meeting topic. He informed Gene that there is much interest in a public-private partnership for this function, and he indicated he would present proposals to Gene. Trey's e-mail on the subject provides more detail on this.

Action Item – Steve Corbin will send Gene contact information about Google mapping.

Steve Corbin said he sees this option as a means of having an outside-licensed application running on a server that Google provides. That's one way to keep control of the cost.

Regarding the annual meeting in April, Steve Corbin said he had scheduled a Fusion meeting then, but some participants cannot attend. He was thinking of a lunch meeting on Monday or dinner Tuesday.

Action Item – Peter will recommend a place to meet that evening and send the details to Steve.

The next CMB meeting is at the Rosen Shingle Creek Hotel, Orlando, on April 5 at 8:00 a.m. This is the day after Working Group meeting ends. The Release 3.0 kickoff is immediately after that. Trey said he hopes there are prospective users there to participate and to follow the release through from now until the software is shipped in August. Steve Corbin said he would send out information on the travel requirements in regard to this.

Trey also commented about the use of the video teleconferencing hardware and how it contributed to the effectiveness of the proceedings. He asked for other members to offer their comments on it, especially the idea of using it in the future.

ACTION ITEMS

- 1) Trey will follow up with the FDOT Legal Office on the required duration of archiving of data.
- 2) District 4 will send out the CitiLog offer letter to other Districts for review.
- 3) David Chang will send out the original CMB charter to Districts for review.
- 4) The Central Office will set up a teleconference with District 4 to go over comments prior to the next CMB meeting.
- 5) SwRI GUI screen snapshot – research name of the Set log level.
- 6) James Bitting will send out the Office of Information Systems (OIS) procedure for security access and the password requirements and duration.
- 7) CAD interface ConOps will be distributed by Trey before next CMB in April.
- 8) Gene will send out Amber Alert ConOps/functional requirements before the next CMB meeting in April.
- 9) Jesus will provide the final report on cell phone travel time from Florida International University (FIU).
- 10) Gene will provide a final report on portable roadside readers to CMB.
- 11) John Bonds and Trey to come up with the three new travel time requirements to handle the travel time calculation with probes and detectors in the same TSS link.
- 12) Robert Heller will provide research on the data logger to make it more user-friendly.
- 13) Trey will send out Release 2.2.2 and its documentation, including the Software Users' Manual and Version Description Document.
- 14) Steve Corbin will provide the CMB with the travel arrangement for Release 3 activities, including the factory acceptance test (FAT) at San Antonio and design review meetings.
- 15) Peter will provide CMB with information for the FUSION meeting and the SunGuide Users' Group meeting.
- 16) Steve Corbin will provide Gene with the Google map contacts and cost information.
- 17) Ron Meyer will install SunGuide Release 2.2.2 at the TERL and will support District 2 with its installation.

The meeting adjourned at 2:30 p.m.