# FDOT Change Management Board
## Clearwater, Florida
## March 9, 2004
## 1:30 – 5:00 p.m.

**Purpose: Organizational Update**

**Attendees:**

Nick Adams - FDOT ITS Office
Mike Akridge - FDOT ITS Office
Husham Al-Kaisy - Hillsborough Co.
Russell Allen - RCC Consultants
Dan Baxter - PB Farradyne
Ingrid Birenbaum - Florida Turnpike Enterprise
Chris Birosak - FDOT District 1
James Bitting - FDOT District 7
Kristen Blanton, PB Farradyne
John Bonds - PBS&J
Anne Brewer - FDOT District 5
Ian Cardozo - Temple, Inc.
Chester Chandler - FDOT ITS Office
David Chang - PBS&J
Shannon Chatwood - PB Farradyne
Jon Cheney - Volusia Co.
Frank Deasy - PB Farradyne
Ivan del Campo - MDX
Steve Dellenback - SwRI
Karen England - PBS&J
Tahira Faquir - FDOT District 4
Tip Franklin - Viasys
Gene Glotzbach - FDOT ITS Office
Robert Heller - SwRI
Liang Hsia - FDOT ITS Office

Tom Keenan - Traffic Control Systems
Arun Krishnamurthy - PBS&J
Bob Krzeminski - FDOT Systems Planning Office
Lorin Krueger - LK Consultants
Gregg Letts - MDX (Dade Transportation Consultants)
Pei-Sung Lin - Sarasota County Public Works
Jesus Martinez - FDOT District 6
Elizabeth McCrary - FDOT District 3
Rebecca Morgan - IBI Group
Alexis Mousadi - URS
Norbert Munoz - FHWA
Steve Novosad - SwRI
Tushar Patel - FDOT District 5
Larry Rivera - FDOT District 5
Mark Rogers - Siemens
Jacinda Russell - FHWA
Rory Santana - FDOT District 6
Clipper Tefft - FDOT District 5
Anita Vandervalk - Cambridge Systematics
Peter Vega - FDOT District 2
Kenny Voorhies - Cambridge Systematics
Charles Wallace - PB Farradyne
Paul Watson, PBS&J
Randy Whiticker - Florida Turnpike Enterprise (TransCore)
Bill Wilshire - FDOT District 7

**Welcome and Introduction**
Gene Glotzbach called the meeting to order and asked each attendee to introduce themselves. Agenda items were then introduced by Gene, including:

- Change Management Board Administrative Issues
- SunGuide$^{SM}$ Software Update

- ITS Performance Measures Update

**Agenda Item #1 – Change Management Board (CMB) Administrative Issues**
Gene provided a review of changes made to the *Change Management Process* document which was introduced at the first CMB meeting on December 1, 2003, and is located on the FDOT ITS Office Web site at www.dot.state.fl.us/IntelligentTransportationSystems/ITS_Deployment. The initial *Change Management Process* document was dated 11/26/03 and was updated based on comments submitted to the ITS Office by the Districts and on additional comments provided during the District ITS Office teleconference held on January 21, 2004.
General discussion regarding the *Change Management Process* document contents included:

- Facilities covered – The CMB will determine which facilities, other than limited-access, will be covered.
- FDOT ITS Office and Traffic Operations Office merger – Language has been added to the *Change Management Process* document to reflect the ITS Office and Traffic Operations Office merger.
- Central Office appointee to the CMB - Traffic Operations Office Manager appointed Gene Glotzbach, Liang Hsia, and Nick Adams to the CMB with Gene Glotzbach appointed as the initial Board Chairman.
- Prescreening Committee – This committee will be appointed by the CMB and will have four members, two from Central Office and two from the Districts as originally proposed.
- Voting process – Central Office has one vote, as recommended by the CMB.
- Quorum – Out of nine voting member, seven are needed for a quorum.
- Change Request – Six out of nine (2/3) votes are needed to pass a Change Request.
- Non-voting members – There are two levels of non-voting members:
  - Level 1 – short-term member representing specific issues and
  - Level2 – long term member representing other agencies such as FHWA, expressway authorities, etc.
- CMB process – All documents will be posted on the FDOT ITS Office Web site.
- Disposition of change request – Time needed to dispose of a change request will be included in the change request documentation.
- Review of change requests by the CMB – The prescreening committee will review a change request and determine whether it goes forward to the CMB.
- Decision timeframe – The prescreening committee will make a determination on time needed to dispose of a change request.
- Assessment of change request recommendations – The CMB will review change request recommendations to determine their effectiveness and whether the change request recommendation should continued.
- Annual Review – The CMB will conduct an annual review to determine the benefit of these changes and whether the changes should be reversed.

Following the general discussion, Bill Wilshire placed a motion to adopt the *Change Management Process* document. The motion was seconded by Tahira Faquir and a vote was taken. The document was adopted.

# AGENDA ITEM #1 ACTION ITEMS

**ACTION ITEM #1 –** Remove the "DRAFT" stamp from the *Change Management Process* document.

**ACTION ITEM #2 –** Kristen Blanton will schedule a teleconference in the month of April 2004, at which time discussion will center around:

1. Selection of Prescreening Committee;
2. Selection of non-voting members to the CMB;
3. Development of a procedure  to determine the relevant issues to be brought before the CMB; and
4. Addition of GPS coordinates to the ITS Deployment Database with respect to security issues.

## Agenda Item #2 – SunGuide$^{SM}$ Software Update

Liang Hsia introduced the Southwest Research Institute (SwRI) attendees. Liang also asked that people mark their calendars to attend a software update/demonstration in San Antonio, Texas, on April 29, 2004.

The SwRI attendees gave a presentation updating progress on the SunGuide$^{SM}$ Software Development Project. The presentation on the software development project Web site at

Chester Chandler asked whether the adopted change management process would be used for the software and how the adopted change management effort would be synthesized with the software's engineering change proposal (ECP). Chester also stated, and received confirmation from the Districts, that only one CMB was to be used. Gene Glotzbach stated that more development would be needed to harmonize  the software process with the change management process.

# AGENDA ITEM #2 ACTION ITEMS

**ACTION ITEM #1 –** Gene Glotzbach and Steve Dellenback will coordinate to integrate the ECP with the change management process.

## Agenda Item #3 – ITS Performance Measures Update

Gene Glotzbach introduced Bob Krzeminski and Anita Vandervalk. Bob gave a review/update of the ITS performance measures. Bob indicated that the performance measures were still being refined.

A general discussion followed including:

- Bill Wilshire asked if the truck weigh station bypass had been dropped and Bob indicated that it had since it really didn't provide any measure.
- Rory Santana asked whether a formatted report would be presented to the Districts for review prior to submittal to the Florida Transportation Commission (FTC). Anita indicated that there were issues which still needed to be addressed before a report was complete, but the Districts would receive the report for review prior to submission to the FTC.

**Agenda Item #4 – Adjourn**
The CMB meeting adjourned at 5:00 p.m.