Meeting Notes

Change Management Board

December 11, 2013 – 1:30 to 4:30 p.m.

Draft – Version 1.0

List of Acronyms

APL.. Approved Product List

CAR...Corrective Action Report

CMB .... Change Management Board

CO .... Central Office

DMS .... Dynamic Message Sign

FL511 .... Florida's Advanced Traveler Information System

FTE.. Florida Turnpike Enterprise

HAR..Highway Advisory Radio

IDS ....Information Dissemination System

ITS..Intelligent Transportation Systems

MDX ....Miami-Dade Expressway

NCR..Non-Conformance Report

OOCEA .... Orlando-Orange County Expressway Authority

RITIS .... Regional Integrated Transportation Information System

RWIS .... Road Weather Information System

SA...Software Assurance

SwRI...Southwest Research Institute

TAM.. Technical Account Manager

TERL .... Traffic Engineering Research Laboratory

TMC.. Transportation Management Center

WAN..Wide Area Network

WWD..Wrong-Way Driving

Florida Department of Transportation
CHANGE MANAGEMENT BOARD MEETING NOTES
Wednesday, December 11, 2013
1:30 P.M. to 4:30 P.M
Rhyne Building, Room 330 Tallahassee, Florida

Attendees:

Aelon Suskey, CO/Atkins	Pete Vega, D2	Mark Laird, D6/AECOM
Brian Ritchson, CO/MCG	Cliff Johnson, D3	Chester Chandler, D7
Clay Packard, CO/Atkins	Lee Smith, D3	Dave Howell, D7/HNTB
Randy Pierce, CO	Dee McTague, D4/AECOM	Jared Russo, D7/Lucent
Derek Vollmer, CO	Dong Chen, D4	Marcus Shannon, D7
Frank Deasy, CO/Telvent	Jim Miller, D5	Cathie McKenzie, D7/Gannett
Jo Ann Oerter, CO/Atkins	Josh Sibley, D5	Eric Gordin, FTE
Gene Glotzbach, CO	Ron Miller, D5	Alex Mirones, FTE
Scott Robbins, D1/HNTB	Manny Rodriguez, D5	John Hope, OOCEA/Atkins
Vincent Lee, D1/Lucent	Jeremy Dilmore, D5	Wang Lee, MDX
Kari Bishop, D2	Shannon Watterson, D5	Robert Heller, CO/SwRI
Jason Summerfield, D2/Metric	Alex Motta, D6	Tucker Brown, CO/SwRI
	Javier Rodriguez, D6	

Purpose: The purpose of this meeting was to review and vote on statewide issues and requirements, and review footprint issues.

Welcome and Call for Quorum: Change Management Board (CMB) Chairman Javier Rodriguez opened the meeting at 1:35 p.m. A quorum was established. He briefly introduced the meeting objectives.

CMB Chair Nominations: Email nominations to D. Vollmer

Previous Meeting Recap and Action Item Review

- *D5 will get in touch with Central Office (CO) to discuss the intelligent transportation systems (ITS) wide are network (WAN) connectivity. (Open Action Item)*
  - Still open action item
- *Florida's Turnpike Enterprise (FTE) to prepare white paper to document their efforts and findings on wrong-way driving (WWD). (Open Action Item)*
  - Draft white paper started and distributed; will continue to work on it
- *Orlando-Orange County Expressway Authority (OOCEA) to prepare email for distribution to all Districts on findings of latest deployment effort. (Open Action Item)*
  - Possibly related to detector topic; John Hope will get back with us
- *CO working with D7 on issues list with Regional Integrated Transportation Information System (RITIS) enhancements (Open Action Item)*

- o Issues cataloged and sent to RITIS; will continue to work through issues
- *E. Gordin to set up GoToMeeting regarding detector issues*
  - o Completed with ongoing efforts
- *C. Packard to schedule meeting to discuss SunGuide® software enhancements*
  - o This has been taken care of through the SunGuide Software User Group

AGENDA ITEMS

ITS Wide Area Network Update
F. Deasy presented slides on the ITS WAN. He provided an update on the Tallahassee fiber connection. He stated the connection is in process as well as connectivity to the State Emergency Operations Center. Routing for local ring architecture is being provisioned by the City of Tallahassee. With regard to the FTE regional transportation management center (TMC) in Pompano, ITS WAN is ready for FTE ITS network connection. FTE tolls connection to the ITS WAN is being upgraded to a Layer 3 connection with routing to support the 95 Express and future managed lanes projects. Districts should re-address their multicast devices to resolve overlapping issues. D3, D4, and D6 have completed their multicast addressing and D1, D5, D7, and Miami-Dade Expressway (MDX) are in the process. D2 has not implemented Layer 3 at this time. ITS WAN connectivity has been established and is working for the video aggregation system and can support Florida's advance traveler information system (FL511) as well.

SunGuide Software Update
D. Vollmer presented slides on SunGuide software Patch 2 release 6.0 to be released this week. D. Vollmer also provided slides on the District schedule for deployment. Some challenges include third-party systems with SunGuide software and database migration. Southwest Research Institute (SwRI) created a data migration tool to prevent data loss during the conversion from 5.1 to 6.0. D. Vollmer asked the Districts to provide feedback on the SunGuide Operational Survey so CO will be able to test in more specific environments, understand operational needs, and deal with third-party system integration. D. Vollmer stated the Installer ConOps in Release 6.1 would pre-validate environment, configure validation, and automate manual tasks. D. Vollmer presented slides on the footprint for using blocked verses closed with regard to dynamic message signs (DMS) and email messages. He said there was inconsistency between DMSs and email. FTE stated they would most likely use closed instead of blocked. D. Vollmer stated he would follow up with the Districts on their opinion. The data provided by HERE has been incorporated into the SunGuide software map and all gaps on interchanges have been addressed. There was a need to trim the TMC file to remove other states, add false in the last column on segments not be published to FL511, and add comment symbol to the beginning of the rows not needed on the SunGuide software map (helps with map performance). D. Vollmer asked the Districts to start thinking about what to add to Release 6.2, such as ramp meter updates, highway advisory radio (HAR), signal system interface, and graphic user interface updates.

RITIS Update
D. Vollmer stated that there is no funding available to do any Task Work Orders for RITIS. Hopefully, funding will be available in January 2014 so CO can address the issues in RITIS. D. Vollmer asked the Districts to send any issues to him.

Auto Response Activation (vote)
C. Packard presented slides on the road weather information system (RWIS) alarms. RWIS data in alarm state will be based on thresholds (alarm or recovery). The icon will flash on the map or have a red circle and will also create an information dissemination system (IDS) alert. Each RWIS device can be configured for automatic action if needed. C. Packard showed the summary of what happens in the response plan. An IDS alert creates an event with alarm information; the event associates the response plan; and the response plan automatically activates. Each response plan can be configured to beacons or DMSs. The event subtype can be configured to use a predetermined or suggested response plan, which allows for more flexibility. After an automated response plan is activated, the operator handles the alert, takes ownership of the event, reviews items, requests a new plan suggestion, resolves lengthy message issues, re-activates the response plan, fine-tunes the plan, and then re-activates and terminates plan. C. Packard showed an example of the alert box as well as how the operator is to handle the alert depending on it being automatic or not. C. Packard presented slides on the automatic second alert dismissal. A special alarm case scenario would consist of the same device, same data type, existing event already associated to prior alarm, existing event still active, and original conditions fully recovered then re-occurred. SunGuide software will automatically dismiss the second alarm as already detected and associate this second alarm to the event. The FL511 response plan item will be included in the suggestion, but will not be included in the auto-response plan activation. Event data is auto-populated with the point location and the operator could add the affected area later. The HAR response plan item will be included in suggestion, but will not be included in auto-response plan activation at this time. Beacons are included in response plan if they are within a distance radius from the RWIS device. Each beacon has configurable distance radius beacons that are attached to a static sign. The message on the static sign will be associated to the event type/subtype. A future enhancement would include a traveler advisory message. C. Packard showed slides on the configurability of a predefined response plan. With regard to event management details, an event will be created to include information from the RWIS, and the information will appear in chronology, not in additional/separate fields. Some future possibilities would be adding additional RWIS devices, additional sources for automated response, lowering a variable speed limit plan as a response plan item, and auto-launching a camera to a preset in a video on desktop window. The auto response activation is scheduled for Release 6.1, which is tentatively scheduled for August, 2014.

Vote
D1-not present
D2-yes
D3-yes
D4-yes
D5-no
D6-yes
D7-yes
FTE-yes
CO-yes
MDX-yes

SQL Server Support
D. Vollmer presented slides on SQL Server support. Oracle support includes an all-in-one maintenance and support contract although support was not very customizable. Microsoft Software Assurance (SA) includes licensing maintenance (version upgrades), license mobility, and problem resolution support with the purchase of licenses. Microsoft Premier Support would include a technical account manager (TAM) and a separately paid contract for support delivery by hours, which works in conjunction with the Enterprise Agreement and SA. It would also provide custom-tailored support to meet any needs. With Microsoft Premier Support, the TAM would act as a liaison for technical support resources, prioritize support to meet user's needs, and is required at a 1:2 ratio to technical hours. Premier Support also offers re-active support and resolution of issues via email, phone, etc. Support assistance will offer pro-active support, prevention of issues, risk analysis, training, and advice as well as email, phone, on-site, and web-based training. D. Vollmer presented slides on the database support options. The cost for the Premier Support contract is $60,000 for a new contract or $20,000 under the existing contract. SwRI will continue to support SunGuide software as an operational system and will deploy new databases and upgrade existing databases. The SunGuide software support scope does not include database administrator training, automation, and risk analysis. D. Vollmer stated CO is investigating the use of Premier Support.

Corrective Action Process
A. El-Urfali presented slides on reporting and addressing deficiencies with traffic control devices on the Approved Product List (APL). Examples of product deficiencies include non-certified traffic control devices, APL devices with unauthorized modifications, APL devices no longer meeting the Florida Department of Transportation's and/or the *Manual on Uniform Traffic Control Devices* minimum specifications, and malfunctioning APL devices. The process for reporting product deficiencies is to complete and submit a Non-Conformance Report (NCR). A. El-Urfali presented an example of the NCR. The Traffic Engineering Research Laboratory (TERL) process for addressing an NCR include weekly review, tracking of NCRs and their resolutions in SharePoint, and internal process flow chart for addressing an NCR. The TERL process also includes a corrective action request (CAR) sent to the supplier with deadline (typically 60 days), removal of product from the APL, and 30-day deadline for resolution if supplier has product listed on the APL and product deficiency represents safety threat to general public. A. Burleson showed an example of the CAT. The process for addressing an NCR includes review of CAR responses, feedback from complainant regarding

completion/effectiveness of corrective action, and tracking CARs and their resolutions in SharePoint. Upon final resolution, the complainant and supplier are notified of resolution, and if the deficiency is not corrected and is still listed on the APL, possible escalation to suspension and revocation may be necessary. Following suspension, the product is re-listed on the APL if supplier corrects deficiency. If the product is revoked, it can only be re-listed after a complete re-evaluation and certification.

Review Action Items

- **D. Vollmer to send out SunGuide software operational survey to Districts.**
- **D. Vollmer to follow up with Districts about closed versus blocked DMS messages.**
- **D. Vollmer to follow up on footprint issue 2563, DMS grouping.**
- **All CMB members to email J. Rodriguez for possible CMB chair nominations.**
- **F. Deasy and FTE to confirm if FTE has what is needed for ITS WAN Integration.**
- **D3 and D7 to determine desired SunGuide software installation dates.**
- **CO to follow-up on SQL Server support.**
- **D5 will get in touch with CO to discuss ITS WAN connectivity. (Open Action Item)**
- **FTE to prepare white paper to document their efforts and findings on WWD. (Open Action Item)**
- **OOCEA to prepare email for distribution to all Districts on findings of latest deployment effort. (Open Action Item)**
- **CO working with D7 on issues list with RITIS. (Open Action Item)**

Meeting adjourned 4:32 p.m.