FDOT Change Management Board
Deerfield Beach, Florida
December 1, 2003
1:30 – 5:00 p.m.

Purpose: Organizational Kickoff Meeting

<u>Attendees:</u>
Nick Adams – FDOT ITS Office
Mike Akridge – FDOT ITS Office
Russell Allen – RCC Consultants
Chris Birosak – FDOT District 1
James Bitting – FDOT District 7
Kristen Blanton – PB Faradyne
Charles Brindell - TxDOT
Chester Chandler – FDOT ITS Office
Ivan del Campo – MDX
Frank Deasy – PB Farradyne
Rick Dye – Maryland's CHART Program
Tahira Faquir – FDOT District 4
Gene Glotzbach – FDOT ITS Office
Terry Griffith – 3M
Pamela Haynes – FDOT ITS Office
Liang Hsia – FDOT ITS Office
David Jones – PBS&J
Lorin Krueger – LK Consultants
Gregg Letts – Dade transportation Consultant
Jesus Martinez – FDOT District 6
Elizabeth McCrary – FDOT District 3
Steve Novosad – SWRI
Terry Posey – RCC Consultants
Diane Quigley – PBS&J
Larry Rivera – FDOT District 5
Jacinda Russell – FHWA
Peter Vega – FDOT District 2
Paul Watson – PBS&J
Ranzy Whiticker – Florida Turnpike Enterprise
Bill Wilshire – FDOT District 7
Jerry Woods – FDOT District 5

<u>Item #1 – Welcome & Introduction – Glotzbach</u>
Gene Glotzbach called the meeting to order and asked that each attendee introduce themselves
to help attendees place a face with a name for those who may not have met everyone in the past.

Gene introduced and thanked the guest and presenter, Rick Dye from the Maryland State Highway Administration's CHART Program, for agreeing to provide assistance to the FDOT as the Department begins to implement a Change Management Board to oversee the deployment of ITS in the state of Florida. Gene indicated that Rick's travel was provided through the Peer-to-Peer program. Gene introduced Chester Chandler to provide the welcoming remarks and to kickoff this first meeting of the Change Management Board. Chester provided a welcome statement and recognized two others in attendance. Those two were Charles Banning from Texas DOT and Steve Novosad from Southwest Research Institute

Item #2 – Presentation by Rick Dye regarding CHART's Configuration Management Process.

Rick Dye provided a presentation that gave an overview of the Maryland State Highway Administration's CHART Program and the change management process they went through as they implemented their CHART Program. Rick indicated that the CHART Program grew from an effort to provide information to motorists trying to reach the beach, during the summer months. Motorist seeking the beach must cross the Chesapeake over a limited number of crossing points. As you can imagine, bridge traffic can back up as residents flock to and return from the beaches for the weekend. This modest effort to provide information to motorists utilizing signs mounted on trucks grew into the statewide CHART Program.

Rick's presentation was divided into three sections. The first part of the presentation provided a comparison of Maryland and Florida. Maryland and Florida are very similar regarding the transportation system and travel patterns and problems. The difference being, aside form size (Maryland is about one fifth as large as Florida) their form of management. The Maryland State Highway Administration has a centralized form of management , where the Florida Department of Transportation is decentralized. The second part of the presentation provided a description of the CHART Advanced Traffic Management System. This part of the presentation provided an overview of the configuration of the CHART system and the telecommunications systems necessary to connect the various CHART components. The third part of Rick's presentation covered the configuration management of CHART. Rick provided some feed back on the effective elements of a change management process and provided a feel for the makeup of Maryland's Change Management Board (CHART Board). For a copy of Rick's presentation, visit the ITS Office Web site at www.MyFlorida.com/IntelligentTransportationSystems.

Item #3 – Discussion of Proposed Configuration Management Process for Florida-Gene Glotzbach.

Gene Glotzbach distributed a draft of a proposed *Configuration Management Process for the Deployment of ITS in the State of Florida* as a straw man document to begin discussions. He asked that all district representative take this to use as a starting point for discussions to be continued during the regularly scheduled January 2004 ITS Office/District teleconference. Gene provided an overview of the proposed process. This discussion covered the Configuration Management Board organization, which includes the Change Management Board, the Technical Review Committee and a Prescreening Committee, as well as meeting frequency and documentation of the change management process. Gene indicated that the draft process document did not address the voting process, or what constitutes a quorum of the Board, nor did

the draft process document provide guidance on what areas the Board should have jurisdiction. Gene asked for feedback on the draft process document as well as what might be missing. The general consensus of the Board Members is that they needed to take the process document back to their respective Districts and get feed back from their management. A copy of the draft Change Management Process can be found on the ITS Office Web site at www.MyFlorida.com/IntelligentTransportationSystems. Gene indicated that he would set up a teleconference in January to review the draft process document in preparation for finalizing the draft process document. Gene indicated that he would provide an electronic copy of the document to the District ITS Representatives to facilitate their review.

Item #4 – Database Review
Gene Glotzbach distributed a copy of a spreadsheet to each District, which notes the existing ITS equipment that has been deployed by the Districts to date. The spreadsheet gives the type of the piece of equipment, the make/model number, the manufacturer, the mile marker where the piece of equipment is located and other pertinent information about the piece of equipment that may be needed to fully describe the components of the ITS. Gene asked the Districts to take the spreadsheet back to their Offices and update/correct as necessary.

Item # 5 – Adjourn
The Change Management Board Meeting adjourned at 5:00 pm.

ACTION ITEMS

ACTION ITEM #1 – District ITS Representatives will discuss these items in their district in preparation for the January 2004 teleconference:
   a) board makeup,
   b) voting procedures (weighting) or consensus,
   c) quorum requirements for meetings to be official,
   d) what systems should be included (software, standards, architecture, 511 systems, Chester mentioned some others that I didn't get written down).

ACTION ITEM #2 – Kristen Blanton will schedule the January Teleconference for first available date in January.

ACTION ITEM #3 – Gene Glotzbach will provide an electronic copy of the draft process document to the District ITS Representatives to facilitate their reviews.

ACTION ITEM #4 – Districts will review and update their databases provided at the Change Management Board meeting.