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List of Acronyms

CMB ....Change Management Board
CO..Central Office
DMS .... Dynamic Message Sign
FDLE.. Florida Department of Law Enforcement
FDOT .... Florida Department of Transportation
FHP..Florida Highway Patrol
ITS ....Intelligent Transportation Systems
MDX... Miami-Dade Expressway Authority
RTMC...Regional Transportation Management Center
SITSA.. Statewide ITS Architecture
SSUG.. SunGuide Software Users Group
SUM ....SunGuide Users Manual
SwRI .... Southwest Research Institute
TERL.. Traffic Engineering Research Laboratory
TIM... Traffic Incident Management
TMC ....Transportation Management Center

Florida Department of Transportation

CHANGE MANAGEMENT BOARD MEETING MINUTES

Monday, October 20, 2008
3:00 P.M. to 4:38 P.M.

Rhyne Building, Room 308
Tallahassee, Florida

Purpose:

The purpose of this meeting was to review and vote for SunGuide™ Software issues and requirements, and review footprints issues.

Attendees:

Elizabeth Birriel, FDOT-CO	Gene Glotzbach, FDOT CO	Trey Tillander, FDOT-CO
Carlos Bonilla, D1	Pete Vega, D2	Chad Williams, FDOT D3
Lena Pitts, D3 PE Trainee	Mark Nallick, FDOT D3	Steve Corbin, FDOT D4
Dave Ashton, Smartroute-D4	Jennifer Heller, FDOT D5	Bill Wilshire, FDOT D7
Terry Hensley, FDOT D7	Vinny Lee, Lucent-D7	David Chang, PBS&J
TJ Hapney, PBS&J	Tim Garrett, HNTB-D7	John Easterling, FDOT FTE
Eric Gordon, FDOT FTE	Robert Heller, SwRI	Mark Laird, DMJM Harris

Change Management Board Chairman Pete Vega opened the meeting at 3:00 p.m. He briefly introduced the objectives of the meeting then recapped the previous meeting's action items.

Action Items Recap – See handout markup

- District 4 will enter a Footprint regarding camera blocking: blocking all camera feeds to outside sources. Complete.
- SwRI will provide a requirement to address the requirement TM0011T corner case. Complete.
- SwRI will verify all TSS GUI display for the compliance of "not capping speed". – Completed by District 2 during the September 26, 2008 CMB Meeting. Complete.
- Review of District 1/District 7 RR/AVL ConOps is due by noon on October 3, 2008. Comments need to be sent to D. Chang. Complete.
- P. Vega will provide the wording for requirement CA001 regarding the "60 seconds" for alert pop-up. Complete.
- SwRI will reword requirement CA008 to further clarify "existing XML" with the reference document. Complete.
- SwRI will update the ICD to support requirement CA009 as part of the software release. Pending FHP / CAD module contract. Will be verified through the release (Heller).
- District 4 will provide comments regarding the "dismissal issue" of the FHP CAD requirement to the CO. The CO will distribute the comments to the other Districts for review / comment. Complete.
- K. Ngo will add the word "acknowledged" to requirement CA002D1. Complete.

- J. Hope will change the FHP CAD ConOps back to have incident verification for District. SwRI will review if any new requirements are needed. Complete. Action not needed.
- J. Hope will check the requirement CA005A1 XML comment field and add "lane blockage" to the requirement language. This item will be covered in the ConOps.

Robert Heller reviewed the current Footprints issues for presentation Slides 22 through 27.

Discussion took place regarding simultaneous Silver alerts and how they should be handled with respect to posting the alerts on dynamic message signs (DMS). District 4 had two silver alerts simultaneously. It was suggested by other CMB members that District 4 should alternate the alerts between signs. Peter Vega suggested that a teleconference could be arranged to discuss the matter with Elizabeth Birriel for direction on how to handle multiple simultaneous alerts.

David Chang presented presentation slides 8 through 21 regarding the SunGuide Report Repository and discussed SharePoint posting. It was pointed out that the Release 4.1 reporting subsystem filenames do not reflect the reports. D. Chang directed the CMB members to address report issues with Trey Tillander.

Discussion took place regarding the Ocala / Marion County ITS Architecture (Slide 28). It was pointed out that Rule 940 requires that when updated must be updated in the Statewide ITS Architecture (SITSA) to enable federal funding for projects.

Vote to accept additional ITS Architecture for Ocala / Marion County:
CO-not present
D1-yes
D2-yes
D3-yes
D4-yes
D5-yes
D6-not present
D7-yes
TPE-yes
Vote results: seven – yes; two – not present

Peter Vega discussed the Open Roads Web site that was developed by District 5. Jennifer Heller stated it was for Traffic Incident Management (TIM) team members for training purposes; however, she encouraged others to use the site if they found it useful and stated that other TIM teams were welcome to join, add links, etc.

FL-ATIS FDOT Modified SAE Code V.14 - Vote

Modified SAE codes to modify "accident" to "crash". This corrected the information on presentation slide 31.

CO - yes
D1 - yes
D2 - yes
D3 - yes
D4 - yes
D5 - yes
D6 - Not present
D7 - yes
TPE – yes
Vote results: eight – yes; one – not present.

Description Character Limitation / Standard Naming Convention – Issue No. 222

Discussion took place regarding expanding the character limit to accommodate the FDOT's current naming convention. Robert Heller stated that presentation slides 33 and 34 were for briefing to the CMB. Jennifer Heller inquired as to whether there was a way to extend the characters from the 30 character limit to a 40 or 50 character limit. Robert Heller stated that the character limit could be changed, but should only be done once and that the SunGuide Software Users Group had looked at a 50 character limit as a possibility. Robert Heller continued by stating that displaying the additional characters would be an issue if the limit was increased. Steve Corbin added that he thought it was important to have some compliance so there would be consistency with naming conventions. Robert Heller will provide a cost estimate to Trey Tillander for extending the character limit. A naming convention was recommended so operators would be able to identify signs, etc.

Elizabeth Birriel joined the meeting and discussion took place regarding the simultaneous Silver alerts that were in effect at the time of the meeting. Two alternatives were suggested for how to handle this issue. The first was to display one message northbound and the other southbound, then later switch the directions the messages were being displayed intermittently. The second option discussed was to alternate the messages.

Peter Vega inquired about the time limit for posting the alerts. He continued by stating that according to the Florida Department of Law Enforcement (FDLE), family members often waited several hours before reporting a Silver alert. Therefore, according to FDLE the messages were statewide instead of local. Elizabeth Birriel responded by saying that statistics show that most people are found within 100 miles of their starting point which is more of a regional issue than a statewide issue. She added that she would meet with FDLE to address this issue and discuss making the alerts regional rather than statewide.

Jennifer Heller stated that the regional transportation management centers (RTMC) generally had to call FDLE to get updates. John Easterling added that some local law enforcement

agencies did not know how to cancel the alerts, which could be part of the problem. Elizabeth Birriel responded by stating that the FDOT commitment to FDLE was a six-hour maximum for AMBER and Silver alerts unless the messages were updated, at which time the six-hour time period would begin again. Jennifer Heller stated that the Districts must validate by calling the Florida Highway Patrol (FHP) for updates. Terry Hensley stated that District 7 had one alert up for 18 hours based a FDLE request that the alert remain posted to DMSs. Steve Corbin stated that he did not believe there was any harm in leaving the alert posted if it was continued.

Elizabeth Birriel responded that it was not mandatory to keep the alert up past six hours. She continued by saying that she did not think the alerts would be displayed through three or four extensions and that while one extension was okay, more than that was too much if there was no information to update the message.

Peter Vega responded that it would be nice to only run the alerts for six hours; however, it was risky for the Districts to take them down due to politics and added that the Districts often received calls from Stephanie Kopelousos and other unspecified Central Office personnel regarding why alerts were removed after six hours if not directed by FDLE. Elizabeth Birriel asked about the purpose of continuing to run an alert if the message has been up for its maximum time and the message had gone out adequately. She also inquired regarding more specific information as to where the pressure was coming from for the Districts to leave the alerts up past the maximum cut-off time. Peter Vega replied that Dick Kane had instructed the Districts to run the alerts as long as possible until the person was found.

Jennifer Heller stated that the Districts needed some good direction on the issue and that it was her belief that the alerts should be cancelled after six hours. She added that she would instruct the operators in her District to remove the alert after six hours if there were no updates. She also stated that District 5 would continue to contact the other Districts regarding alert updates. Elizabeth Birriel added that she would like the FDOT to move to a more regional message rather than a statewide message for AMBER and Silver alerts.

SunGuide Software Installation Documentation – Tillander

Trey Tillander discussed installation documentation and whether there was a need for more or less documentation, as well as more or less SwRI support or if their should be more District responsibility for installation. He asked the Districts to consider the possibilities.

The following installation options were discussed with regards to documentation (presentation slides 36 through 42), with the following options being listed for consideration:
- More SwRI support (On-site)
- Less SwRI support (remote)
- No SwRI support

Trey Tillander inquired whether a generic installation guide was acceptable. He also asked about whether the installation notes in the Version Description Document (VDD) borders would be more useful in the installation guide.

Jennifer Heller replied that District 5 prepared its own installation documentation and did not ask SwRI for documentation. Peter Vega added that District 2 also prepared its own installation documentation. Steve Corbin pointed out that the FDOT should not make an assumption at the state level that SwRI would be around forever. He continued by saying on the District level better documentation was needed on the whole. Mark Laird added that the minor upgrades were not a problem, but that District 6 had some issues with the major upgrades since it did not seem that the notes were in depth enough. Jennifer Heller continued by stated that the SSUG was becoming an important resource because of installation documentation. Peter Vega suggested setting aside a session for the SSUG at the next CMB Meeting since it might be helpful on a state level.

Robert Heller asked the Districts to provide feedback regarding whether the documents being produced by SwRI were useful or if changes could be made to make the documents more helpful at least where installation was concerned. Mr. Heller continued by saying that the SunGuide program was unusual for SwRI since SwRI typically tried to transition the installation responsibility to the customer. He asked for comments about the document set and whether the documents were even useful due to the scarcity of funding. He added that he would like to see those comments documented to improve the process. He also pointed out that an upgrade to an existing system was very different than a fresh install.

Trey Tillander proposed getting an estimate for time and effort for a generic installation document, as well as for frequently asked questions or tips. Mr. Tillander added that additional information from the CMB might still be needed. He also pointed out that the target audience for the document would affect the length and content. Mark Laird brought up that Dave Ashton had created a Web site to allow Districts to share information. He suggested that the Web site might be useful in the short term and stated that the site could be found at: http://www.smartsunguide.com/forum_V3 or it could be also be accessed at www.smartsunguide.com/ssug

Peter Vega stated that he would join Jason Summerfield at the next SSUG meeting. Trey Tillander replied that most of the comments were just about a better document in general.

Peter Vega stated that Steve Corbin had discussed with him that having a co-chair would require rewriting the CMB Bylaws. Mr. Vega added that if no one else was interested in having a co-chair that the proposal could be dropped.

Peter Vega adjourned the meeting at 4:38 p.m.

Action Items

- Slide 27, SwRI will complete the efforts regarding Footprints 101 and 503 and would propose a solution at the next CMB meeting.
- Slide 28, Ocala/Marion County ITS Architecture: District 5 will provide detail of the update regarding the Ocala/Marion County ITS Architecture to Trey Tillander who will present the update at the next CMB meeting.
- Slide 34, Footprint 222: SwRI will provide ROM for updating the naming convention drop-down display to Trey Tillander.
- Slide 34, Footprint 222: Jennifer Heller will coordinate with the SSUG regarding the naming convention.
- Slide 35, SunGuide Installation Documentation: SwRI will provide LOE/ROM to Trey Tillander for a Generic Installation Guideline and for a Web-based FAQ separately.