Change Management Board Meeting

Video Conference: CO- Burns Video Bridge 4

Audio: 850 – 414 - 4661

Welcome and Call for Quorum

Peter Vega, CMB Chairman

Change Management Board

Time	Item		Lead	Supporting Materials
3:00 – 3:05	Welcome and Call for Quorum		Vega	
3:05 – 3:10	Previous Meeting Recap and Action Item Review		Vega	September 26, 2008 Meeting Notes
3:10 – 3:30	SunGuide Reports Repository		Chang	CMB .ppt, *SunGuide Report Repository Version 1.4*
3:30 – 3:55	SunGuide Software Footprints Issues Review	Issue Nos. 101 & 503	Heller	CMB .ppt, *Of Detectors and Travel Times.doc*
3:55 – 4:10	Ocala/Marion County ITS Architecture *(Vote)*		Smith	CMB .ppt
4:10 – 4:15	FL ATIS FDOT Modified SAE Codes *(Vote)*		Gaarder	*FDOT Modified SAE Code Sequencing 10 08 08 v14.xls*
4:15 – 4:30	Description Character Limitation / Standard Naming Convention – Footprints Issue No. 222		SSUG	
4:30 – 4:40	SunGuide Software Installation Documentation		Tillander	CMB .ppt
4:40 – 5:00	Closing and Action Item Review		Vega	

Change Management Board

Previous Meetings Recap and Action Items Review

Peter Vega

Sep. 26 08' CMB Action Items

1. D4 will enter footprint regarding camera blocking: blocking all camera feeds to outside. Steve Corbin - done
2. SwRI will provide a requirement to address the requirement TM0011T corner case. Robert Heller
3. SwRI will verify all TSS GUI display for the compliance of "not capping speed". – Done by D2 during 9/26/08 CMB. Robert Heller
4. Review of D1/D7 RR/AVL ConOps is due on noon Oct. 3, 08. Comments need to send it back to David Chang. All
5. Pete will provide wording of requirement CA001 regarding the "60 seconds" for alert pop up. Pete SwRI will reword requirement CA008 to further clarify " existing XML" with the reference document. Robert Heller
6. SwRI will update ICD to support requirement CA009 as part of software release. Robert Heller

Sep. 26 08' CMB Action Items

7. D4 will enter footprint regarding camera blocking: blocking all camera feeds to outside.
8. Steve Corbin D4 will provide comments regarding "dismissal issue" to CO for circulating comments from districts. Steve Corbin – done on Sep 26, 08.
9. Khue will add the wording "acknowledged" to requirement CA002D1. Khue Ngo
10. John Hope will change the FHP CAD ConOps back to have incident verification for District. SwRI will confirm any changes. John Hope
11. John Hope will check the requirement CA005A1 XML comment field and to add "lane blockage". John Hope

SunGuide Software –
Report Repository

David Chang

Agenda

- **Introduction**
- **Background**
- **Why?**
  - **Current practice**
- **Overview of SunGuide Report Repository (SRR)**
  - **Objectives**
  - **Assumptions and constraints**
- **Proposed Description**
- **Example of Report Hierarchy**
- **Implementation Plan**
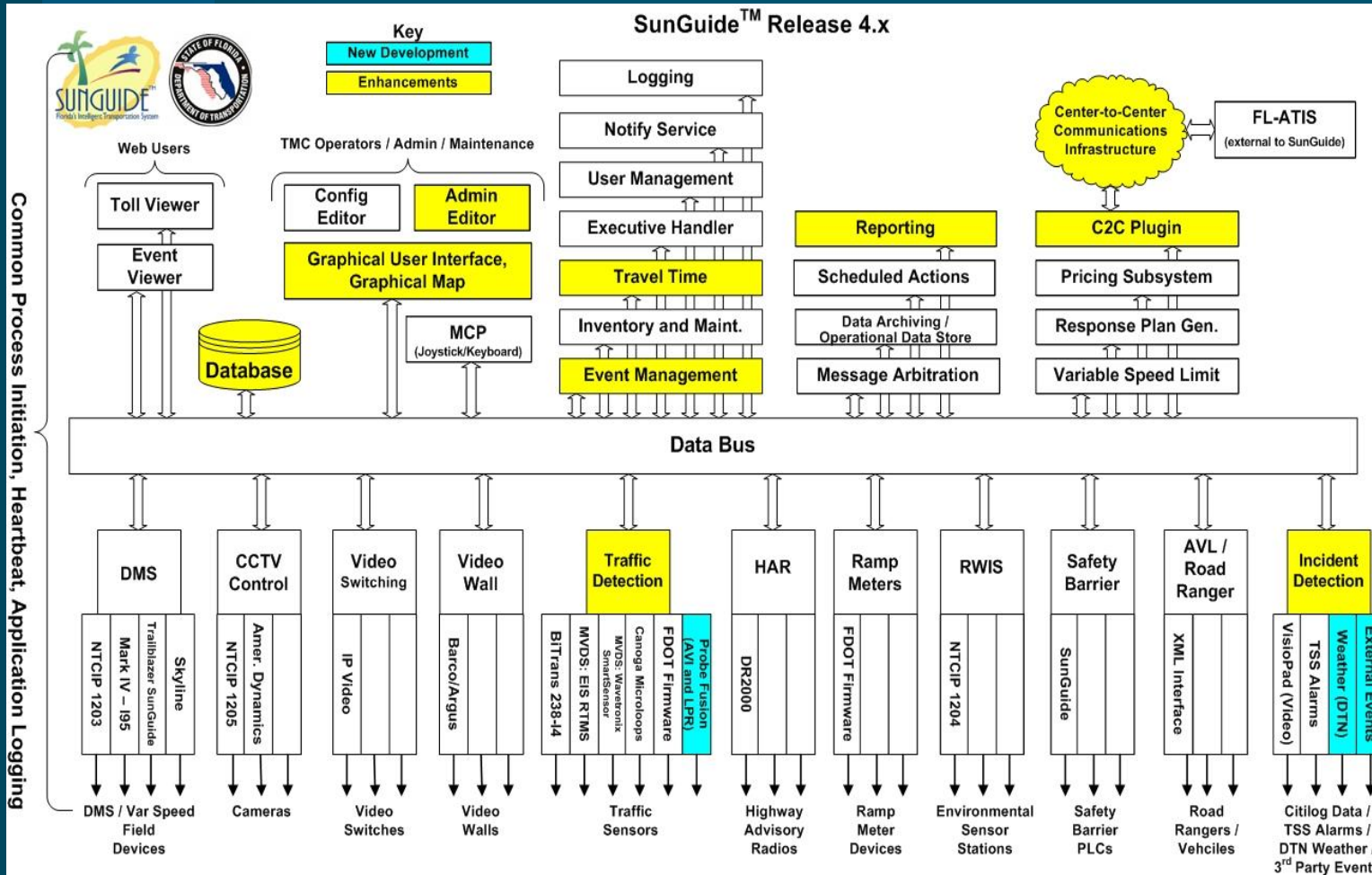- **Benefits and Conclusion**

Introduction

- **Florida's ITS generates an enormous amount of data**

- **SunGuide software stores much of this data**

- **Filtering, formatting and viewing turns data into information**

- **In today's environment, it is critical that information is easily available whenever needed**

- **Performance measures require accurate reporting for continued feedback**

Current FDOT SunGuide Architecture

XML-based

Scalable

Extensible

Background

- **SwRI/IBI developed SunGuide Reporting subsystem**
- **SwRI manages SunGuide source code repository**
- **FDOT/PBS&J manages SRR**
- **SRR users**
  - **Central Office and District Traffic Operations**
  - **Other FDOT Offices**
  - **Other Transportation Agencies**
  - **Universities**

Why & Current Practice

- **SunGuide Release 3.0.3 has a Reporting subsystem**
- **Some Districts create their own set of reports using spreadsheets or other applications**
  - **Labor intensive**
  - **Not uniform**
  - **Not interchangeable / no sharing**
  - **Not taking advantage of SunGuide Report capability**
- **52+ SunGuide reports provided**
- **FDOT CO has provided a draft White Paper to propose enhancement / solution**

SunGuide Report Example

Quarterly
Performance Measures Report
Broward County
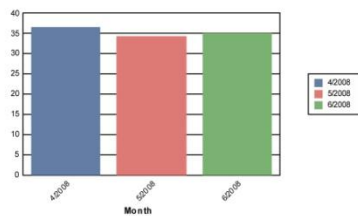Period From Apr 1, 2008 to Jun 30, 2008
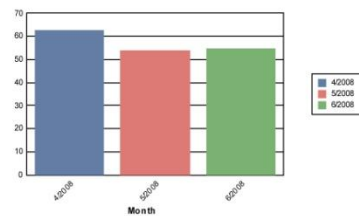
Created on:
July 01, 2008
12:07 pm

2nd Quarter

	April	May	June	Total
Total # of Events (incl. incidents)	3,931	4,591	4,791	13,313
Number of Incidents	218	202	239	659
TMC Verification (mins.)	2.23	1.92	1.57	1.88
Roadway Clearance (2A) (mins.)	36.47	34.24	35.09	35.29
Incident Clearance (3B) (mins.)	62.81	53.81	54.81	57.15
Total Road Ranger Responses (stops)	3,621	4,220	4,338	12,179

Roadway Clearance(2A)

Incident Clearance(3B)

1   Broward County   Period From Apr 1, 2008 to Jun 30, 2008

Benefit Cost Analysis

Broward - April 1 to April 30

		Costs	
Emission Benefit	$112,649.97	Total Broward Cost	$610,524.74
Delay Benefit	$11,673,660.70		
Safety Benefit	$1,592,240.05		
Dms Benefit	$683,620.03		
Fuel Benefit	$1,946,318.28		
Road Ranger Benefit	$562,804.33		
Total Benefit	$16,571,293.36		
Total Cost	$610,524.74		

Benefit Cost Ratio 27.14
Cash Flow $15,960,768.62

Broward - May 1 to May 31

		Costs	
Emission Benefit	$129,735.17	Total Broward Cost	$630,875.56
Delay Benefit	$12,173,084.35		
Safety Benefit	$1,614,829.91		
Dms Benefit	$670,859.20		
Fuel Benefit	$2,143,006.83		
Road Ranger Benefit	$588,088.79		
Total Benefit	$17,319,604.25		
Total Cost	$630,875.56		

Benefit Cost Ratio 27.45
Cash Flow $16,688,728.69

Broward - June 1 to June 30

		Costs	
Emission Benefit	$92,648.65	Total Broward Cost	$610,524.74
Delay Benefit	$11,694,388.99		
Safety Benefit	$1,550,669.86		
Dms Benefit	$565,585.41		
Fuel Benefit	$1,748,386.21		
Road Ranger Benefit	$581,101.92		
Total Benefit	$16,232,781.04		
Total Cost	$610,524.74		

Benefit Cost Ratio 26.59
Cash Flow $15,622,256.30

2   Broward County   Period From Apr 1, 2008 to Jun 30, 2008

SRR White Paper

White Paper

SunGuide™ Software System

SunGuide™ Report Repository

April 17, 2008
Version 1.3

Prepared for:
Florida Department of Transportation
Traffic Engineering and Operations Office
Intelligent Transportation Systems Section
605 Suwannee Street, M.S. 90
Tallahassee, Florida 32399-0450
(850) 410-5600

SRR Overview - Objectives

- **Centralized repository of report templates**
- **Create uniform traffic related reports**
- **Provide a fast and effective way of viewing and downloading reports through SunGuide software**
- **Validate the accuracy of report data**
- **Information/experience sharing among Districts**
- **Document the purpose, users, definitions and data source of each report**
- **Report version control**

Assumptions and Constraint

- **CO and Districts create and validate their own reports using Crystal Reports**

- **Districts provide their Crystal Report templates to the FDOT CO**
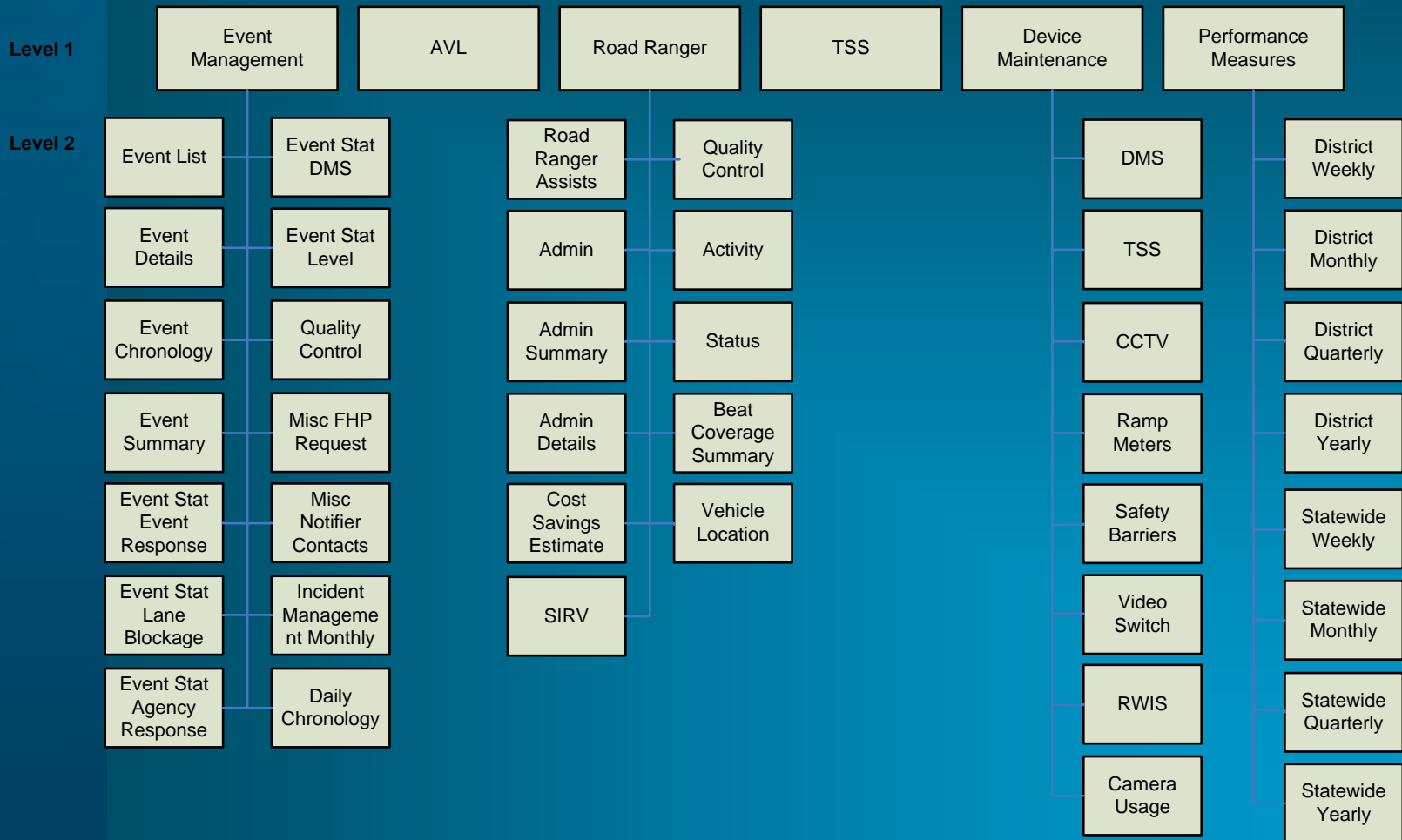
- **First phase meets the needs of FDOT Traffic Operations only**

Proposed Description

- **Use FDOT intranet SharePoint service**
- **Reports are grouped in report category**
  - **Performance Measures**
  - **Event Management**
  - **Device Maintenance**
- **Hosting for multiple file types (Word, Excel, pdf)**
- **Report sharing**
- **User and group permissions**
- **Team discussion**
- **Alerting**
- **User customized view**

Example of Report Hierarchy

Level 1

Event Management	AVL	Road Ranger	TSS	Device Maintenance	Performance Measures

Level 2

Event List	Event Stat DMS		Road Ranger Assists	Quality Control		DMS	District Weekly
Event Details	Event Stat Level		Admin	Activity		TSS	District Monthly
Event Chronology	Quality Control		Admin Summary	Status		CCTV	District Quarterly
Event Summary	Misc FHP Request		Admin Details	Beat Coverage Summary		Ramp Meters	District Yearly
Event Stat Event Response	Misc Notifier Contacts		Cost Savings Estimate	Vehicle Location		Safety Barriers	Statewide Weekly
Event Stat Lane Blockage	Incident Management Monthly		SIRV			Video Switch	Statewide Monthly
Event Stat Agency Response	Daily Chronology					RWIS	Statewide Quarterly
						Camera Usage	Statewide Yearly

Implementation Plan

- **Indentify stakeholders and their needs/requirements**
- **Admin access to FDOT SharePoint**
- **Create SRR site**
- **Provide a user-friendly portal for SunGuide report access**
- **Provide user access/permission to all stakeholders**
- **Create standard report format template**
- **Collect SunGuide Report Background Information template**

Implementation Plan

- **Coordinate with Districts and consultants to validate the current SunGuide reports**

- **Create uniform traffic related reports**

- **Develop SRR system and SG Report Format guide**

- **Manage a SRR management workflow**

- **Monitor**
  - **SRR site**
  - **Change Management**
  - **Version Control**

Benefits and Conclusion

- **Ease of Support/Maintenance**
- **Uniformity of Report**
- **Quality Assurance**
- **Effective Information Dissemination/Sharing**
- **Better Understand the Data Source from SunGuide**

SunGuide Software
Footprints Issues Review

Robert Heller

Footprints Issues 101 & 503

- **Footprints #101**
  - **Submitted by D4**
  - **Detector reports 0-0-0 for Speed-Occupancy-Volume**
    - **When no traffic**
    - **With stopped traffic**
  - **Different manufacturers report different results**

- **Footprints #503**
  - **Submitted by D2**
  - **"Non-sensical" values for travel time**

- **Resulted in creation of *Of Detectors and Travel Times* questionnaire**

Questionnaire Status

- **Status:**
  - **June 26, 2008: Questionnaire distributed to districts**
  - **July 22, 2008: FDOT provided consolidated responses to SwRI**

- **Discussion with FDOT**
  - **Believe responses / comments are in agreement**
  - **Issues with wording of questions**

- **Medium-effort solution:**
  - **Change: When smoothing data in the TSS subsystem, do not include raw data with zero speeds.**
  - **Outcome: Thus, only smooth raw data with non-zero speeds. Zero raw data speeds will still be reported by the TSS subsystem and archived. Travel time calculations are based upon smooth data, and therefore will not include raw speed values of zero.**

- **Implemented in SunGuide R 4.1**

- **Long-term solution:**
  - **Change: Have the TSS subsystem check for specific protocol information to better determine whether or not the zero speed data is occurring due to stopped traffic or no vehicles to detect.**
  - **Outcome: Raw values will be reported differently depending on protocol. Where the protocol distinguishes between the 2 scenarios, zeros will be reported for stopped traffic and free-flow will be reported for no vehicles detected.**

- **Implement in future SunGuide**

Next Steps

- **SwRI spend time to analyze responses / comments**

- **Infuse results of recently completed SwRI IR&D**

- **Provide CMB with analysis and interpretation (requirements & supporting rationale)**

- **Complete effort mid-October**

Ocala/Marion County ITS Architecture

Mike Smith

- *Vote*

Change Management Board

FL-ATIS FDOT Modified SAE Code V.14

Erik Gaarder

FDOT Modified SAE Code V.14

- **CMB Approved V. 13 on Sep 26, 2008.**
- **SAE code 203 mistakenly changed from "accident" to "crash".**
- **Version 14 rectifies this error by reinstating the SAE code 203 to state "Multi-vehicle Accident" and adding SAE code 2203 which will say "Multi-vehicle Crash".**

- ***Vote***

Change Management Board

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

SSUG

Naming Convention – Footpring 222

- **Discussed in Aug. 26 CMB**
- **NTCIP 1104 Naming Convention**
- **D2 Summerfield stated that most devices have a 30 character limit, but hit that limit when trying to create a descriptive name**
- **D5 agreed with that 30 is a little small and also hit the 30 character limit; everything was 32-34 characters – 40 would be nicer**
- **Action Item for SSUG to review and discuss**

Footprints Issue 222

- **NTCIP 1104 v01.09**
  - {Object Name} ::= {CountryID} "/" {StateID} "/" {OwnerID} "/" {CenterID} "/" {ObjectKind} "/" {ObjectType} "/" {ObjectInstance}
  - Example: US/FL/D4/BC/Device/DMS/95NB27

- **Is the 30 character limit too small?**
  - Keep 30 character limit
  - Review all naming limits

- **Impacts:**
  - Database
  - Admin editor
  - GUI

SunGuide Software –
Installation Documentation

Trey Tillander

Installation Documentation

- **SwRI Support for SunGuide Installations**
- **How much is needed/desired?**
  - **Different for major vs. minor releases?**
- **More SwRI Support (on-site)**
  - **Less District resources required**
  - **Less Documentation (and associated time and cost) required**
  - **Dependent on SunGuide Software Contractor**
  - **Efficiencies gained**

Installation Documentation – Cont'

- **Less SwRI Support (remote)**
  - Significant District resources required
  - Average Documentation (and associated time and cost) required
- **No SwRI Support**
  - Significant experienced District resources required
  - High Documentation (and associated time and cost) required
  - Independent from SunGuide Software Contractor
  - District resources duplicated

Installation Documentation – Cont'

- **Less SwRI Support (remote)**
  - **Significant District resources required**
  - **Average Documentation (and associated time and cost) required**
- **No SwRI Support**
  - **Significant experienced District resources required**
  - **High Documentation (and associated time and cost) required**
  - **Independent from SunGuide Software Contractor**
  - **District resources duplicated**

Installation Documentation – Cont'

- **Questions that effect level of detail in the document:**
  - **Who is the "target" (skill level) audience for the document:**
    - **Software support personal (e.g. someone with software development skills)**
    - **Network administrator (e.g. someone with server/network maintenance skills)**
    - **Experienced SunGuide System Administrator (e.g. someone with either of the above skill sets + good experience with SunGuide Software)**
    - **Staff member who performs IV&V (e.g. someone who knows SunGuide but not a software/hardware person)**

Installation Documentation – Cont'

– **Does FDOT want District specific instructions in each document? (this greatly effects the content and effort to create)**

– **Does the installation document replace the 'installation notes'?**

– **Should the installation specific information in the VDD be removed (and all placed in the Installation document)?**

Installation Documentation – Cont'

- **Development of installation document that will include:**
  - **Describe database modifications required (if any)**
  - **Describe configuration activities that need to be performed**
  - **Describe how to install the software in following environments:**
    - **Clustered**
    - **Non-clustered**

Installation Documentation – Cont'

- **If District specific is desired the following would be added (note this level of detail greatly effects the level of effort for this document):**
  - **For each District SunGuide is currently installed discuss current configuration**
  - **Describe what software components of the new version need to be installed**
  - **Describe what needs to be updated for the new release based on the current configuration**
- **The installation document should be "tested" (this will add 3 to 5 days to the schedule)**

Closing and Action Item Review

Peter Vega