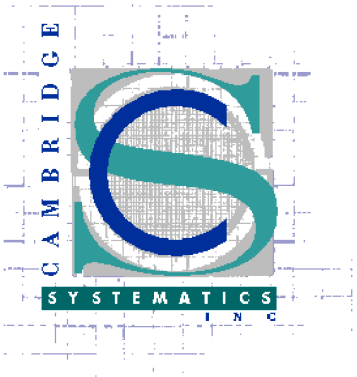

Florida CVISN Program Plan

prepared for

Florida CVISN Task Team

prepared by

Cambridge Systematics, Inc.

September 2001

program plan

Florida CVISN

prepared for

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Table of Contents

1.0 Introduction 1-1
1.1 CVISN Background 1-1
1.2 The State of Florida and ITS/CVO 1-3
1.3 Program Goals and Objectives 1-4

2.0 Program Management 2-1
2.1 Florida CVISN Program Organization 2-1
2.2 Program Procedures 2-5
2.3 Carrier Outreach 2-8
2.4 Program Conformance 2-8

3.0 Program Overview 3-1
3.1 Electronic Credentials Administration 3-2
3.2 Safety Information Exchange 3-4
3.3 Electronic Screening Systems 3-5
3.4 Program – Wide Projects 3-7

4.0 Project Designs 4-1
4.1 Summary of Required New Hardware and Software 4-1
4.2 Summary of Modifications to Existing Systems 4-5
4.3 Architecture Conformance 4-6

5.0 Project Implementation 5-1
5.1 Phase Charts 5-1
5.2 Program Schedule 5-1
5.3 Work Breakdown Structure 5-5

6.0 Program Funding 6-1
6.1 Procurement Needs for Florida CVISN Projects 6-1
6.2 Funding Sources 6-5

7.0 Outstanding Issues 7-1
7.1 Electronic Credentials Administration Program Area 7-1
7.2 Roadside Safety Information Program Area 7-3
7.3 Electronic Screening Program Area 7-3
7.4 Program – Wide Program Area 7-4

Table of Contents
(continued)

Appendix A
Contact List

Appendix B
COACH Part 2

Appendix C
Phase Planning & Incremental Development Checklist

Appendix D
Work Breakdown Structure

List of Tables

1.1 Florida CVISN Goals and Objectives 1-5

4.1 New Hardware and Software Required 4-4

4.2 Summary of Modifications Required to Existing Systems 4-6

5.1 Florida CVISN Program Milestones – Phases 1 to 3 5-2

5.1 Florida CVISN Program Milestones – Phases 4 to 6 5-2

5.1 Florida CVISN Program Milestones – Phases 7 to 9 5-3

5.1 Florida CVISN Program Milestones – Phase 10 5-2

6.1 Estimated Costs for Florida CVISN Projects 6-2

6.2 Procurement Needs for Florida CVISN Projects 6-3

7.1 Electronic Credentials Administration Program Area 7-1

7.2 Issues Related to Automating Oversize/Overweight Permitting 7-2

7.3 Issues Related to Upgrading Roadside Safety Information Systems 7-3

7.4 Issues Related to Mainline Electronic Screening Project 7-4

7.5 Issues Related to Agricultural/Bills of Lading Electronic Screening Project 7-4

7.6 Issues Related to CVIEW 7-5

7.7 Issues Related to Electronic Payment System 7-6

7.8 Issues Related to CVO HelpDesk 7-6

List of Figures

2.1 Florida State Government Agencies Supporting CVISN 2-2

2.2 Florida CVISN Program Organization 2-4

3.1 Relationship of CVISN to ITS/CVO 1-2

3.1 Florida CVISN Program Areas 3-1

4.1 Florida CVISN State Design Template 4-2

4.1 Florida CVISN Network Template 4-3

5.1 Summary of Florida CVISN Program Schedule 5-4

1.0 Introduction

Florida's Commercial Vehicle Information Systems and Networks (CVISN) Program is a multi-agency initiative using advanced technology to improve commercial vehicle safety, streamline the regulation of the commercial vehicle industry, and improve the efficiency of the motor carriers and motor coach companies operating in Florida. The Program consists of 12 inter-related projects that are being deployed over the next two years. The projects will automate the administration and issuance of key operating credentials in Florida, upgrade the information systems used to conduct roadside vehicle and driver inspections, streamline operation of the state's commercial vehicle inspection sites, and improve the sharing of data among the agencies and departments that regulate the commercial vehicle industry.

The Program Plan is designed to guide the Florida CVISN Program and its associated projects. This document details several key elements of the program including:

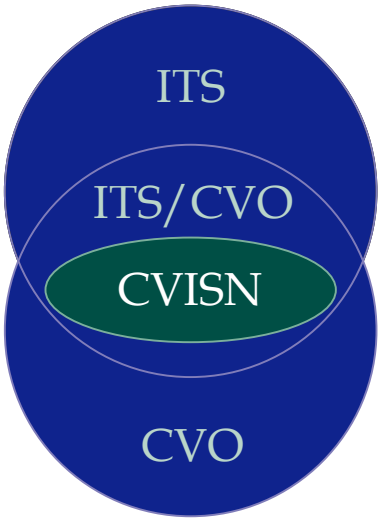
- Background (Section 1);
- Goals and objectives (Section 1);
- Project organization (Section 2);
- Program management approach (Section 2);
- Program areas (Section 3);
- Project design and planning approach (Section 4);
- Implementation schedule (Section 5);
- Funding (Section 6); and
- Outstanding Issues (Section 7).

For specific technical details related to the CVISN projects please refer to the Florida CVISN Top-Level Design.

1.1 CVISN Background

CVISN is a national program administered by the Federal Motor Carrier Safety Administration (FMCSA). CVISN, a subset of Intelligent Transportation Systems (ITS), refers to the collection of information systems and communication networks that support commercial vehicle operations (CVO). These include information systems owned and operated by governments, motor carriers, and other stakeholders. Figure 1.1 illustrates the relationship of CVISN to ITS/CVO.

Figure 1.1: Relationship of CVISN to ITS/CVO



The objectives of the national CVISN program are to improve motor carrier safety and to enhance the efficiency of administrative processes for industry and government. The national CVISN architecture provides a framework for existing and newly designed systems to exchange information through the use of standards and communication protocols. Under the national CVISN program, each state is responsible for planning, designing and funding its own CVISN program within the framework of the national architecture.

CVISN activities are segmented into three main areas:

- **Credentials Administration –** Programs and projects that are designed to improve the procedures and systems related to the application, payment, and issuance of operating credentials and permits. These credentials typically include the International Registration Plan (IRP), International Fuel Tax Agreement (IFTA), and oversize/overweight (OS/OW) permits.

- **Safety Assurance –** Programs and projects that are designed to assure the safety of commercial drivers, vehicles, and cargo. These include automated inspections, safety information systems, and on-board safety monitoring systems.

- **Electronic Screening –** Programs and projects that are designed to facilitate the verification of size, weight, safety, and credentials information. These include automated screening at weigh stations and international border crossings.

These program areas are supported by the national CVISN architecture, as well as the CVO Mainstreaming initiative.

1.2 The State of Florida and ITS/CVO

The State of Florida has been a national leader in the ITS/CVO arena since 1996 with the implementation of the ADVANTAGE I-75 bypass system. This effort demonstrated the benefits of implementing Intelligent Transportation Systems (ITS) to regulate commercial vehicle operations. Florida's economy relies heavily on its transportation infrastructure. ITS/CVO provides the opportunity to optimize existing infrastructure, improve safety, and make the motor carrier and motor coach industries – as well as the government agencies that regulate them – more efficient.

Florida's commitment to improving its transportation system through the innovative use of technology is well documented. Some examples of existing ITS/CVO deployments in Florida include:

- **Electronic Screening/PrePass –** Electronic screening at Florida's weigh stations is being operated by PrePass, a service of the Help, Inc. public-private partnership. Vehicles of qualified carriers are pre-cleared by weigh stations in participating states using advanced technologies to verify the carrier's safety and credential status. PrePass is a voluntary program, in which carriers opt to participate. PrePass currently is operational at 12 sites in Florida.

- **Bills of Lading –** Officers from the Florida Department of Agriculture are scanning bills of lading at agricultural inspection stations to help enforce the Department of Revenue's (DOR) collection of Florida's use tax on out-of-state purchases. At the roadside, OALE officers conduct a "visual triage" of vehicles and the actual bills of lading and determine which vehicles' bills of lading should be scanned. The scanned images are forwarded to DOR for processing and follow-up. To enhance efficiency, carriers also may forward their bills of lading directly to DOR through electronic media. Two carriers are currently participating in this program. DOR notifies the Department of Agriculture and Consumer Services when a carrier has enrolled in the program.

- **Automated Commercial Vehicle and Driver Inspections –** Florida Motor Carrier Compliance Officers utilize ASPEN-equipped laptop computers to automate roadside inspections. Florida currently is in the process of upgrading its ASPEN software to ASPEN 2.0.

- **SAFETYNET –** SAFETYNET is a system for maintaining safety data including inspections, crashes, and compliance reviews, locally in Florida. The system also is responsible for transferring data to the Motor Carrier Management Information System (MCMIS), the national repository for interstate motor carrier safety data. Both systems are maintained by FMCSA.

- **Cellular Digital Packet Data (CDPD) –** CDPD communications enable the upload of inspection reports from ASPEN laptops to the SAFER Data Mailbox (a Federal safety information system) and SAFETYNET systems. CDPD also provides officers at the roadside with real-time access to data contained in SAFER and law enforcement systems, such as the National Crime Investigation Center (NCIC).

- **Electronic Toll Collection Systems –** Florida's electronic toll collection systems include SunPass, E-Pass, C Pass, Leeway, and O Pass. SunPass is the statewide system that is being implemented on all state-operated toll roads. The State of Florida is actively pursuing interoperability between SunPass and the state's other toll systems.

- **Advanced Traffic Management Systems (ATMS) –** Florida has actively deployed intelligent transportation systems to combat congestion throughout the state. These initiatives use advanced technologies (e.g., closed circuit television cameras, in-pavement detectors, variable message signs, and fiber optic communications technology) to enhance incident detection and response. ATMS also identify roadway congestion and inform the public which areas should be avoided.

- **Participation in National Forums –** Florida is a national leader in ITS/CVO. Its personnel are actively involved in a variety of ITS/CVO forums, including the ITS America CVO Committee's CVISN Task Force. These forums are setting the stage for the future of ITS/CVO and CVISN.

1.3 Program Goals and Objectives

Florida's CVISN Program will leverage many of the state's existing ITS/CVO efforts and infrastructure. The Program is guided by a series of goals and objectives, which form the program's foundation. The Program's goals include:

- Ensure CVO-related safety without undue costs to the motor carrier industry;
- Improve the state's CVO regulatory environment;
- Optimize safe, efficient movement of people and goods throughout the state; and
- Guide the development and installation of adopted CVISN projects and programs in an efficient and cost-effective manner.

Table 1.1 details each goal's objectives.

Table 1.1 Florida CVISN Goals and Objectives

Florida CVISN Goals	Florida CVISN Objectives
• Ensure CVO-related safety without undue costs to motor carrier industry;	– Improve accuracy and timeliness of safety information; – Provide direct near-real time access to safety information at the roadside; and – Network information systems to ensure timely interagency communication and critical data sharing.
• Improve the state's CVO regulatory environment;	– Reduce paperwork and time spent on compliance activities that can be cost-effectively automated; – Network information systems to ensure timely interagency communication and critical data sharing; – Streamline or eliminate outdated or inefficient business and enforcement processes; and – Provide one interaction or point of contact in the state for regulatory information.
• Optimize safe, efficient movement of people and goods throughout the state; and	– Reduce delays for weight, safety, and other CVO inspections; – Reduce highway congestion; and – Improve highway safety.
• Guide development and installation of adopted CVISN projects and programs in an efficient and cost-effective manner.	– Establish cooperative, interagency, public-private organizational structure; – Promote interoperability of screening systems and other technical components; and – Participate in CVISN Deployment Workshops and develop products based on workshop participation and review by experts and peers.

2.0 Program Management

Several Florida state government and Federal agencies are responsible for regulating the commercial motor carrier and motor coach industries in Florida. All of these agencies, as well as the Florida motor carrier industry, are active participants in the Florida CVISN Program. In order to coordinate the activities of these diverse organizations, a CVISN program management structure has been created. Additionally, a series of standardized program procedures has been developed in order to ensure consistency across the program and its numerous projects.

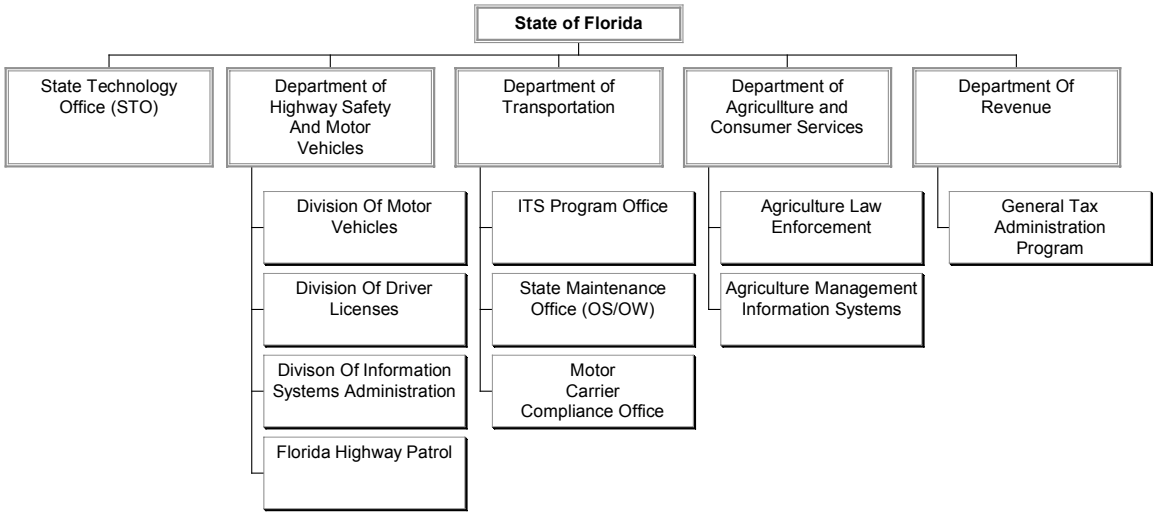
2.1 Florida CVISN Program Organization

The regulation of the commercial motor vehicle and motor coach industries in Florida is segmented among five departments. These departments include:

- Florida Department of Transportation (DOT);
- Florida Department of Highway Safety and Motor Vehicles (DHSMV);
- Florida Department of Revenue (DOR);
- Florida Department of Agriculture and Consumer Services (DACS); and
- The State Technology Office (STO) — authority for information technology policy and resources in Florida is being transitioned to this single department.

These five departments form the core of the Florida CVISN Program organization. Figure 2.1 illustrates the relationship of the departments, their subordinate divisions and agencies involved in CVISN. In addition to these state agencies, the Federal Motor Carrier Safety Administration, and the private industry are all directly involved in the Florida CVISN Program.

Figure 2.1 Florida State Government Agencies Supporting CVISN



Program Management

A layered management approach has been implemented to oversee the Florida CVISN Program. The management structure includes three elements: an Executive Steering Committee, a Task Team, and Project Leaders. Each management element has unique roles and responsibilities to ensure the smooth implementation of the CVISN Program.

Executive Steering Committee – The Executive Steering Committee is a permanently established body that provides high-level oversight for the CVISN Program. The Committee sets program priorities, and makes policy and funding decisions based on recommendations from the Task Team. The Executive Steering Committee's ultimate goal is to ensure that the CVISN Program remains consistent with state government and agency-specific goals and priorities.

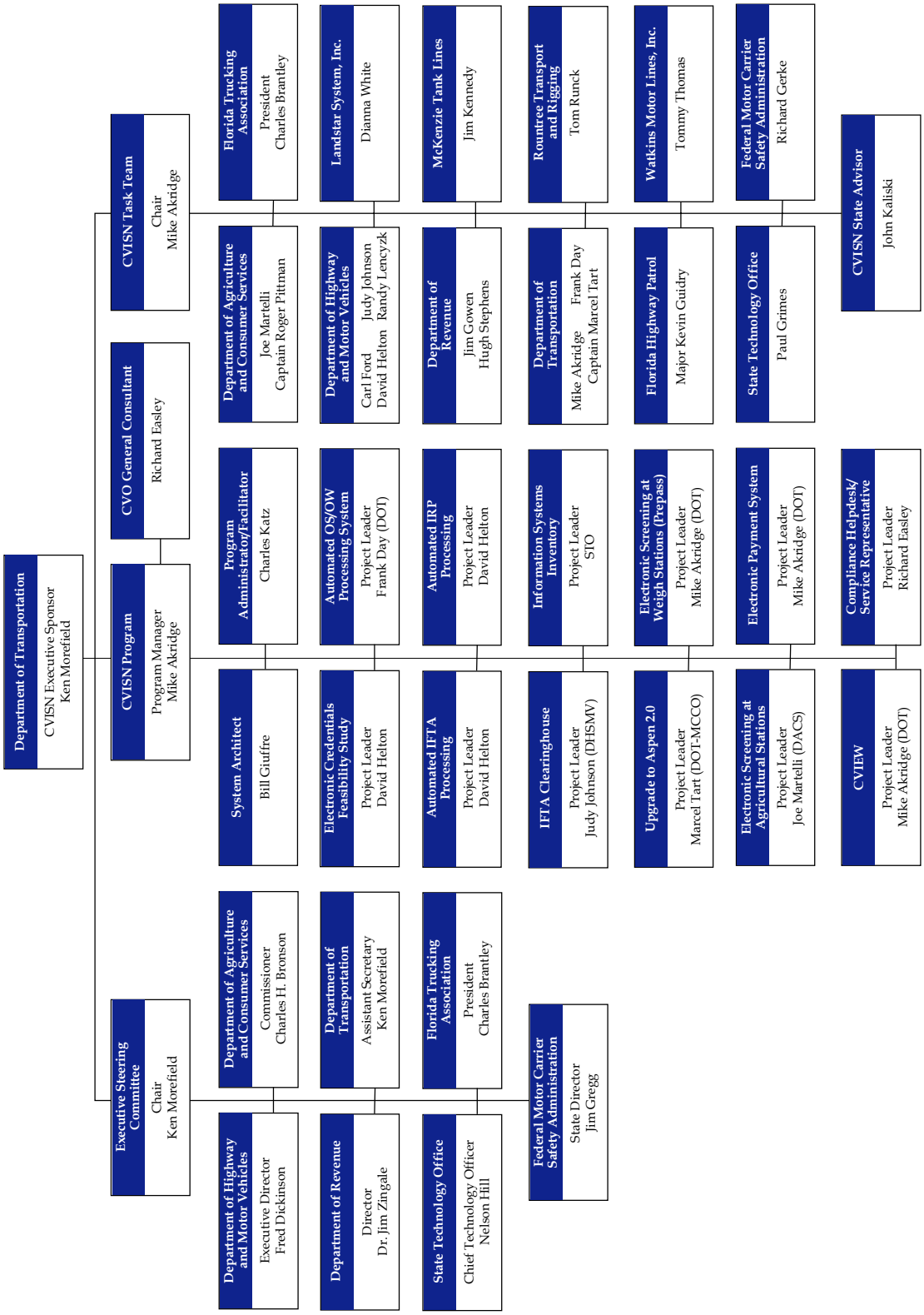
Task Team – The Florida CVISN Task Team is comprised of key CVISN stakeholders, including members from the CVISN-related state agencies, FMCSA, and the motor carrier industry. The Task Team directly oversees the program and ensures that it is executed efficiently. The Task Team is responsible for developing and maintaining the program schedule, identifying funding sources and recommendations, addressing outstanding issues, and maintaining the Program Plan. The Florida CVISN Task Team participated in the FMCSA-sponsored CVISN Deployment Workshop series to assist them in their planning of the program. The Task Team, led by Program Manager, Mike Akridge, meets on a monthly basis.

Individual Project Leaders – Project leaders have been assigned to most Florida CVISN projects. These leaders, drawn from the agency with primary authority for the project, are responsible for the day-to-day implementation of individual projects. They are responsible for project management, status and financial reporting, coordination with

participating agencies, management of outside consultants, and maintaining and tracking project schedules.

Figure 2.2 details the program management structure, as well as the individuals currently occupying specific roles. A complete list of Florida Task Team members and their contact information is included in Appendix A.

Figure 2.2 – Florida CVISN Program Organization



2.2 Program Procedures

The Florida Task Team has developed a series of standard procedures and practices that will be employed program-wide. These have been developed to ensure consistency across the projects on two key issues:

- Documentation; and
- System Testing.

While often overlooked, these areas are crucial to the long-term success of the CVISN Program.

Documentation

Each Florida CVISN software implementation project, whether performed in-house or by a contractor, will be required to produce several key documents. At a minimum, each software project will include:

- **Functional Requirements –** Describing what the project should accomplish.
- **Detailed Design –** Describing how the project should fulfill its goals. This document will include sections on user interface design, security information, hardware and software requirements, and anticipated transaction volumes.
- **Integration and Acceptance Test Plans –** Describing how to verify that the project has been successful. These plans generally are based on information contained in the functional requirements section.
- **User Manual –** Detailing how to use the system on a day-to-day basis.
- **System Administration Manual –** Documenting how to operate the system in a production environment. If necessary, this manual will include sections on backup/restore and disaster recovery.

Some projects optionally will include other documentation such as training materials and an implementation plan. Training materials often are associated with user manuals and are not appropriate for all applications. Implementation plans generally are necessary only when a new system is replacing an old system. In this case, it is appropriate to outline a process by which users, data, and functionality are transferred from the old system to the new.

Each document will be delivered first in draft form, allowing the appropriate stakeholders an opportunity to review the document before it is finalized.

The Change Control Process

Many of the documents will be "living" documents. As issues arise over the course of a software project, these issues will be referred to a change control committee. This committee will be chaired by the project manager and will include stakeholders, industry representatives, and members of the development team. The purpose of the change control committee is to evaluate the impact of changes on the project's budget and schedule. Some changes are inevitable and beneficial while others may impede a project to the point of jeopardizing its success. Those changes approved by the committee should be reflected in updates to the appropriate documents.

System Testing

Testing is a vital part of every software project and occurs at many levels. Accordingly, each Florida CVISN software implementation project will include a variety of testing activities. These testing procedures will apply whether the projects are performed in-house or by a contractor. At a minimum, each software project will include:

- Unit Testing;
- Integration Testing; and
- Acceptance Testing.

Some projects may optionally include other activities such as load testing, recovery testing, and usability testing. Each type of test is defined below:

- **Unit Testing –** Isolated tests, performed by the developers, on individual functions or code modules. The intent is to test the program to ensure that each piece performs as expected.
- **Integration Testing –** Tests performed as program modules are combined. These tests, performed by Quality Assurance personnel and not the developers, are designed to determine whether the program as a whole functions as intended.
- **Acceptance Testing –** Tests of the full system prior to putting the system into production. Acceptance tests are performed by the client and are designed to ensure that the system meets the project requirements.
- **Load Testing –** Tests designed to determine whether the system can meet the anticipated production load. Load testing is performed only on systems where the number of users and/or transactions is expected to be high. Often, special testing software is used to simulate a large number of users.
- **Recovery Testing –** Special tests designed to determine how well a system can recover from unexpected or catastrophic failures. These tests are performed only where there is a very high cost when systems are unavailable.

- **Usability Testing –** Tests designed to verify that users understand how a system works. These tests are meaningful only for systems with graphical user interfaces (GUIs), and often can be avoided by including the users in the interface design process.

Software Test Plans

Specific test plans will be produced only for integration and acceptance testing. These test plans will be based on the functional requirements document (produced earlier in the project design process), as well as other project documentation as necessary. Each test plan will outline:

- The scope of the testing and what will be accomplished;
- The physical environment in which the testing will occur;
- Any limitations on the testing;
- Scripts for each test to be performed, including inputs, outputs, and what piece of system functionality is covered by the test; and
- A mechanism for reporting errors uncovered during testing, the process by which these errors will be fixed, and the process for testing the fixes.

Documents detailing unit, load, recovery, and usability testing are rarely produced as part of software development projects and will not be required of all Florida CVISN projects. Instead, these tests will be devised as necessary based on the detailed design and user/system administration documentation. Unit tests will be conducted by developers as part of the development process. Load testing, if necessary, will be conducted using information on user and transaction volumes found in the detailed design document. If appropriate, disaster recovery plans will be tested prior to any system being put into production.

Software Testing Life Cycle

The full software testing life cycle includes seven steps:

1. **Planning –** High-level test plans are prepared, testing tools are selected.
2. **Analysis –** Test scripts are written and a functional validation matrix is created to ensure that all system requirements are covered by one or more test cases.
3. **Design –** As development draws to a close, test cases are finalized, the test schedule is set, and the test environment is prepared.
4. **Execution –** Confirm that all unit tests have been performed, conduct integration tests, and report any errors.
5. **Cycles –** Developers correct any errors and the integration tests are performed again. This step can occur many times until the integration tests can be executed without errors.
6. **Final Testing and Implementation –** Using the final system software, perform acceptance testing and any necessary load or recovery testing. Following acceptance testing

a pilot program and/or parallel run is conducted to verify that the system performs well under production conditions.

7. **Post Implementation –** Release the product into production and provide a mechanism for future errors and/or enhancements to be reported.

As part of the final documentation for each Florida CVISN software project, the project manager will record the results of the integration and acceptance testing as well as the list of errors that are found and corrected. The recording of new errors and enhancements is an ongoing process.

2.3 Carrier Outreach

Attaining industry "buy-in" also is a key component to the long-term success of the CVISN Program. Outreach ensures that the industry is aware of the program and its new services. Furthermore, the outreach efforts will encourage the use of the new services and manage user expectations. Without a coordinated outreach effort, the CVISN-related systems could be under-utilized and may not achieve their full potential.

The Florida CVISN Program already has begun its carrier outreach program. Program Manager, Mike Akridge, has briefed the Florida Trucking Association several times on the CVISN Program, its goals, objectives, and anticipated benefits. These regular updates are planned to continue for the duration of the project and beyond. The outreach effort is bolstered by the participation of the Florida Trucking Association on the Program's Executive Steering Committee and Task Team.

2.4 Program Conformance

The Florida CVISN Task Team reviewed Part 2 of the CVISN Operational and Architectural Compatibility Handbook (COACH) in developing its program management approach and processes. COACH Part 2 includes three checklists detailing recommended elements for planning, developing, and managing CVISN programs. The Florida CVISN Task Team has reviewed the recommendations and has determined which ones they will comply with fully, partially, or not at all. The completed tables from COACH Part 2 can be found in Appendix B of this document.

The following symbols are used to indicate the state's commitment level to each task:

- **(F) Full commitment.** At least 80 percent of the activities associated with this checklist item will comply;
- **(P) Partial commitment.** 50 percent to 80 percent of the activities associated with this checklist item will comply; and
- **(N) No commitment.** Less than 50 percent of the activities associated with this checklist item will comply.

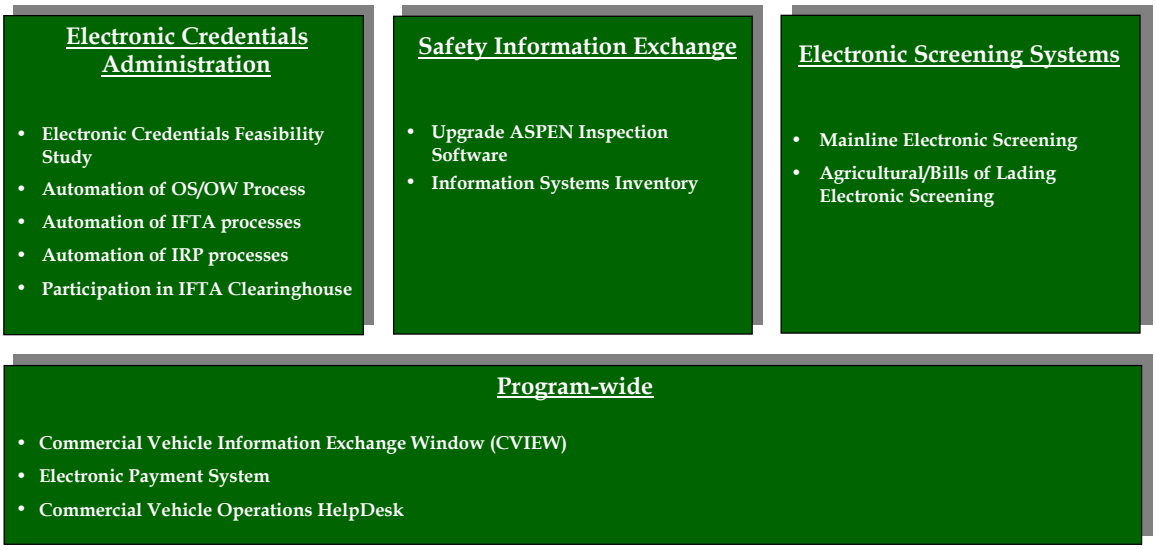
3.0 Program Overview

Florida's CVISN Program is comprised of a series of coordinated and inter-related projects. Each project is designed to deliver a specific and real benefit to Florida and its motor carrier and motor coach industries. The CVISN projects are organized into four program areas, including:

- Electronic Credentials Administration;
- Safety Information Exchange;
- Electronic Screening; and
- Program-wide.

The first three of these program areas coincide with the national CVISN program. The fourth area, Program-wide, is unique to the Florida CVISN Program. Projects contained in the Program-wide area are designed to support the other program areas and affect numerous agencies and projects. Figure 3.1 illustrates the relationship of these program areas and summarizes their associated projects.

Figure 3.1 Florida CVISN Program Areas



This section provides an overview of the program areas and associated projects. The projects outlined in this section were detailed in the Florida CVISN Business Plan, and have been revised and expanded through the FMCSA-sponsored CVISN deployment workshop

series. It is important to note that some projects in the Florida CVISN Business Plan have evolved over time or have been superceded by new projects.

3.1 Electronic Credentials Administration

Electronic credentials administration enables motor carriers to apply, pay for, and receive credentials electronically. The Florida CVISN Electronic Credentials Administration program area has four major goals. These include:

- Streamline the credentials application processes;
- Improve the operational efficiency of the regulating agencies (Department of Highway Safety and Motor Vehicles, and Department of Transportation);
- Improve customer service and turnaround time for operating credentials; and
- Make credentials information available to roadside personnel on a timely basis for enforcement purposes.

The Florida CVISN Program is pursuing the automation of three credentials:

- International Registration Plan (IRP);
- International Fuel Tax Agreement (IFTA); and
- Oversize/Overweight Permitting (OS/OW).

Automating IRP and IFTA are standard components of a state's initial CVISN deployment and are required to meet FMCSA's definition of a CVISN "Level 1" deployment[1]. Automating the OS/OW permitting process has been included in the program based on input from the Florida motor carrier industry and the anticipated benefits this project will provide the industry.

Electronic Credentials Administration Projects

The Electronic Credentials Administration program area includes five distinct projects. These projects are:

[1] CVISN Level 1 functionalities include automated processing of IRP and IFTA (with 10 percent of the credentials transaction volume being completed electronically), participation in the IRP and IFTA Clearinghouses, use of ASPEN inspection software or its equivalent, deployment of a Commercial Vehicle Information Exchange Window (CVIEW) or its equivalent, and electronic screening at one site with the ability to expand to others.

- An Electronic Credentials Feasibility Study;
- Development of an automated electronic OS/OW permitting system;
- Automation of the IFTA credentialing process, including quarterly tax filings, supplemental filings, and issuance of decals;
- Automation of the IRP credentialing process, including supplemental registrations and renewals; and
- Participation in the IFTA Clearinghouse.

An overview of each project is provided below.

Electronic Credentials Administration Projects

Electronic Credentials Feasibility Study

The Electronic Credentials Feasibility Study will be a high-level assessment of requirements to support the on-line application for and receipt of commercial vehicle credentials in Florida. The study will survey Florida's motor carrier industry in order to identify basic user requirements and preferences. This project will lay the foundation for most of the other electronic credentials administration projects, (excluding participation in the IFTA Clearinghouse) and as such, is scheduled to be the first project undertaken in this program area.

Development of an Automated Routing and Permitting System

This project will fully automate Florida's OS/OW permitting process, including the application, screening, route review, payment, and issuance processes. The project also will work to link the state's roadway infrastructures databases (PONTIS, Roadway Mapping Database, and manually entered impediments) to the route review module of the permitting system. The electronic payment portion of this project will be coordinated through the Program-wide electronic payment system project.

Automated Processing for International Fuel Tax Agreement

This project will automate IFTA quarterly tax filings, supplemental filings, and decal applications. This project will include the development of a web interface to the state's IFTA system. A link to "MyFlorida.com," the state of Florida's homepage and central access point for government web sites, also is envisioned. The project also will use the CVISN-wide electronic payment system.

Automated Processing for International Registration Plan

This project will automate IRP supplemental filings and renewals. Similar to the IFTA project, this project will develop software to support paperless business transactions between the Department of Highway Safety and Motor Vehicles and commercial vehicle operators in Florida. It also is planned to include a link to "MyFlorida.com." The Florida CVISN-wide electronic payment system also will be utilized by this project.

Participation in the International Fuel Tax Agreement Clearinghouse

The IFTA Clearinghouse manages the flow of IFTA credentials data and funds among participating jurisdictions (states or Canadian provinces). The Clearinghouse data includes updated fuel tax rates, carrier demographic data, and carrier transaction information. The Clearinghouse is a distributed system and relies on participants to enter factual and timely information. This project will develop an interface between the Florida IFTA system and the Clearinghouse to facilitate the transfer of the necessary information.

3.2 Safety Information Exchange

The Safety Information Exchange projects will allow for the automated collection and transmittal of carrier, vehicle, and driver inspection data. These projects also will improve access to carrier, vehicle, and driver safety credential information from other information sources (Federal and state). Further, these projects will improve the transfer of data from other information sources to Florida's roadside enforcement personnel. This program area is driven by six key goals:

- Improve commercial vehicle safety;
- Identify unsafe drivers and carriers;
- Provide Florida commercial vehicle enforcement personnel with wireless roadside connectivity to key safety data sources, including Safety and Fitness Electronic Records (SAFER), SAFETYNET and intrastate carrier and vehicle data;
- Retrieve commercial vehicle safety and credential information from other states;
- Collect and submit crash data to FMCSA and roadside personnel in a more timely fashion; and
- Provide collection of outstanding penalties due to state.

This program area includes two projects:

- Information Systems Inventory; and
- Upgrading to ASPEN 2.0 inspection software.

An overview of each project is included below.

Safety Information Exchange Projects

Information Systems Inventory

The Information Systems Inventory, lead by the State Technology Office, will be a detailed inventory of existing hardware and software of CVISN-related systems. The project will include requirements for linking the systems to promote critical data sharing and ensure timely interagency communication. The project also will help to streamline or eliminate outdated or inefficient business and enforcement processes by documenting hardware and software configurations, communication platforms, CVO-related systems/ applications, and data structure architectures. All agencies' systems that support CVO-related activities will be included in this scan to ensure that information is complete and accurate.

Upgrade to ASPEN 2.0 Automated Inspection Software

This project will upgrade the inspection software currently used by Florida's Motor Carrier Compliance Office to the most recent version. Florida officers currently utilize ASPEN inspection software to electronically record vehicle and driver inspection reports. In conjunction with CVISN, this inspection software will be upgraded to ASPEN Version 2.0, which has an updated look and feel and makes greater use of laptop technology. ASPEN 2.0 is designed to work with SAFTEYNET 2000 and includes many new features such as barcode input and IP wireless connectivity. This project is already underway and is scheduled for completion in 2001.

Florida enforcement personnel use cellular digital packet data (CDPD) technology for their wireless connection to Federal and state data systems. CDPD currently is available statewide, except for a small portion of the state. The Florida Department of Transportation Motor Carrier Compliance Office is planning to complete statewide deployment of CDPD as soon as possible

3.3 Electronic Screening Systems

Electronic screening projects employ transponder technology at roadside facilities to select and target vehicles for enforcement activity. These systems enable states to maximize

their resources by focusing their efforts on "high-risk" carriers. The program area has four key goals:

- Improve commercial vehicle safety;
- Reduce delays at existing safety and agriculture inspection facilities;
- Maximize enforcement resources by targeting enforcement efforts; and
- Increase the number of carriers participating in current electronic screening programs.

This program area consists of two distinct projects:

- Mainline Electronic Screening; and
- Agricultural/Bills of Lading Electronic Screening.

These projects are detailed below.

Electronic Screening Projects

Mainline Electronic Screening

Florida currently participates in the PrePass electronic screening program. PrePass is a national program administered by Help, Inc., a public-private partnership. The PrePass system allows pre-enrolled carriers with transponder equipped vehicles to be identified and screened at Florida's safety inspection facilities while remaining on the mainline roadway. Carriers in the program that are properly credentialed and have histories of good safety performance are allowed to bypass the inspection facility (unless they are randomly "pulled in" to the facility). The bypass decision is relayed to the driver via the transponder– a red light means the vehicle must stop at the facility and a green light means the facility may be bypassed. All other vehicles are required to stop at the facility as usual.

The procurement and installation of the necessary infrastructure to operate electronic screening at six of Florida's safety inspection facilities was completed prior to Florida's entrance into the CVISN program. As part of the CVISN Program, Florida will expand this capability to 19 sites and deliver updated credential and safety information to PrePass for use in the screening decision. The manner in which this information will be delivered to PrePass is still being determined. One option is through Florida's Commercial Vehicle Information Exchange Window (CVIEW)— see Section 3.4, Program-wide projects.

Electronic Screening for Agricultural/Bills of Lading

This project will deploy electronic screening technology at a series of agricultural inspection stations in Florida. Currently six agricultural inspection stations are slated for inclusion in the project, although that number may increase. Like mainline electronic screening, this project will use transponder technology to identify vehicles and relay the

screening decision to the driver. Motor carrier participants in this project must provide electronic copies of their bills of lading to the Department of Revenue[2] and must not be hauling agricultural products that require inspection.

3.4 Program-Wide Projects

The Program-wide program area is comprised of three projects that support the other program areas. The Florida CVISN Task Team has decided to highlight these projects and address them separately. Currently, Florida's CVISN Program Manager, Mike Akridge, is responsible for all three of these projects. The Program-wide projects are:

- Commercial Vehicle Information Exchange Window (CVIEW);
- Electronic Payment System; and
- Commercial Vehicle Operations (CVO) HelpDesk.

Program-Wide Projects

Commercial Vehicle Information Exchange Window

Florida's Commercial Vehicle Information Exchange Window (CVIEW) will be the state's internal clearinghouse to manage the flow of commercial vehicle safety and credential data between state agencies. CVIEW also may act as the conduit for this information to/from the Federal SAFER system. CVIEW will support the electronic credential administration program by distributing the credentials data to the state roadside enforcement personnel and to SAFER. CVIEW also may support the electronic screening program area by regularly supplying credential status information to PrePass.[3]

Electronic Payment System

An electronic payment system will be developed as part of the Florida CVISN Program. This system will support the payment of registration fees, fuel tax payments, and permit fees. This project is designed to fully automate the credential administration process in Florida and expedite the issuance of credentials to carriers. This project also will look to standardize the accepted payment methods across CVISN-related credentials and improve customer service.

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[2] In addition to inspecting agricultural products, agriculture law enforcement officers participate in Florida's Bill of Lading Program, in which they scan bills of lading to support the enforcement of Florida's Use Tax. See the Florida CVISN Business Plan for additional information on this program.

[3] CVIEW access by external parties, including PrePass, is under consideration. See Section 7.0—Outstanding Issues.

Commercial Vehicle Operations HelpDesk

The HelpDesk project will provide a single point of contact in state government for commercial vehicle regulatory policy and procedure information. The HelpDesk will provide basic information concerning all aspects of commercial vehicle regulations in Florida and likely will provide contact information within each department if more detailed information is needed. This project is essential considering the diverse organizations within Florida's state government that are actively involved in regulating the motor carrier and motor coach industries. The project also is important due to the fact that members of the industry may not be aware of the agencies' roles and responsibilities. A preliminary review of this concept is being conducted in conjunction with the Electronic Credentials Feasibility Study.

4.0 Project Designs

The Florida Task Team developed a top-level design for each of the CVISN deployment projects (detailed in Section 3.0). These designs were developed as part of the FMSCA-sponsored workshop series and are included in the Florida Top-Level Design document. The top-level designs detail the following for each project:

- Functional requirements;
- New systems required;
- Modifications required to existing systems;
- System interfaces to be used; and
- Outstanding issues.

The top-level design document should be referenced for complete information on the proposed system designs.

This section highlights the new hardware and software required for the CVISN Program, as well as the system modifications required for existing systems. It also details the process that the Florida CVISN Task Team is employing to ensure that its program remains in conformance with the national CVISN architecture. Figures 4.1 and 4.2 are the design templates that facilitated the top-level design process. Figure 4.1 is the Florida CVISN State Design Template. Figure 4.2 is the Florida CVISN Network Template.

4.1 Summary of Required New Hardware and Software

The State of Florida must invest in a series of new hardware and software systems, in order to complete the deployment of its CVISN projects. Table 4.1 summarizes this infrastructure by program area and project. As the CVISN Program is implemented, the Task Team will look for opportunities to reduce costs associated with these new systems by sharing resources across projects. The Task Team also will work swiftly to identify any remaining unknown hardware and software requirements.

Figure 4.1 Florida CVISN State Design Template

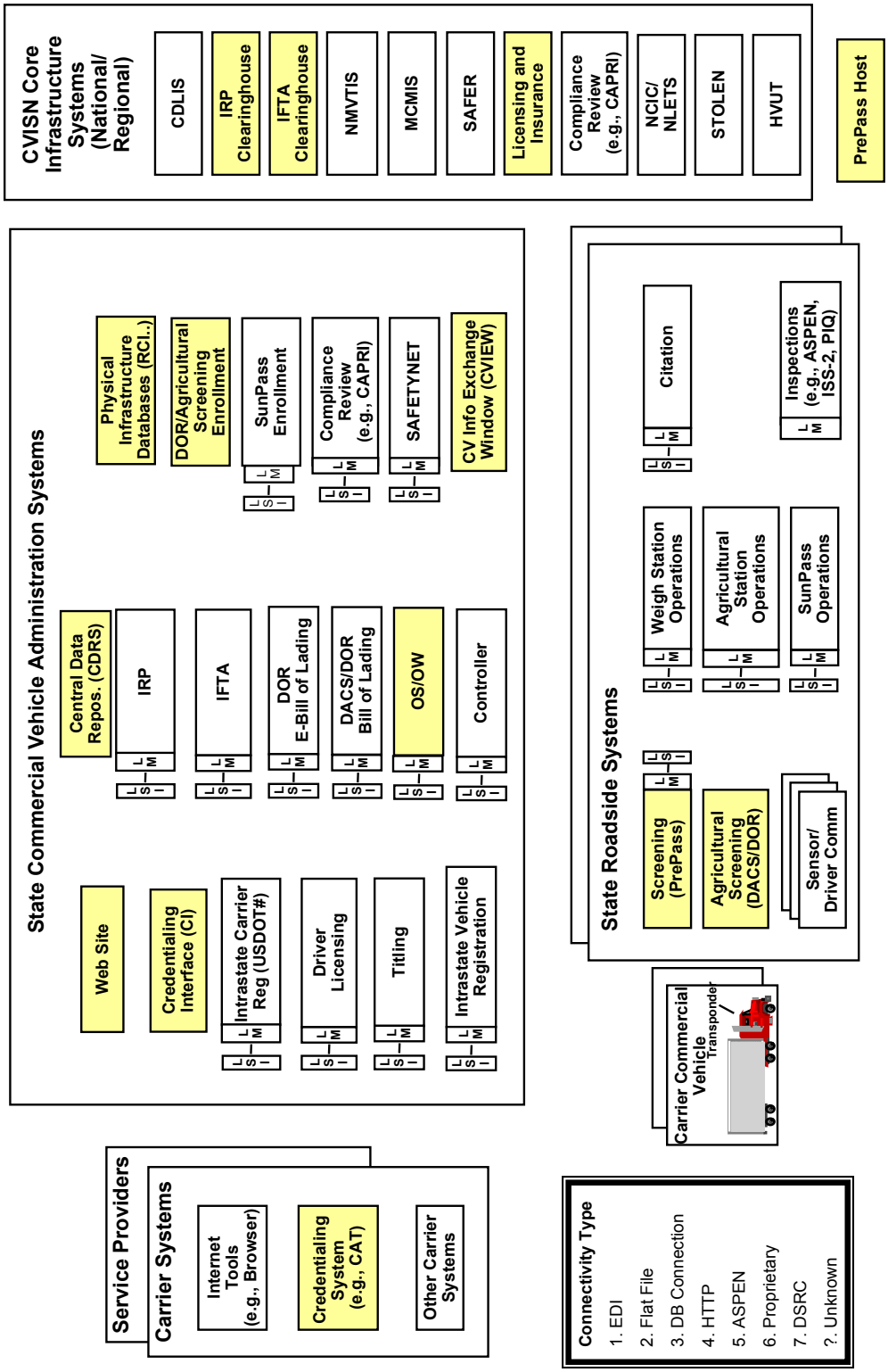


Figure 4.2 Florida CVISN Network Template

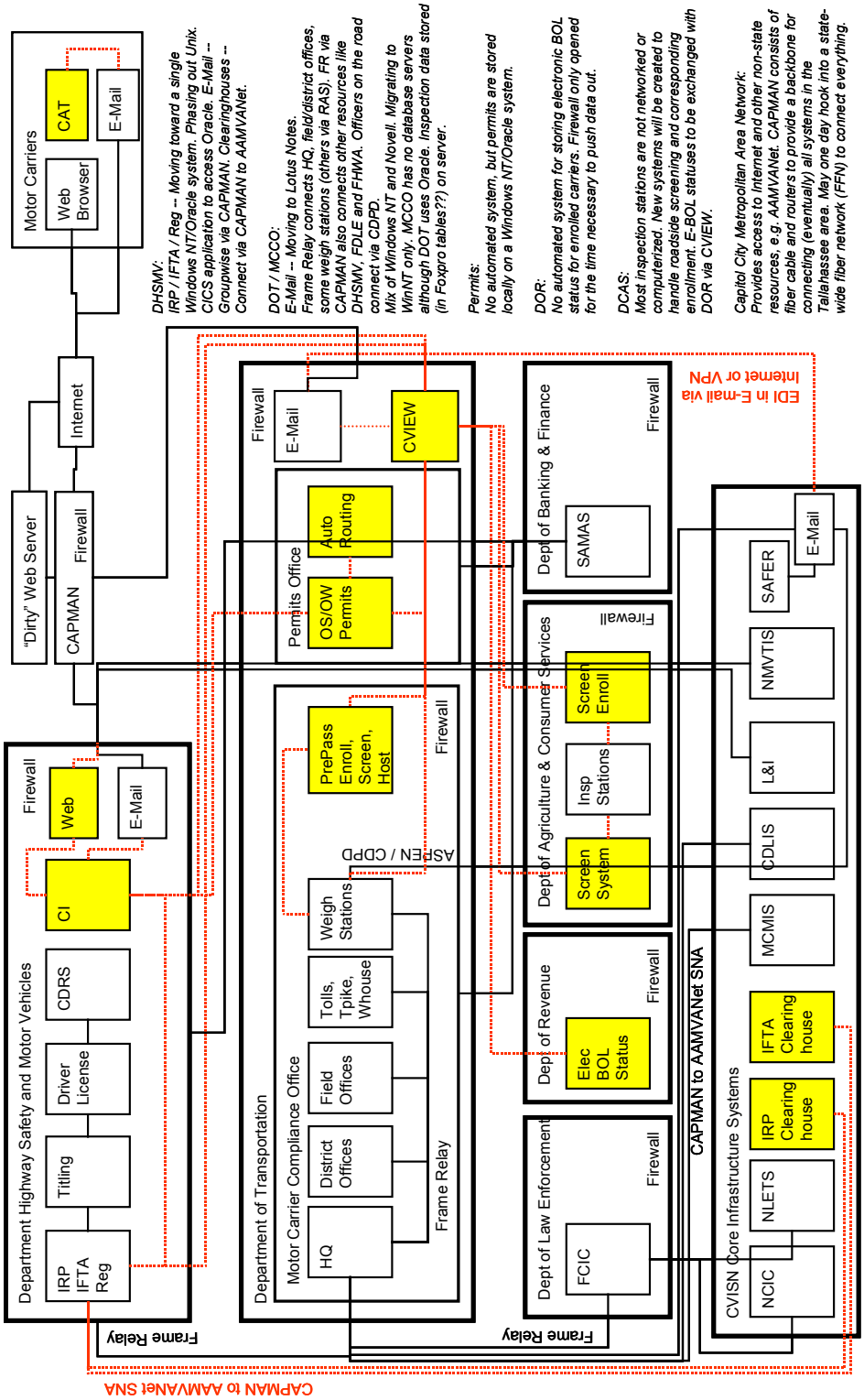


Table 4.1 New Hardware and Software Required

Program Area	Project	New Hardware Requirements	New Software Requirements
Electronic Credentials Administration	IFTA Quarterly Tax Filings IFTA Renewals IFTA Decals IRP Supplemental IRP Renewals	• Two Servers • Back-up Tapes • Network Infrastructure • Power Outlets • Rack System	• Web Application • Server Software • IFTA Quarterly Processing Interface • IFTA Decal Processing Interface • IFTA Renewal Processing Interface • IRP Supplemental Processing Interface • IRP Renewal Processing Interface • Interface to IFTA Clearinghouse
	OS / OW Permitting	• Web Server • Database Server • Network Infrastructure	• Database Software (Oracle) • Web Application • OS/OW Permit System • Manual Impediment Database and Application • Roadway Mapping Database and Application • Interface from Roadway Mapping Database to OS/OW system • Interface from PONTIS to OS/OW system • Interface from Manual Impediment Database to OS/OW system
Safety Information Exchange	Upgrade ASPEN Inspection Software	• None	• None
Electronic Screening	Mainline Electronic Screening	• None	• None

Table 4.1 New Hardware and Software Required (continued)

Program Area	Project	New Hardware Requirements	New Software Requirements
Electronic Screening (Continued)	Agricultural/ Bills of Lading Electronic Screening	• AVI Equipment (each site) • Screening Computer (each site) • Web Server • Application Server	• Screening Software (each site) • Screening Algorithm • On-line Application - DOR • On-line Application - DACS
Program-wide	CVIEW	• Application Server • Database Server	• Database Software (Oracle) • CVIEW Application • Electronic Data Interchange (EDI) Software (Mercator) • Compression Software (DynaZip) • Email Software (Distinct) • Interfaces to Legacy Systems, including IRP, IFTA & OS/ OW
	CVO HelpDesk	• TBD	• TBD
	Electronic Payment System	• TBD	• TBD

4.2 Summary of Modifications to Existing Systems

Deployment of the CVISN projects also will require modifications and upgrades to several existing systems in Florida. Table 4.2 summarizes the necessary system modifications by program area and project. In cases where a new system must be deployed to perform a program's function, no required modifications are noted.

Table 4.2 Summary of Modifications Required to Existing Systems

Program Area	Project	Hardware Modifications	Software Modifications
Electronic Credentials Administration	IFTA Quarterly Tax Filings	• None	• Upgrade to Uniface 7.26 (web enabled)
	IFTA Renewals		
	IFTA Decals		
	IRP Supplemental		
	IRP Renewals		
	OS / OW Permitting	• None	• PONTIS—modifications may be necessary to allow for interface to OS/OW routing system.
Safety Information Exchange	ASPEN – Roadside Inspection	• None	• Upgrade to ASPEN 2.0
Electronic Screening	Mainline Electronic Screening	• None	• None
	Agricultural / Bills of Lading Electronic Screening Program	• None	• None
Program-wide	CVIEW	• None	• None
	CVO HelpDesk	• None	• None
	Electronic Payment System	• None	• None

4.3 Architecture Conformance

The Florida CVISN Task Team has ensured that its projects are in conformance with the national CVISN architecture by completing Parts 3 and 4 of the CVISN Operational and Architectural Compatibility Handbook (COACH). COACH Part 3 is a detailed system checklist, which includes data maintenance and update requirements. COACH Part 4 is an interface specification checklist, which includes the standard interfaces used to link CVISN-related systems. In most cases, the Florida CVISN Program will fully meet all of the requirements. The requirements that will not be met are highlighted in the Florida CVISN Top-Level Design. The completed worksheets from COACH Parts 3 and 4 can be found in Appendices B and C of the Florida CVISN Top-Level Design.

5.0 Project Implementation

The Florida CVISN Program will be implemented primarily over the next two years. The Task Team is working to achieve CVISN Level 1 compliance by September 30, 2003[1]. Many of the projects will be developed and deployed in parallel with each other, in order to meet this deadline. At the present time, the automated routing adjunct to the over-size/overweight permit system, the roadway mapping database, and the applications necessary to support automated routing are the only projects scheduled for completion after September 2003.

In order to plan and track its deployment, the Florida CVISN Task Team has documented its projects in several ways, including the development of phase charts documenting key milestones, a program schedule, and the development of work-breakdown structure for each project. Each of these methods are detailed in this section.

5.1 Phase Charts

The Florida CVISN Task Team has developed phase charts to track the major functional achievements/deployments across all of the CVISN projects. These charts were developed as part of the FMCSA-sponsored workshop series and highlight the 58 milestones involved in the Florida CVISN Program. Tables 5.1-5.4 illustrate the phase charts.

5.2 Program Schedule

The CVISN Task Team has identified preliminary timelines for its 12 projects. These project timelines highlight project milestones, key decision points and critical tasks. These timelines have been compiled into an overall program schedule. This schedule will be modified by the Task Team as project designs and implementation strategies are completed. Figure 5.1 summarizes the key tasks for each project. The complete program schedule can be found in Appendix C.

[1] Congress has mandated (of FMCSA) that CVISN Level 1 functionalities be deployed in a majority of states by this date.

Table 5.1 Florida CVISN Program Milestones—Phases 1 to 3

Phase 1 1/01-9/01	Phase 2 10/01-12/01	Phase 3 1/02-3/02
Program-Wide Complete Scope of Work for HelpDesk Study	**Program-Wide** CVIEW "Build/Buy" Decision Begin HelpDesk Study	**Program-Wide** Complete HelpDesk Study Adopt CVISN E-Payment Strategy
Electronic Credentials Administration Complete Planning Complete Scope of Work for Feasibility Study	**Electronic Credentials Administration** Begin Feasibility Study	**Electronic Credentials Administration** Complete Feasibility Study
Safety Information Exchange Complete Scope of Work for Information Systems Inventory	**Safety Information Exchange** Begin Information Systems Inventory Complete Deployment of ASPEN 2.0	**Safety Information Exchange** Compelte Information Systems Inventory
Electronic Screening Systems Deploy PrePass at 12 Sites (Complete)	**Electronic Screening Systems** Ag/BOL Screening Decision	**Electronic Screening Systems** Deploy PrePass at 17 Sites

Table 5.1 Florida CVISN Program Milestones—Phases 4 to 6

Phase 4 4/02-6/02	Phase 5 7/02-9/02	Phase 6 10/02-12/02
Program-Wide Adopt HelpDesk Strategy/Begin Deployment	**Program-Wide** Complete CVIEW Legacy System Interfaces Complete CVIEW/PrePass Interface Complete CVIEW/SAFER Interface Complete CVIEW Functionality Deploy HelpDesk	**Program-Wide** CVIEW Functionality into Production
Electronic Credentials Administration Complete OS/OW Web App Functionality Complete OS/OW Permit System Functionality OS/OW Link to MyFlorida.com	**Electronic Credentials Administration** IFTA Link to MyFlorida.com Complete Build of Internal Web Server for IFTA/IRP OS/OW Web App Functionality into Production OS/OW Permit System Functionality into Production	**Electronic Credentials Administration** Complete IFTA Tax Filing Functionality Complete IFTA Renewal Functionality Complete IFTA Decal Functionality IRP Link to MyFlorida.com
Safety Information Exchange Complete Information Systems Inventory	**Safety Information Exchange**	**Safety Information Exchange**
Electronic Screening Systems Deploy PrePass at 19 Sites	**Electronic Screening Systems**	**Electronic Screening Systems**

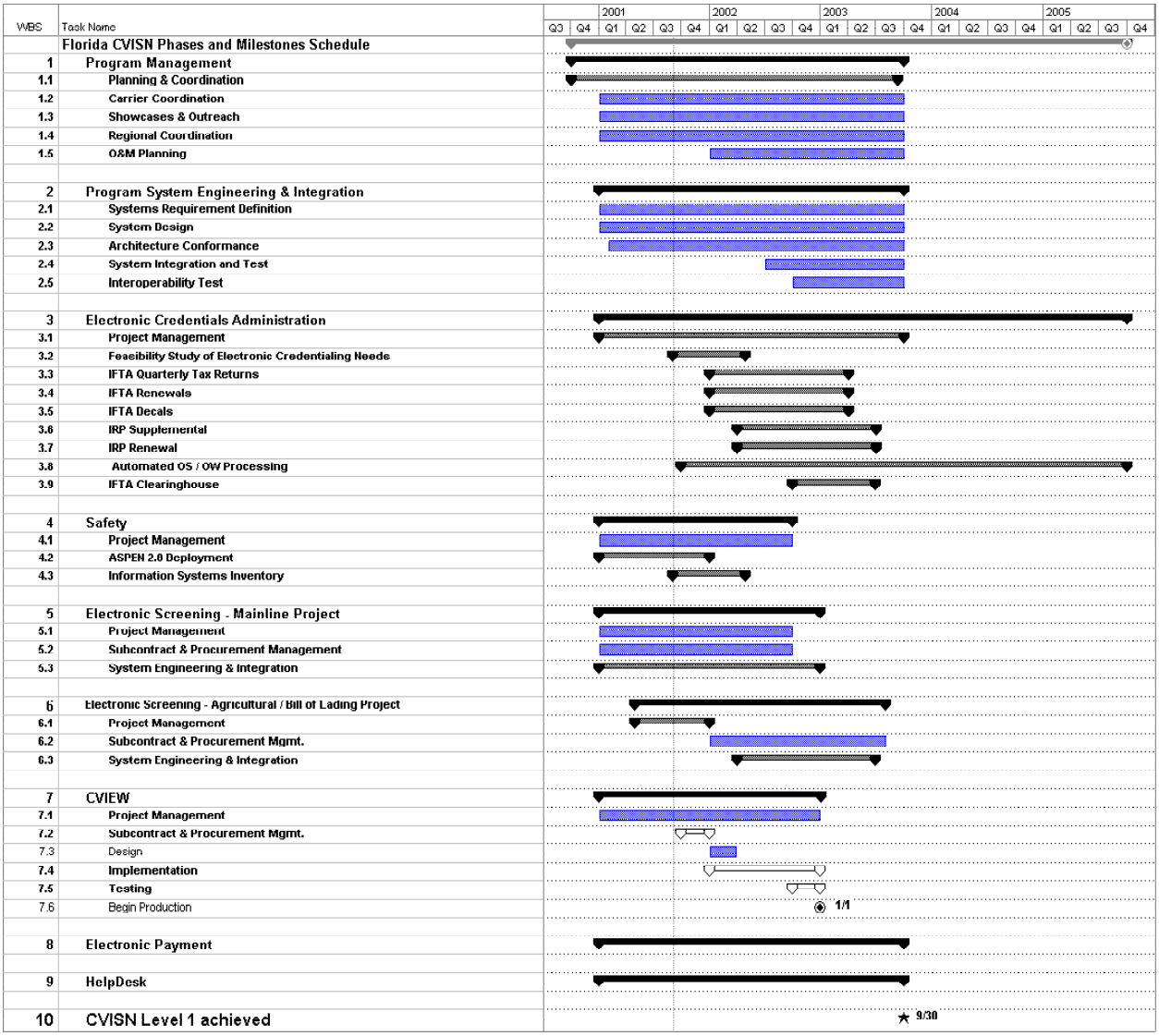
Table 5.1 Florida CVISN Program Milestones—Phases 7 to 9

Phase 7	Phase 8	Phase 9
1/03-3/03	4/03-6/03	7/03-9/03
Program-Wide	**Program-Wide**	**Program-Wide**
		CVISN LEVEL 1 ACHIEVED
Electronic Credentials Administration	**Electronic Credentials Administration**	**Electronic Credentials Administration**
IFTA Tax Filing Functionality into Production	IRP Supplemental Functionality into Production	Complete OS/OW Manual Impediment Interface
IFTA Renewal Functionality into Production	IRP Renewal Functionality into Production	Complete OS/OW Pontis Interface
IFTA Decal Functionality into Production	OS/OW Manual Impediment Functionality into Production	
Complete IRP Supplemental Functionality		
Complete IRP Renewal Functionality		CVISN LEVEL 1 ACHIEVED
Complete OS/OW Manual Impediment Functionality		
Complete IFTA Clearinghouse Functionality	IFTA Clearinghouse Functionality into Production	
Safety Information Exchange	**Safety Information Exchange**	**Safety Information Exchange**
		CVISN LEVEL 1 ACHIEVED
Electronic Screening Systems	**Electronic Screening Systems**	**Electronic Screening Systems**
	Ag/BOL Screening Enrollment into Production	
	Ag/BOL Screening Database into Production	
	Ag/BOL Screening Infrastructure into Production	CVISN LEVEL 1 ACHIEVED
	Ag/BOL Site Communications Upgraded	

Table 5.4 Florida CVISN Program Milestones—Phase 10

Phase 10		
10/03-9/05		
Program-Wide	**Program-Wide**	**Program-Wide**
Electronic Credentials Administration	**Electronic Credentials Administration**	**Electronic Credentials Administration**
Complete OS/OW Automated Routing Functionality		
OS/OW Automated Routing Functionality into Production		
Complete OS/OW Roadway Map Functionality		
Complete OS/OW Roadway Map Interface		
Safety Information Exchange	**Safety Information Exchange**	**Safety Information Exchange**
Electronic Screening Systems	**Electronic Screening Systems**	**Electronic Screening Systems**

Figure 5.1 Summary of Florida CVISN Program Schedule



5.3 Work Breakdown Structure

The Florida CVISN Task Team also developed a work breakdown structure (WBS) for its Program. The WBS documents much of the same information contained in the Program schedule, including specific tasks for each project and anticipated dates of completion, but presents it in a spreadsheet format. The WBS also assigns responsibility for each task to a specific Task Team member. The complete WBS for the Florida CVISN Program is included in Appendix D.

6.0 Project Funding

The Florida CVISN Task Team has begun to develop its Program budget. While still preliminary, this budget is guiding the Task Team as it identifies the necessary funding levels to implement its 12 projects. The preliminary budget is based on a review of other CVISN deployments, use of the CVISN Cost Model[1], and preliminary discussions with vendors (in the case of the oversize/overweight system). The Program budget will be revisited as the project designs are finalized and the remaining "build/buy" decisions are made. Table 6.1 summaries the current budget estimate for each project (to the extent that these costs are known today). The total Program costs currently are estimated to be $10,810,000.

This section details the procurement needs for each project, and likely funding sources that will be used to fund the Florida CVISN Program.

6.1 Procurement Needs for Florida CVISN Projects

In order to implement the full suite of projects planned within the Florida CVISN Program, a combination of information technology services and equipment must be procured or programmed. Table 6.2 contains the current list of items to be procured as part of the CVISN Program. This list is based on current project designs and is subject to change as the Program evolves and moves into the deployment stage.

[1] Developed by Cambridge Systematics, Inc. for the Federal Motor Carrier Safety Administration.

Table 6.1 Estimated Costs for Florida CVISN Projects

Program Area	Project Name	Estimated Cost
Electronic Credentials Administration	Electronic Credentialing/HelpDesk Feasibility Study	$ 150,000
	Automated Processing of International Fuel Tax Agreement (IFTA)	$ 450,000
	Automated Processing of International Registration Plan (IRP)	$ 450,000
	International Fuel Tax Agreement Clearinghouse	$ 100,000
	Automated Routing and Permitting Software Design and Development (OS /OW)	$ 750,000
Safety Information Exchange	Information Systems Inventory	$ 100,000
	ASPEN 2.0	**Complete**
Electronic Screening Systems	Electronic Screening–Mainline Program[2]	$ 6,200,000
	Electronic Screening at Agricultural Stations	$ 1,700,000
Program-wide	CVIEW[3]	$ 750,000
	Electronic Payment Solution	$ 50,000
	Compliance HelpDesk / Service Representative[4]	$ 110,000
	Florida CVISN Program Total Estimated Cost	$ 10,810,000

[2] Funding provided through a public/private partnership between Florida and PrePass/HELP, Inc.

[3] Cost will vary depending on the final "build/buy" decision, design and implementation strategy. Costs included are believed to be the maximum necessary for this project; the minimum is estimated to be $350,000.

[4] Initial start-up costs expected to be $110K plus annual operating costs. Actual cost to be determined during feasibility study.

Table 6.2 Procurement Needs for Florida CVISN Projects

Program Area	Project	Item to Be Procured	Lead Agency
Electronic Credentials Administration	Electronic Credentials Feasibility Study	• Consultant Services	• DOT/DHSMV
	IFTA Quarterly Tax Filings IFTA Renewals IFTA Decals IRP Supplemental IRP Renewals	• Two Servers • Uniface 7.26 (web-enabled) • Server Software • Web Application • IFTA Quarterly Processing Interface • IFTA Decal Processing Interface • IFTA Renewal Processing Interface • IRP Supplemental Processing Interface • IRP Renewal Processing Interface • Rack System • Power Outlets • Back-up Tapes • Network Infrastructure	• DHSMV
	Oversize/Overweight OS/OW	• Web Server • Database Server • Server Software • Network Infrastructure • Web Application • OS/OW Automated Routing System • Os/OW Permit System • Manual Impediment Database and Application • Manual Impediment Database Interface • Roadway Mapping Database and Application • Roadway Mapping Database Interface • PONITS Interface	• DOT

Table 6.2 Procurement Needs for Florida CVISN Projects (continued)

Program Area	Project	Item to Be Procured	Lead Agency
Safety Information Exchange	Upgrade ASPEN inspection software	• None	• DOT
Electronic Screening	Mainline Electronic Screening	• None	• DOT
	Agricultural / Bills of Lading Electronic Screening Program	• AVI equipment (each site) • Screening computer (each site) • Screening software (each site) • Screening algorithm • Web server • On-line application – DOR • On-line server – DACS • Application server – DACS	• DACS and DOR
Program-wide	CVIEW	• Application Server • Database Server • Database software (Oracle) • CVIEW application • Electronic Data Interchange (EDI) Software (Mercator) • Compression Software (DynaZip) • Email software (Distinct) • Interfaces to legacy systems, including IRP, IFTA & OS/ OW	• DOT/ DHSMV
	Electronic Payment System	• TBD	• DOT
	CVO HelpDesk	• TBD	• DOT

6.2 Funding Sources

Florida's ability to achieve CVISN Level 1 compliance by September 30, 2003 is dependent on its ability to secure the necessary funding and internal resources. To address these issues, the Florida CVISN Task Team is working to identify potential funding sources and to develop a funding strategy for its program in parallel with its design and planning efforts. Conducting these efforts in parallel will ensure that the implementation schedule is realistic and that funding does not hamper the implementation of the program.

To date, the Florida CVISN Task Team has identified four potential funding sources for its Program. These sources include:

1. Public/private partnerships;
2. Transportation Outreach Program (TOP)—a Florida grant program;
3. Motor Carrier Safety Assistance Program (MCSAP); and
4. Agency funds.

Each of these sources are summarized below. The Florida Task Team also will look to the Federal government to provide funding for its program, either through the FMCSA or in the form of a Congressional designation. However, because these resources are highly limited (FMCSA funds) and difficult to secure (Congressional designations), neither of these sources currently are included in the funding plan.

The Florida CVISN Task Team will continually look to identify additional funding sources and opportunities that can be used for the Florida CVISN Program. The Team is planning on participating in the FMCSA-sponsored *CVISN and Safety Planning Processes Workshop*, which will detail how to integrate CVISN with other funding and planning processes. These other processes include: the Federal Highway Administration's Federal Aid Highway Program, as well as the Highway Safety Planning Processes (Section 402 – State and Community Highway Safety Grants, and Section 411 – State Highway Safety Data Improvements Incentive Grant Program). This workshop will be a key next step in finalizing the funding plan for the Florida CVISN Program.

Public/Private Partnerships

Florida has often used public partnerships to implement ITS/CVO and will continue to do so as part of its CVISN Program. Florida's electronic screening program is operated by Help, Inc. — a public-private partnership directed by state officials and industry representatives. The two most likely candidate projects for funding via public private partnerships are the oversize/overweight permitting and Agricultural/Bills of Lading electronic screening projects. This alternative is being considered even though no final decision has been made.

Transportation Outreach Program

The State of Florida initiated the Transportation Outreach Program (TOP) in 1999 to fund transportation projects within Florida that support economic development, competitiveness, infrastructure maintenance, and operations of existing infrastructure. Annually this program awards $70 million to a series of projects throughout Florida. In 2001, the Florida CVISN Task Team submitted a joint application from the Florida Department of Transportation, Department of Highway Safety and Motor Vehicles, Department of Agriculture and Consumer Services, and Department of Revenue for a TOP grant. Participating agencies' resources and the ongoing investment in the electronic screening program will be used as matching funds should this grant be awarded. The Task Team is anticipating this funding decision to be made in November 2001.

Motor Carrier Safety Assistance Program (MCSAP)

The Motor Carrier Safety Assistance Program (MCSAP) is a Federal grant program that provides financial assistance to states, territories and the District of Columbia in support of their enforcement of safety, size, and weight regulations. MCSAP funds typically are distributed with an 80-20 division between Federal and state funds. The Florida Department of Transportation Motor Carrier Compliance Office is the lead MCSAP agency for the State of Florida. Florida receives 50 percent of its MCSAP allocation because its hours of service regulations for drivers hauling non-hazardous materials are not within federal guidelines. Eligible MCSAP expenses include laptop computers for recording and transferring inspection and compliance review data, and roadside access to safety information systems. MCSAP funds were used in Florida to provide laptop computers to the Motor Carrier Compliance Officers in order for them to use the ASPEN inspection software.

Agency Funds

In addition to external funding sources, each agency participating in the Florida CVISN Program has committed to providing funds to the program. These funds typically will be in the form of staff time for program and project management, internal system development, and system hardware. Florida CVISN agencies already have contributed considerable staff resources to the CVISN planning activities, including their attendance at the FMCSA-sponsored CVISN workshop series.

Additionally, the Department of Transportation has allocated approximately $500,000 to a series of key "kickoff" projects, including the hiring of a contracted System Architect and funding for the Electronic Credentials Feasibility Study. These funds were awarded to Florida as part of a Federal incentive grant program to encourage states to reduce to .08 percent their legal limits for blood alcohol content while driving. CVISN also could be eligible for future incentive grants. The DOT's annual ITS budget set aside is another potential funding source for CVISN-related projects.

7.0 Outstanding Issues

Planning a CVISN program is an iterative process. While the Florida CVISN Task Team has made major strides in completing its project designs and schedules, issues remain to be resolved and key decisions still need to be made. Most of the outstanding issues will be addressed by December 2001. In some cases, the preliminary analyses required to make an informed decision will be started in 2001 with the final decision coming in 2002. This section details the major outstanding issues that are being addressed by the Florida CVISN Task Team.

It is important to note that the Program Management structure detailed in Section 2 of this document will be key to ensuring that these issues are addressed expeditiously. Each issue identified has been assigned to at least one Task Team member for their consideration. Issues are discussed and resolved during Task Team meetings.

7.1 Electronic Credentials Administration Program Area

There are several issues related to the Electronic Credentials Administration program area. DHSMV is addressing the issues related to IRP and IFTA. The DOT is addressing the issues related to automating the OS/OW process. Tables 7.1 and 7.2 summarize the outstanding issues for these projects.

Table 7.1 Issues Related to Automating IRP and IFTA Credentials

Issue	Current Action/Plan
• Web-based capability should be hooked into "MyFlorida.com."	– Investigate links and standards.
• A web-based solution may be impractical for carriers that need to enter a large volume of data.	– Address as part of requirements and design process.
• Need redundant web servers.	– Address volume and backup requirements in design.
• Proposed decentralization of credentialing functions to tax collectors, regional DOT/DHSMV sites, or others will affect priority of all projects.	– Move forward regardless of proposed decentralization. Will re-evaluate priorities if the proposal is approved.

Table 7.1 Issues Related to Automating IRP and IFTA Credentials (Continued)

Issue	Current Action/Plan
• Need to determine if in-house staff or contractors will be responsible for system modifications.	– Decision is dependent on resources and availability of internal resources.
• Decide whether to allow carrier to view its history.	– Address as part of requirements and design process.
• Due to online processing constraints, the number of vehicles allowed for a particular transaction will be limited; however, this limit has not yet been established.	– Address as part of requirements and design process.
• Regulatory language mandating proof of certain requirements (i.e., HVUT, insurance, etc.) in paper documentation must be resolved prior to electronic IRP renewal transaction is fully completed to the point of credential issuance.	– DHSMV is evaluating the regulatory implications and requirements of documentation.
• Access to other national data (e.g., Heavy Vehicle Use Tax, warrants for stolen vehicles, STOLEN).	– Address as part of requirements and design process. Also will consult with other CVISN states and identify solutions to similar issues.

Table 7.2 Issues Related to Automating Oversize/Overweight Permitting

Issue	Current Action
• Determine who will modify RCI database and when will this occur.	– Address as part of requirements and design process.
• Determine the specifications for Web Server.	– Address as part of requirements and design process.
• Modifications to OS/OW system may require new LAN Server.	– Address as part of requirements and design process.

7.2 Roadside Safety Information Program Area

Several issues remain unresolved regarding the Safety Information Exchange program area. These issues relate to the routing of inspection data to the Federal Motor Carrier Safety Administration and interstate carrier data to the roadside enforcement personnel. They also concern data verification, wireless access to data, and access to national databases that are not part of the CVISN architecture. The Department of Transportation Motor Carrier Compliance Office is responsible for these issues. Table 7.3 summarizes the outstanding issues for projects within this program area.

Table 7.3 Issues Related to Upgrading Roadside Safety Information Systems

Issue	Current Action
• Are inspections sent directly to SAFER or are they sent to CVIEW then to SAFER?	– Address as part of requirements and design process.
• Will Previous Inspection Query continue to be queried through SAFER or will it now be queried through CVIEW?	– Address as part of requirements and design process.
• Completion of statewide CDPD accessibility is hampered by incomplete infrastructure.	– MCCO is waiting for cellular coverage to extend to a small geographic area of state that currently is not covered.
• Need provision for carriers to validate/correct data stored in CVIEW; should re-address prior decision to limit access to CVIEW to state agencies.	– Address as part of requirements and design process.
• No way to identify all intrastate motor carriers.	– Address as part of requirements and design process, in conjunction with the DHSMV.

7.3 Electronic Screening Program Area

There are a number of issues within the Electronic Screening program area. These issues affect both the mainline electronic screening project and the Agricultural/Bills of Lading electronic screening project. The Department of Transportation is considering the mainline screening project issues. The Department of Agricultural and Consumer Services and the Department of Revenue are addressing the Agricultural/Bills of Lading project issues. Table 7.4 summarizes the mainline screening issues. Table 7.5 summarizes the outstanding issues affecting the Agricultural/Bills of Lading electronic screening project.

Table 7.4 Issues Related to Mainline Electronic Screening Project

Issue	Current Action
• Must decide if PrePass will have access to CVIEW.	– Address as part of requirements and design process.
• Origin of data to be shared with PrePass— What types of data will be sent from CVIEW, what types of data will be sent from SAFER?	– Address as part of requirements and design process.
• Not screening using mainline Weigh-in-Motion today.	– No action plan. May reconsider this in the future.

Table 7.5 Issues Related to Agricultural/Bills of Lading Electronic Screening Project

Issue	Current Action
• Review administrative rules to allow for suspension or revocation of program privileges.	– DACS and DOR are considering how to implement the project and allow the revocation of a carrier's privileges—if necessary.
• Determine approach to implementation – build system or contract out the deployment and administration.	– "Build/Buy" decision is expected by December 2001.

7.4 Program-Wide Program Area

The three projects within the Program-wide program area are confronted by the largest number of outstanding issues. The multi-agency nature of these projects and their broad scope has made them more difficult to address— as opposed to a single agency project. Each of these programs has been assigned a project lead and the issues should be addressed **s**hortly. Tables 7.5-7.7 summarize the outstanding issues for each Program-wide project.

Table 7.6 Issues Related to CVIEW

Issue	Current/Planned Action
• Select a CVIEW implementation strategy.	– "Build/Buy" decision is anticipated by December 2001.
• Specify content, format, and timing for the information exchange with each state system, i.e., LSIs.	– Address as part of requirements and design process.
• Select a CI or Web implementation strategy.	– Dependent on the design and implementation strategy of the electronic credential administration projects.
• Determine parameters to be used for queries, particularly from weigh stations.	– Address as part of requirements and design process.
• Determine whether citation data must be stored in CVIEW.	– Address as part of requirements and design process.
• Identify keys in each system for matching data to CVIEW snapshots.	– Address as part of requirements and design process.
• Resolve SAFER connectivity issues– IPSec through Florida firewall, specifications for subscriptions to receive SAFER data, specifications of data to be sent to SAFER and emerging non-EDI transfer options.	– Address as part of requirements and design process.
• Determine data to be sent to PrePass to support screening enrollment.	– Address as part of requirements and design process.
• Determine whether Florida needs to exchange data with other federal systems (CDLIS, NCIC/NLETS, STOLEN, HVUT).	– Address as part of requirements and design process.
• Frequency of CVIEW updates for safety and permit data – real-time vs. nightly.	– Address as part of requirements and design process, in conjunction with the owners of each legacy system.

Table 7.7 Issues Related to Electronic Payment System

Issue	Current/Planned Action
• Select an electronic payment system implementation strategy.	– Department of Transportation will develop a project approach, in conjunction with the Department of Highway Safety and Motor Vehicles.
• Reconcile electronic payment system with the State Treasurer's Office.	– Address as part of requirements and design process.

Table 7.8 Issues Related to CVO HelpDesk

Issue	Current/Planned Action
• Finalize the identification of data that should be included in the CVO HelpDesk.	– A preliminary list of data to be included has identified. This list will be finalized as part of the Credential Feasibility project.
• Determine the implementation strategy for the CVO HelpDesk.	– Recommendations will be developed following the Feasibility study.

Appendix A

Contact List

Contact List

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Appendix B

COACH Part 2

COACH Part 2

The following tables outline Florida's commitment to the COACH Part 2.

A: Program/Project Management Checklist

This is performed for each project, and aggregated for the CVISN program.

Commit Level (F/P/N)		Intended Actions
F	1.	Establish program executive sponsorship. For example an agency head or chief information officer; or a group such as an executive-level steering committee.
F	2.	Empower a Program Manager, dedicated to the program at least 30 percent of the time on average. More time is needed in the startup phase, when a team is new, and if there are many simultaneous projects under the CVISN umbrella. (One state with 20 projects has a full-time Program Manager.)
F	3.	Engage a System Architect, dedicated to the program approximately 80 percent of the time on average.
F	4.	Engage a facilitator/scheduler/administrator, dedicated to the program approximately 50 percent of the time on average.
F	5.	When multiple state agencies are involved, establish an inter-agency coordinating council.
F	6.	Obtain an approved memorandum of agreement among all involved state agencies.
F	7.	Establish a state carrier advisory council.
P	8.	Recruit interstate, intrastate, and owner-operator carriers to participate in the program before production deployment (both motor carriers and motor coach companies).
F	9.	Where appropriate initiate separate deployment projects under the scope of the CVISN program. For example, deployments in disparate domains such as credentials administration versus electronic screening are likely to be developed by different teams operating as distinct projects.

A: Program/Project Management Checklist (Continued)

Commit Level (F/P/N)	Intended Actions
F	10. Assign a Project Leader for each separate deployment project, dedicated to each project at least 30 percent of the time on average. More time is needed in the startup phase.
F	11. Provide adequate training opportunities to project team members, such as attendance at FHWA's CVISN training courses and CVISN workshops.
F	12. Ensure all team members acquire a broad and common understanding of CVISN activities, architecture, and design guidance – for example, by reading the CVISN Guides, and noting lessons-learned by other states.
F	13. Foster a sense of professional fellowship and teamwork. Likely to require team-building interventions such as a partnering workshop; and periodic face-to-face meetings of geographically dispersed teams.
F	14. Adopt the strategy of incrementally developing and deploying products in three to six month phases, where each phase adds additional CVISN capabilities. This is called the "spiral" development model as opposed to the "linear" model. Refer to the CVISN Guide to Phase Planning & Tracking.
F	15. Establish a configuration management process for controlling changes to the system baseline; this typically includes a Configuration Control Board. Utilize state's existing configuration control process wherever possible.
F	16. Set up a program library; obtain needed references identified in the CVISN Guide to Program & Project Planning.
F	17. Maintain a list of action items, decisions, and issues. (By definition action items require formal closure.)
F	18. Delineate needs for external communications with stakeholders (including the state legislature), and with related projects.
F	19. Conduct monthly team meetings and status assessments.
F	20. Track progress versus schedule monthly; strategize accordingly.
F	21. Conduct quarterly stakeholder progress reviews before a wider audience.
F	22. Monitor actual costs and resource expenditures relative to estimates.

Preparer Comments:

#8: Since motor coach companies are only inspected by MCCO they will not be recruited.

B: Program/Project Planning Checklist

This is performed for each project, and aggregated for the CVISN program.

Commit Level (F/P/N)	Intended Actions
F	1. Review state's ITS/CVO strategic plan and business plan.
F	2. Define objectives for CVISN Program.
F	3. Derive requirements for deployment projects.
F	4. Establish project development standards, such as design margin as a function of development lifecycle.
F	5. Define project-specific processes, such as required design reviews, or how to close an action item.
F	6. Establish a system design baseline. (See the CVISN Guide to Top-Level Design.)
F	7. Create a program Work Breakdown Structure.
F	8. Delineate program deliverables, including support documentation and training.
F	9. Establish a program organization structure, with clear roles and responsibilities.
F	10. Assign each element of the work breakdown structure to an element of the program organization structure.
F	11. Develop project-specific "partnering charters" covering four areas: mission statement; communication objectives (e.g., decision-making at lowest possible level); performance objectives (e.g., complete the project without litigation); issue resolution system (e.g., management levels and timeframes).
F	12. Develop a flexible procurement strategy. Allocate sufficient calendar time for the required steps.
F	13. Establish a top-level schedule divided into phases; ensure milestones are measurable.
F	14. Outline high-level objectives for each phase; express in a 1-2 page phases chart that explains capabilities from a user's point of view.
F	15. Set the stage for the transition to production use and support; such as database backup and restoration, and a user “helpdesk.”
F	16. Identify project external dependencies, with their need-by date.

B: Program/Project Planning Checklist (Continued)

Commit Level (F/P/N)	Intended Actions
F	17. Estimate cost and resource requirements first using summary top-down methods, such as historical analogy and manager's judgement. This will initiate the process and set targets.
F	18. Estimate cost and resource requirements using bottoms-up detailed methods, such as resource-type quantities for each element of the WBS. This will get "buy in" from the staff, and validate the top-down estimates.
F	19. Determine potential funding sources and obtain funding commitments.
F	20. Identify both programmatic and technical issues and develop a resolution plan.
F	21. Obtain approval, publish, and distribute program plan document. Include completed COACH Part 2 checklists as an appendix.
F	22. Maintain on each project a Project Leader's notebook with up-to-date copies of essential key charts and diagrams.
F	23. Maintain a Program Manager's notebook with up-to-date copies of essential key charts and diagrams.
F	24. Once a year or more often, re-figure the estimate-to-completion.

Preparer Comments:

None

C: Phase Planning & Incremental Development Checklist

This is performed for each project, and aggregated for the CVISN program.

Commit Level (F/P/N)		Intended Actions
F	1.	Sustain a system perspective – a vision of the overall CVISN architecture and deployment strategy.
F	2.	Plan, develop, and release incrementally, such that at the end of each phase useful end-to-end functionality is delivered in a way that subsequent phases can build upon.
F	3.	Choose and format the elements of the phase plan such that they are naturally useful for presenting status. For example, the list of deliverables could also include columns for dates, current standing, reasons for change.
F	4.	Employ the rolling wave planning technique, with more detail for the near-term tasks and progressively less detail for the far-term tasks.
F	5.	Involve the project staff in the phase planning process, for example in a team-oriented planning session.
F	6.	Review items on the issues list; resolve to the extent possible.
F	7.	Close open action items, to the extent possible.
F	8.	Review items on the decisions list – as a reminder and to verify they are still relevant and correct.
F	9.	Set phase objectives.
F	10.	Flesh out the applicable lowest-level details of the Work Breakdown Structure.
F	11.	Derive phase requirements; refer to COACH Part 1 checklists and the Program Plan as starting points. Look for alternative design and development approaches.
F	12.	Itemize phase deliverables.
F	13.	Indicate which elements of the system design baseline are to be deployed; update presentation diagrams accordingly.
F	14.	Perform studies to determine whether to make, buy, or modify subsystem components.

C: Phase Planning & Incremental Development Checklist (Continued)

Commit Level (F/P/N)	Intended Actions
F	15. Develop a detailed schedule for the work to be accomplished during the current phase. Most effectively done by identifying and linking activities per the critical path method, utilizing a desktop scheduling tool. The output can be printed as both a Gantt (bar) chart and a PERT (network) chart.
F	16. Identify named individuals who will perform the activities in the detailed schedule.
F	17. Update project external dependencies, with their need-by date.
F	18. Update the master program phases chart.
F	19. Complete the detailed design for all components and interfaces to be developed or modified in the phase. Start with the top-level design and phase objectives. Use COACH Part 3 checklists as guidance, plus the Scope and Design Workshops.
F	20. Define subsystem and component control and data interfaces. Utilize COACH Part 4 for functional allocation.
F	21. Conduct technical reviews in order to catch problems as early as possible in the development life cycle.
F	22. Maintain a strict version numbering system for all products.
F	23. Maintain stakeholder commitment via visibility into progress by physical demonstrations of useful capability, and by regular management status reporting.
F	24. Define system acceptance criteria; use COACH Part checklists as guidance.
F	25. Conduct operational acceptance tests at the end of each phase; specify re-work if necessary.
F	26. Conduct a lessons learned session at the end of each phase (as part of planning the next phase).

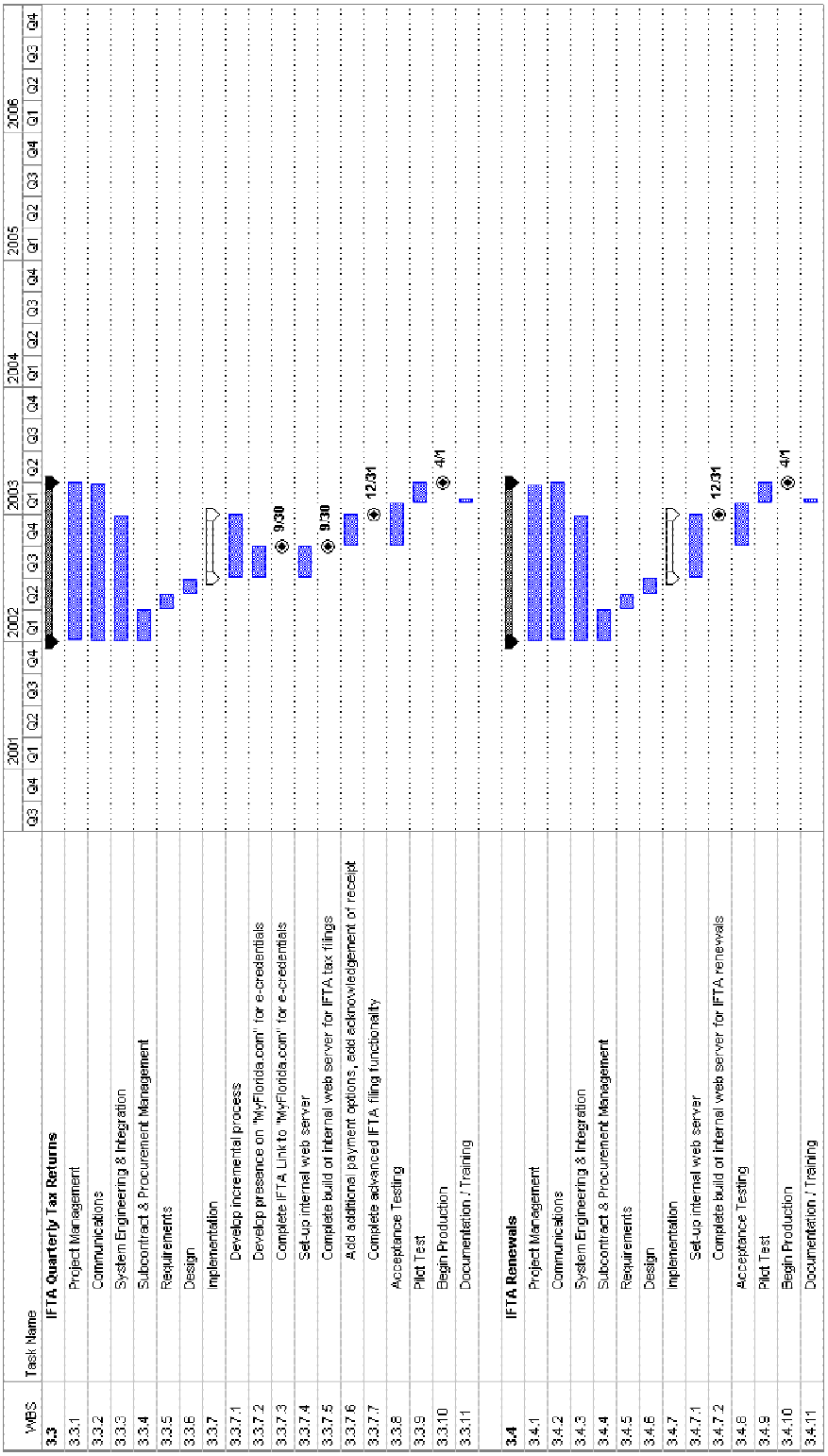
Preparer Comments:

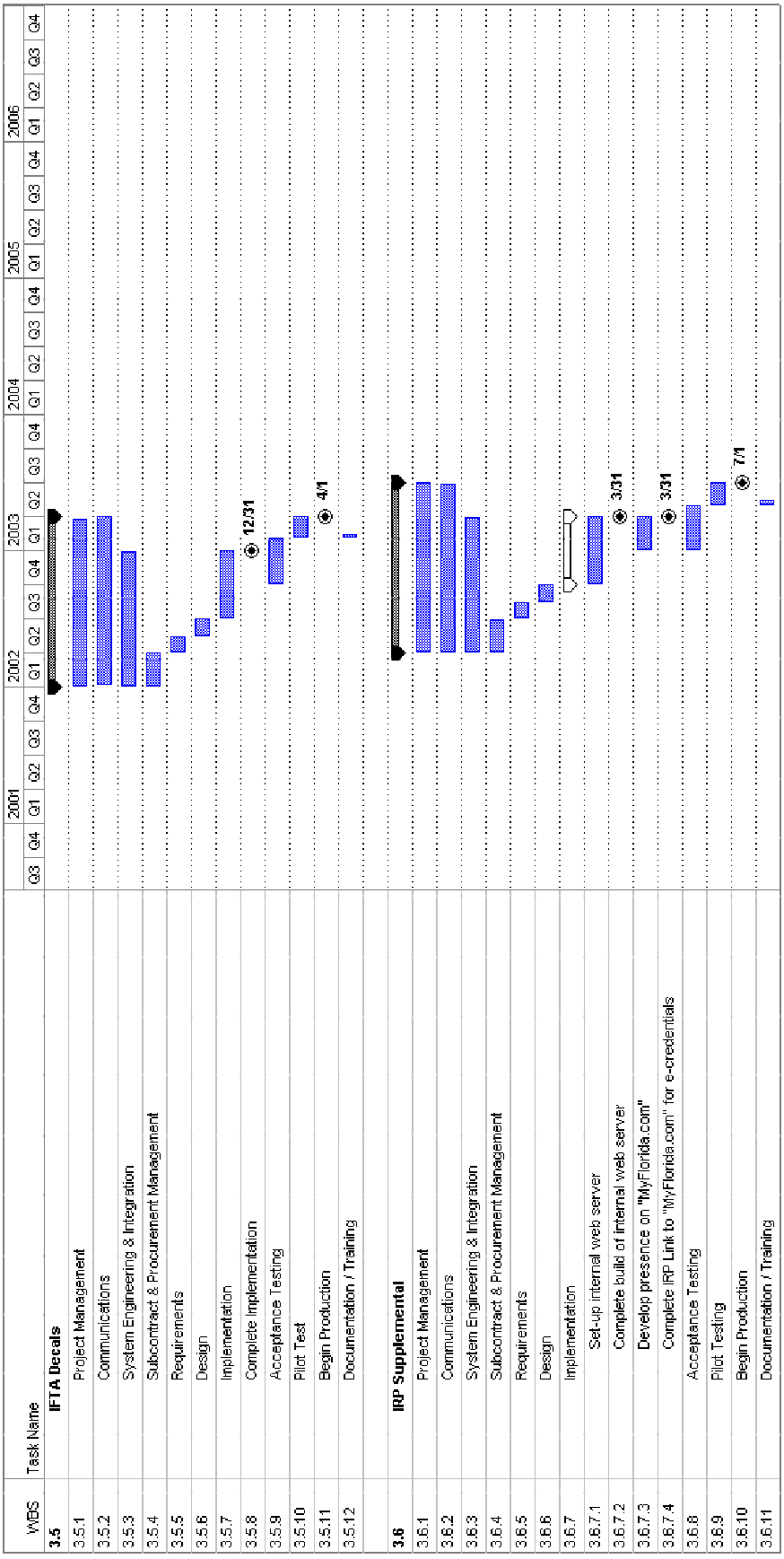
None

Appendix C

Project Schedule

Project Schedule

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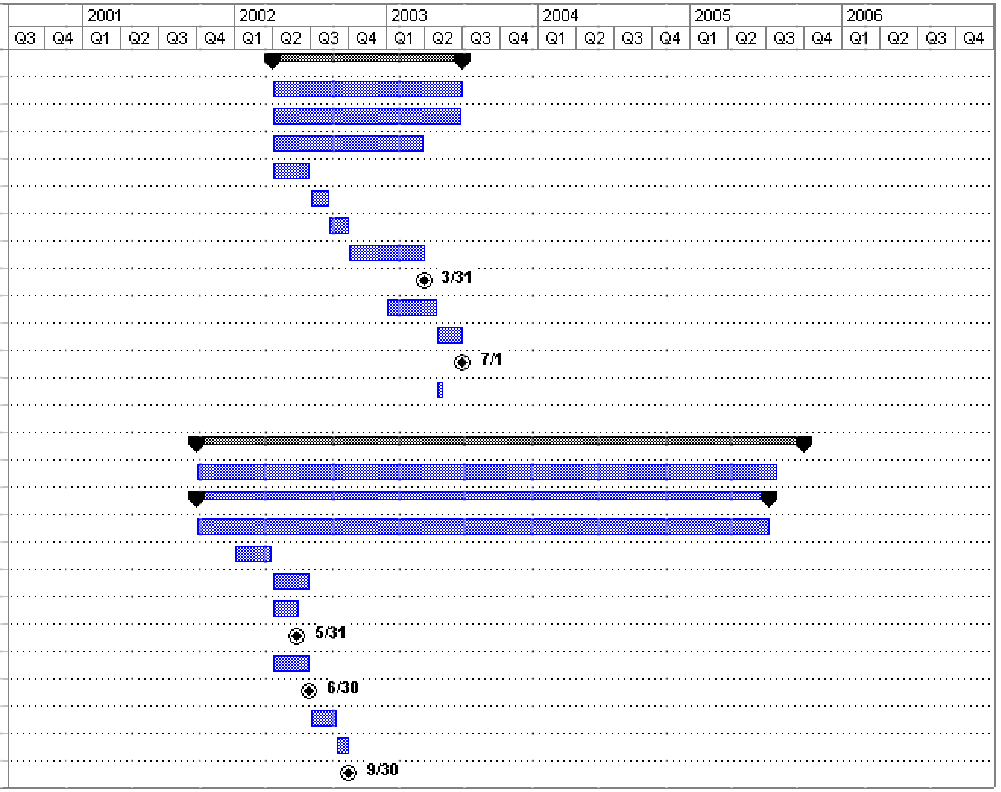
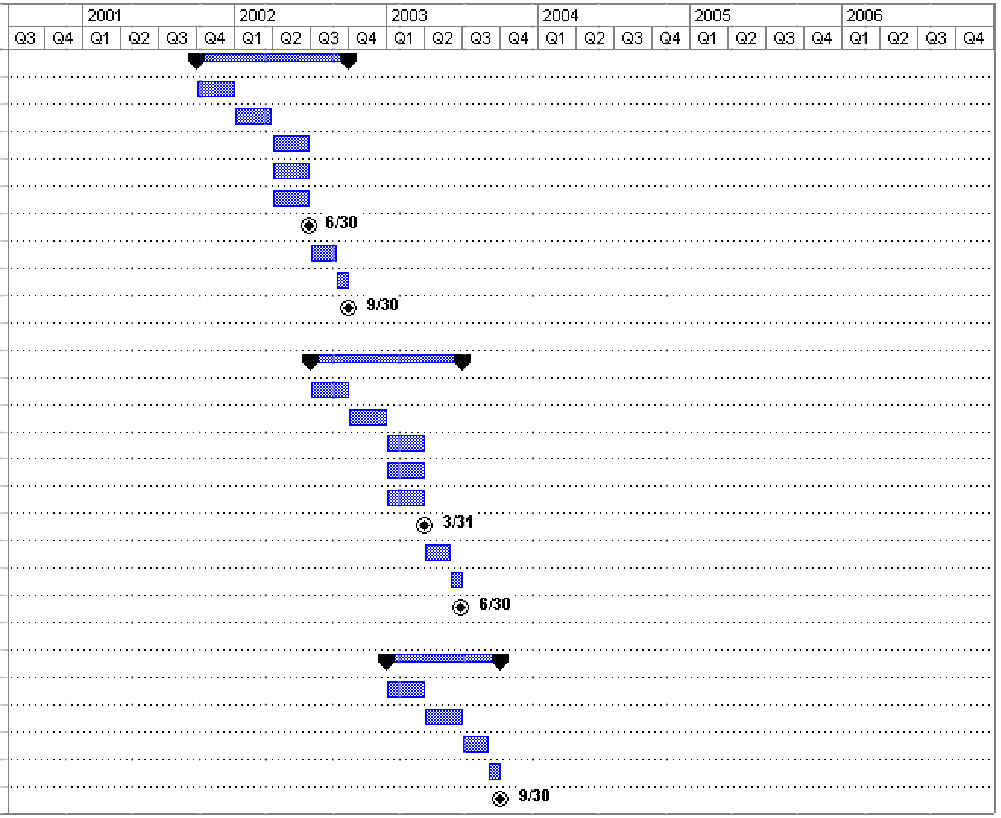
WBS
Task Name
3.5 IFTA Decals
3.5.1 Project Management
3.5.2 Communications
3.5.3 System Engineering & Integration
3.5.4 Subcontract & Procurement Management
3.5.5 Requirements
3.5.6 Design
3.5.7 Implementation
3.5.8 Complete Implementation
3.5.9 Acceptance Testing
3.5.10 Pilot Test
3.5.11 Begin Production
3.5.12 Documentation / Training
3.6 IRP Supplemental
3.6.1 Project Management
3.6.2 Communications
3.6.3 System Engineering & Integration
3.6.4 Subcontract & Procurement Management
3.6.5 Requirements
3.6.6 Design
3.6.7 Implementation
3.6.7.1 Set-up internal web server
3.6.7.2 Complete build of internal web server
3.6.7.3 Develop presence on "MyFlorida.com"
3.6.7.4 Complete IRP Link to "MyFlorida.com" for e-credentials
3.6.8 Acceptance Testing
3.6.9 Pilot Testing
3.6.10 Begin Production
3.6.11 Documentation / Training
12/31
4/1
3/31
3/31
7/1

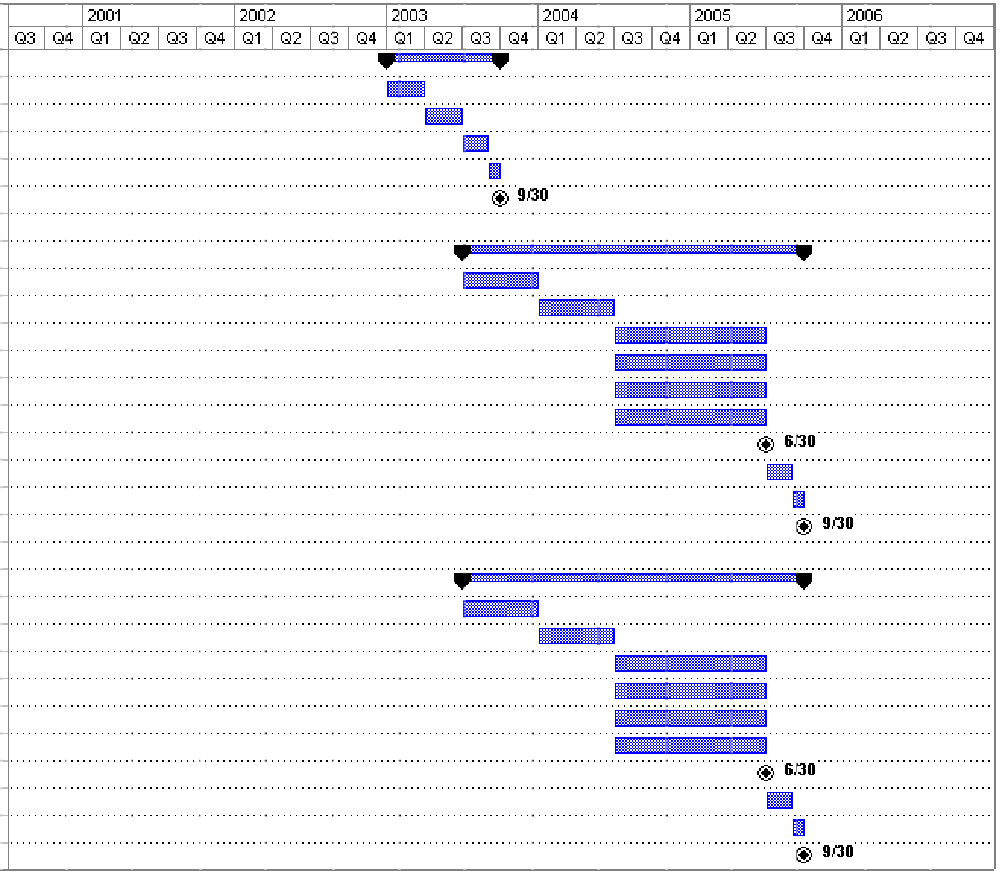
WBS	Task Name
3.7	**IRP Renewal**
3.7.1	Project Management
3.7.2	Communications
3.7.3	System Engineering & Integration
3.7.4	Subcontract & Procurement Management
3.7.5	Requirements
3.7.6	Design
3.7.7	Implementation
3.7.8	Complete Implementation
3.7.9	Acceptance Testing
3.7.10	Pilot Testing
3.7.11	Begin Production
3.7.12	Documentation / Training
3.8	**Automated OS / OW Processing**
3.8.1	**Project Management**
3.8.2	**OS / OW Web Application**
3.8.2.1	Subcontract & Procurement Management
3.8.2.2	Design
3.8.2.3	Implementation
3.8.2.4	Develop Presence on "MyFlorida.com"
3.8.2.5	Link with "MyFlorida.com"
3.8.2.6	Security and User Validation
3.8.2.7	Complete Implementation
3.8.2.8	Testing
3.8.2.9	Documentation / Training
3.8.2.10	Complete OS/OW Web App Project

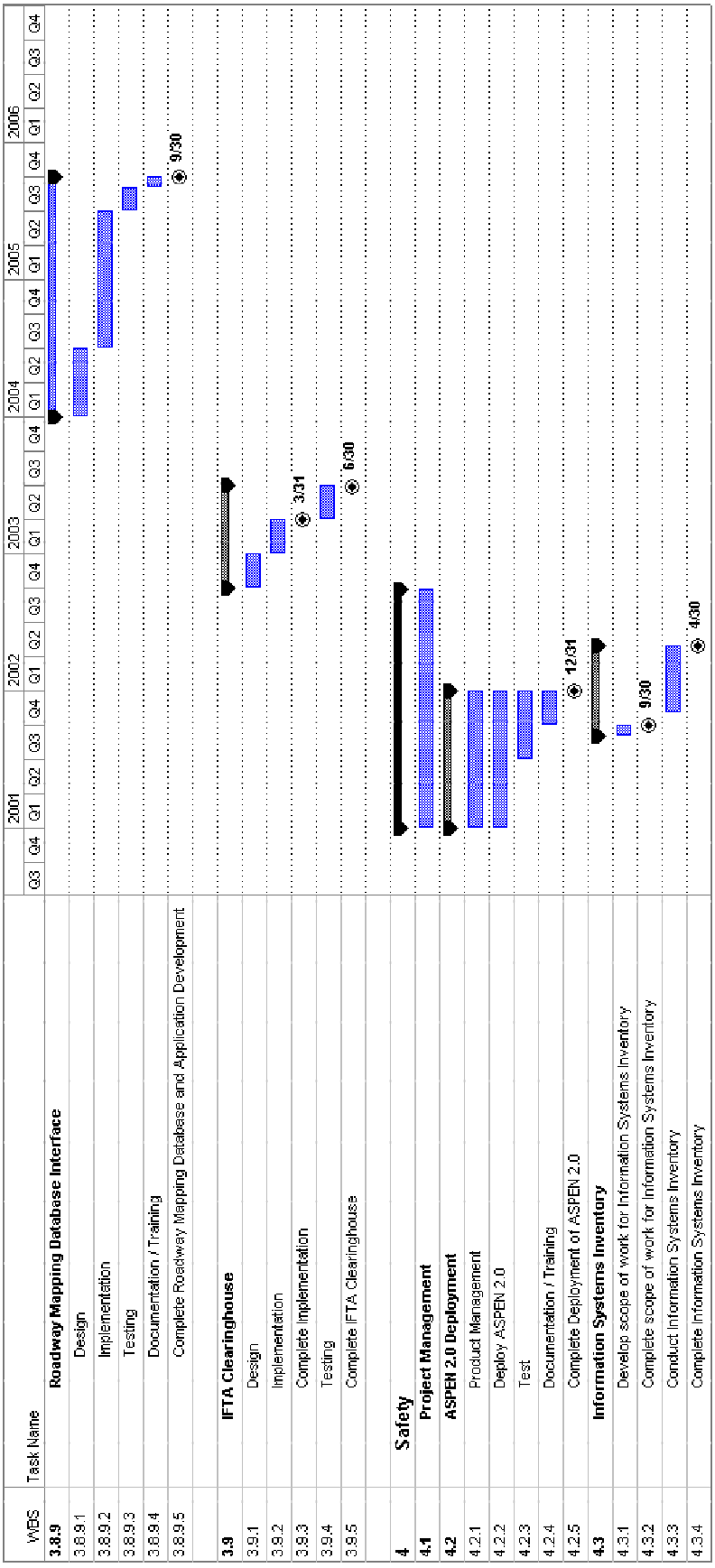


WBS	Task Name
3.8.3	**OS / OW Permit System**
3.8.3.1	Subcontract & Procurement Management
3.8.3.2	Design
3.8.3.3	Implementation
3.8.3.4	Link with web application
3.8.3.5	Security and User Validation
3.8.3.6	Complete Implementation
3.8.3.7	Testing
3.8.3.8	Documentation / Training
3.8.3.9	Complete OS/OW Permit Project
3.8.4	**Manual Impediment Database and Application Development**
3.8.4.1	Subcontract & Procurement Management
3.8.4.2	Design
3.8.4.3	Implementation
3.8.4.4	Link with Permit System
3.8.4.5	Database Design and Implementation
3.8.4.6	Complete Implementation
3.8.4.7	Testing
3.8.4.8	Documentation / Training
3.8.4.9	Complete Manual Impediment Database and Application Development
3.8.5	**Manual Impediment Database Interface**
3.8.5.1	Design
3.8.5.2	Implementation
3.8.5.3	Testing
3.8.5.4	Documentation / Training
3.8.5.5	Complete Manual Impediment Database Interface



WBS	Task Name
3.8.6	**PONTIS Interface**
3.8.6.1	Design
3.8.6.2	Implementation
3.8.6.3	Testing
3.8.6.4	Documentation / Training
3.8.6.5	Complete PONTIS Interface
3.8.7	**OS / OW Automated Routing System**
3.8.7.1	Subcontract & Procurement Management
3.8.7.2	Design
3.8.7.3	Implementation
3.8.7.4	Link with Permit System
3.8.7.5	Database Design and Implementation
3.8.7.6	Security and User Validation
3.8.7.7	Complete Implementation
3.8.7.8	Testing
3.8.7.9	Documentation / Training
3.8.7.10	Complete OS/OW Automated Routing Project
3.8.8	**Roadway Mapping Database and Application Development**
3.8.8.1	Subcontract & Procurement Management
3.8.8.2	Design
3.8.8.3	Implementation
3.8.8.4	Link with Permit System
3.8.8.5	Database Design and Implementation
3.8.8.6	Security and User Validation
3.8.8.7	Complete Implementation
3.8.8.8	Testing
3.8.8.9	Documentation / Training
3.8.8.10	Complete Roadway Mapping Database & Application

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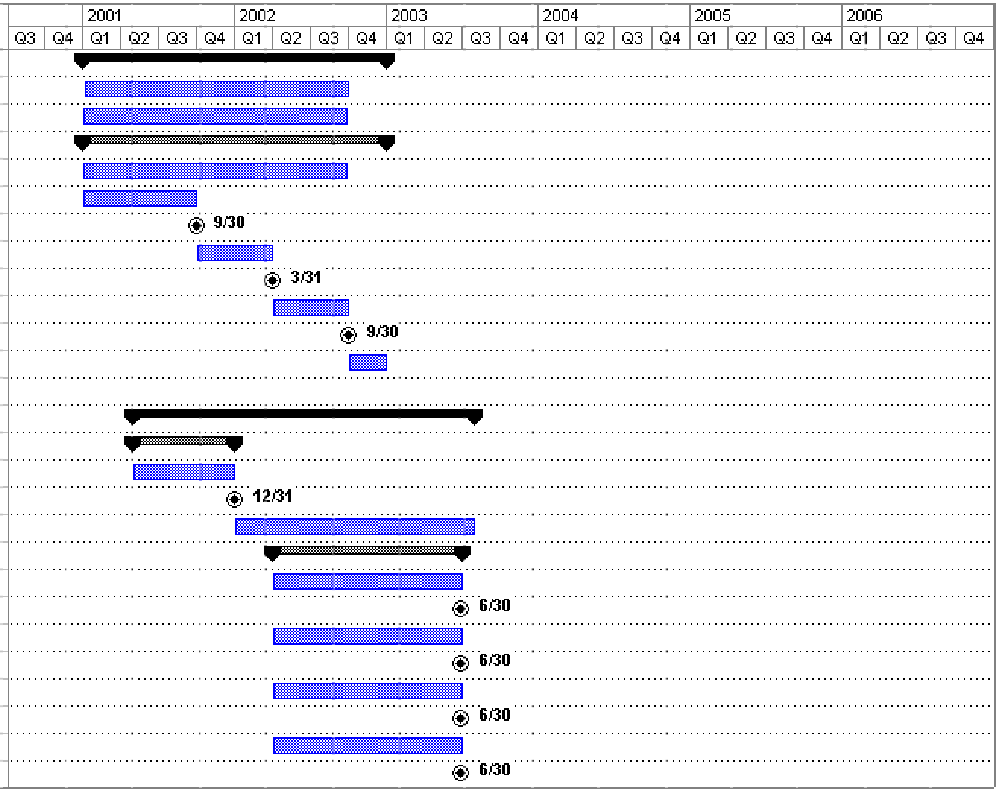
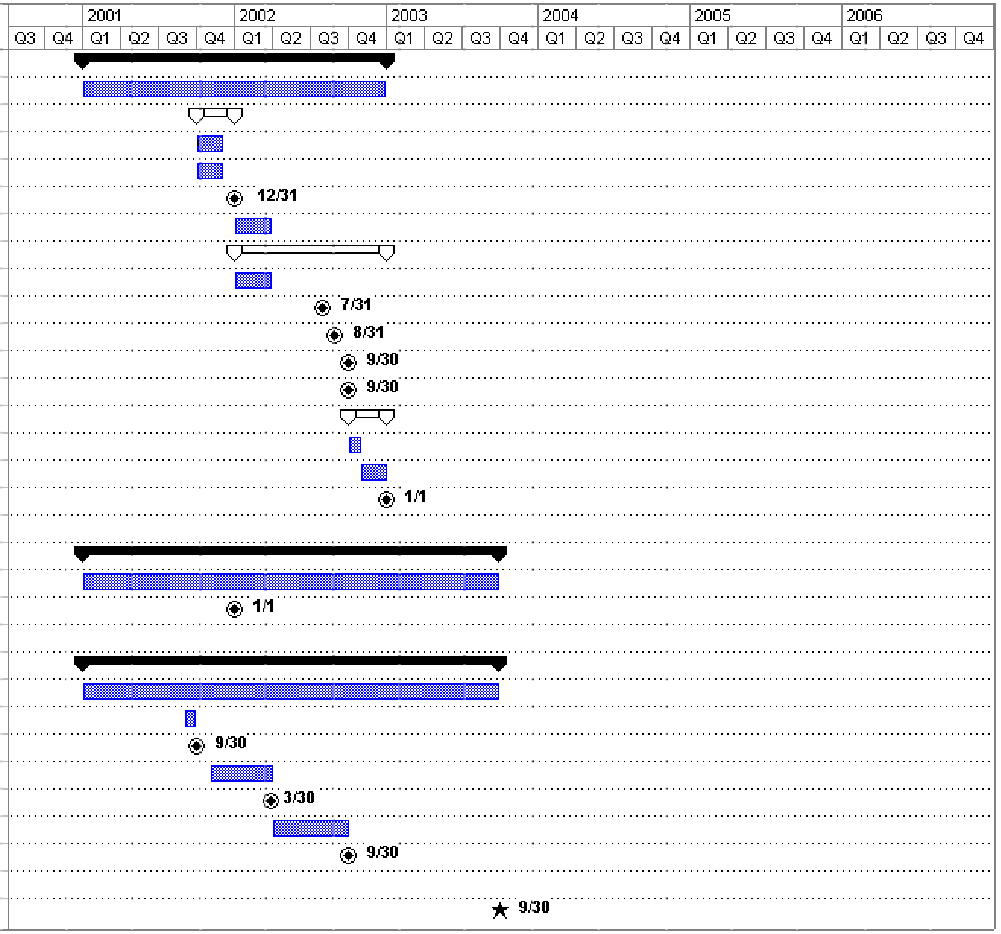
3.8.9 Roadway Mapping Database Interface
3.8.9.1 Design
3.8.9.2 Implementation
3.8.9.3 Testing
3.8.9.4 Documentation / Training
3.8.9.5 Complete Roadway Mapping Database and Application Development
9/30
3.9 IFTA Clearinghouse
3.9.1 Design
3.9.2 Implementation
3.9.3 Complete Implementation
3/31
3.9.4 Testing
3.9.5 Complete IFTA Clearinghouse
6/30
4 Safety
4.1 Project Management
4.2 ASPEN 2.0 Deployment
4.2.1 Product Management
4.2.2 Deploy ASPEN 2.0
4.2.3 Test
4.2.4 Documentation / Training
4.2.5 Complete Deployment of ASPEN 2.0
12/31
4.3 Information Systems Inventory
4.3.1 Develop scope of work for Information Systems Inventory
9/30
4.3.2 Complete scope of work for Information Systems Inventory
4.3.3 Conduct Information Systems Inventory
4.3.4 Complete Information Systems Inventory
4/30

WBS	Task Name
5	**Electronic Screening - Mainline Project**
5.1	**Project Management**
5.2	**Subcontract & Procurement Management**
5.3	**System Engineering & Integration**
5.3.1	Operations & Maintenance
5.3.2	Deploy PrePass at 12 sites to screen vehicles electronically
5.3.3	Deployment at 12 sites achieved
5.3.4	Expand PrePass to 17 total sites
5.3.5	Deployment at 17 sites achieved
5.3.6	Expand / Deploy PrePass at 19 total sites
5.3.7	Deployment at 19 sites achieved / Completion of PrePass Deployment
5.3.8	Incorporate intrastate snapshot capability
6	**Electronic Screening - Agricultural / Bill of Lading Project**
6.1	**Project Management**
6.1.1	Determine approach to Ag / BOL
6.1.2	Decision reached about approach to Ag / BOL site
6.2	**Subcontract & Procurement Mgmt.**
6.3	**System Engineering & Integration**
6.3.1	Develop on-line application for enrollment in Ag / BOL program
6.3.2	Complete on-line application for enrollment for Ag / BOL program
6.3.3	Develop an enrollment database for Ag / BOL program
6.3.4	Complete enrollment database for Ag / BOL program
6.3.5	Deploy roadside screening infrastructure for Ag / BOL program
6.3.6	Complete roadside screening infrastructure for Ag / BOL program
6.3.7	Upgrade communication infrastructure to T1 or fiber optics
6.3.8	Complete upgrade for communication infrastructure



WBS	Task Name
7	**CVIEW**
7.1	**Project Management**
7.2	**Subcontract & Procurement Mgmt.**
7.2.1	Review CVIEW Florida System Plan
7.2.2	Review CVIEW Implementation Options
7.2.3	"Build / Buy" Decision
7.3	Design
7.4	**Implementation**
7.4.1	Begin Deployment of CVIEW
7.4.2	Complete development and implementation of LSIs
7.4.3	Complete interface to PrePass
7.4.4	Complete Interface to SAFER
7.4.5	Complete CVIEW Implementation
7.5	**Testing**
7.5.1	Acceptance Testing
7.5.2	Pilot Testing
7.6	Begin Production
8	**Electronic Payment**
8.1	**Project Management**
8.2	Adopt E-Payment Strategy
9	**HelpDesk**
9.1	**Project Management**
9.2	Develop scope of work for HelpDesk study
9.3	Complete scope of work for feasibility study
9.4	Conduct feasibility study
9.5	Complete feasibility study
9.6	Adopt HelpDesk Strategy/Deploy HelpDesk
9.7	Complete HelpDesk Deployment
10	**CVISN Level 1 achieved**



Appendix D

Work Breakdown Structure

Work Breakdown Structure

WBS	Task	Organization	Assigned to	Schedule for Completion
	Florida CVISN Phases and Milestones Schedule			
1	**Program Management**			
1.1	**Planning & Coordination**	**DOT**	**Mike Akridge**	**9/30/03**
1.1.1	CVISN Scope Workshop			**Completed**
1.1.2	CVISN Planning Workshop			**Completed**
1.1.3	CVISN Design Workshop			**Completed**
1.1.4	Monthly Meetings	DOT	Mike Akridge	9/11/03
1.2	**Carrier Coordination**			
1.3	**Showcases & Outreach**	**CVISN Task Team**		**9/30/03**
1.4	**Regional Coordination**			
1.5	**O&M Planning**	**Project Leads**		**9/30/03**
2	**Program System Engineering & Integration**			
2.1	**Systems Requirement Definition**	**System Architect**		**9/30/03**
2.2	**System Design**	**System Architect**		**9/30/03**
2.3	**Architecture Conformance**	**System Architect**		**9/30/03**
2.4	**System Integration and Test**	**Project Leads**		**9/30/03**
2.5	**Interoperability Test**	**Project Leads**		**9/30/03**
3	**Electronic Credentials Administration**			
3.1	**Project Management**	**DOT**	**Mike Akridge**	**9/30/03**
3.1.1	Planning Process	DOT	Mike Akridge	9/30/01
3.1.2	Complete Planning Phase	DOT	Mike Akridge	9/30/01
3.1.3	Project Oversight	DOT	Mike Akridge	9/30/03
3.2	**Electronic Credentials Feasibility Study**	**DHSMV/ DOT**	**David Helton Mike Akridge**	**4/30/02**
3.2.1	Develop scope of work for feasibility study	DHSMV/ DOT	David Helton Mike Akridge	9/30/01
3.2.2	Complete scope of work for feasibility study	DHSMV/ DOT	David Helton Mike Akridge	9/30/01
3.2.3	Conduct feasibility study		TBD	4/30/02
3.2.4	Complete feasibility study		TBD	3/30/02

WBS	Task	Organization	Assigned to	Schedule for Completion
3.3	**IFTA Quarterly Tax Returns**			
3.3.1	Project Management	DHSMV	David Helton	3/31/03
3.3.2	Communications	DHSMV	David Helton	3/27/03
3.3.3	System Engineering & Integration	DHSMV	David Helton	12/27/02
3.3.4	Subcontract & Procurement Management	DHSMV	David Helton	3/31/02
3.3.5	Requirements	DHSMV	David Helton	5/15/02
3.3.6	Design	DHSMV	David Helton	6/28/02
3.3.7	Implementation	DHSMV	David Helton	12/31/02
3.3.7.1	Develop incremental process	DHSMV	David Helton	12/31/02
3.3.7.2	Develop presence on "MyFlorida.com" for e-credentials	DHSMV	David Helton	9/30/02
3.3.7.3	Complete IFTA Link to "MyFlorida.com" for e-credentials	DHSMV	David Helton	9/30/02
3.3.7.4	Set-up internal web server	DHSMV	David Helton	9/30/02
3.3.7.5	Complete build of internal web server for IFTA tax filings	DHSMV	David Helton	12/31/02
3.3.7.6	Add additional payment options, add acknowledgement of receipt	DHSMV	David Helton	12/31/02
3.3.7.7	Complete advanced IFTA filing functionality	DHSMV	David Helton	12/31/02
3.3.8	Acceptance Testing	DHSMV	David Helton	1/31/03
3.3.9	Pilot Test	DHSMV	David Helton	3/31/03
3.3.10	Begin Production	DHSMV	David Helton	4/1/03
3.3.11	Documentation / Training	DHSMV	David Helton	2/14/03
3.4	**IFTA Renewals**			
3.4.1	Project Management	DHSMV	David Helton	3/26/03
3.4.2	Communications	DHSMV	David Helton	3/31/03
3.4.3	System Engineering & Integration	DHSMV	David Helton	12/27/02
3.4.4	Subcontract & Procurement Management	DHSMV	David Helton	3/31/02
3.4.5	Requirements	DHSMV	David Helton	5/15/02
3.4.6	Design	DHSMV	David Helton	6/30/02
3.4.7	Implementation	DHSMV	David Helton	12/31/02
3.4.7.1	Set-up internal web server	DHSMV	David Helton	12/31/02
3.4.7.2	Complete build of internal web server for IFTA renewals	DHSMV	David Helton	12/31/02
3.4.8	Acceptance Testing	DHSMV	David Helton	1/31/03
3.4.9	Pilot Test	DHSMV	David Helton	3/31/03
3.4.10	Begin Production	DHSMV	David Helton	4/1/03

WBS	Task	Organization	Assigned to	Schedule for Completion
3.4.11	Documentation / Training	DHSMV	David Helton	2/14/03
3.5	**IFTA Decals**			
3.5.1	Project Management	DHSMV	David Helton	3/26/03
3.5.2	Communications	DHSMV	David Helton	3/31/03
3.5.3	System Engineering & Integration	DHSMV	David Helton	12/27/02
3.5.4	Subcontract & Procurement Management	DHSMV	David Helton	3/31/02
3.5.5	Requirements	DHSMV	David Helton	5/15/02
3.5.6	Design	DHSMV	David Helton	6/30/02
3.5.7	Implementation	DHSMV	David Helton	12/31/02
3.5.8	Complete Implementation	DHSMV	David Helton	12/31/02
3.5.9	Acceptance Testing	DHSMV	David Helton	1/31/03
3.5.10	Pilot Test	DHSMV	David Helton	3/31/03
3.5.11	Begin Production	DHSMV	David Helton	4/1/03
3.5.12	Documentation / Training	DHSMV	David Helton	2/14/03
3.6	**IRP Supplemental**			
3.6.1	Project Management	DHSMV	David Helton	6/30/03
3.6.2	Communications	DHSMV	David Helton	6/27/03
3.6.3	System Engineering & Integration	DHSMV	David Helton	3/28/03
3.6.4	Subcontract & Procurement Management	DHSMV	David Helton	6/28/02
3.6.5	Requirements	DHSMV	David Helton	8/15/02
3.6.6	Design	DHSMV	David Helton	9/30/02
3.6.7	Implementation	DHSMV	David Helton	3/31/03
3.6.7.1	Set-up internal web server	DHSMV	David Helton	3/31/03
3.6.7.2	Complete build of internal web server	DHSMV	David Helton	3/31/03
3.6.7.3	Develop presence on "MyFlorida.com"	DHSMV	David Helton	3/31/03
3.6.7.4	Complete IRP Link to "MyFlorida.com" for e-credentials	DHSMV	David Helton	3/31/03
3.6.8	Acceptance Testing	DHSMV	David Helton	5/1/03
3.6.9	Pilot Testing	DHSMV	David Helton	6/30/03
3.6.10	Begin Production	DHSMV	David Helton	7/1/03
3.6.11	Documentation / Training	DHSMV	David Helton	5/14/03
3.7	**IRP Renewal**			
3.7.1	Project Management	DHSMV	David Helton	6/30/03
3.7.2	Communications	DHSMV	David Helton	6/27/03
3.7.3	System Engineering & Integration	DHSMV	David Helton	3/28/03

WBS	Task	Organization	Assigned to	Schedule for Completion
3.7.4	Subcontract & Procurement Management	DHSMV	David Helton	6/28/02
3.7.5	Requirements	DHSMV	David Helton	8/15/02
3.7.6	Design	DHSMV	David Helton	9/30/02
3.7.7	Implementation	DHSMV	David Helton	3/31/03
3.7.8	Complete Implementation	DHSMV	David Helton	3/31/03
3.7.9	Acceptance Testing	DHSMV	David Helton	5/1/03
3.7.10	Pilot Testing	DHSMV	David Helton	6/30/03
3.7.11	Begin Production	DHSMV	David Helton	7/1/03
3.7.12	Documentation / Training	DHSMV	David Helton	5/16/03
3.8	**Automated OS / OW Processing**			
3.8.1	Project Management	DOT	Frank Day	7/27/05
3.8.2	OS / OW Web Application	DOT	Frank Day	9/30/02
3.8.2.1	Subcontract & Procurement Management	DOT	Frank Day	12/31/01
3.8.2.2	Design	DOT	Frank Day	3/29/02
3.8.2.3	Implementation	DOT	Frank Day	6/28/02
3.8.2.4	Develop Presence on "MyFlorida.com"	DOT	Frank Day	5/31/02
3.8.2.5	Link with "MyFlorida.com"	DOT	Frank Day	5/31/02
3.8.2.6	Security and User Validation	DOT	Frank Day	6/28/02
3.8.2.7	Complete Implementation	DOT	Frank Day	6/30/02
3.8.2.8	Testing	DOT	Frank Day	8/31/02
3.8.2.9	Documentation / Training	DOT	Frank Day	9/30/02
3.8.2.10	Complete OS/OW Web App Project	DOT	Frank Day	9/30/02
3.8.3	*OS / OW Permit System*			
3.8.3.1	Subcontract & Procurement Management	DOT	Frank Day	7/25/05
3.8.3.2	Design	DOT	Frank Day	3/29/02
3.8.3.3	Implementation	DOT	Frank Day	6/28/02
3.8.3.4	Link with web application	DOT	Frank Day	6/28/02
3.8.3.5	Security and User Validation	DOT	Frank Day	6/28/02
3.8.3.6	Complete Implementation	DOT	Frank Day	6/30/02
3.8.3.7	Testing	DOT	Frank Day	8/31/02
3.8.3.8	Documentation / Training	DOT	Frank Day	9/30/02
3.8.3.9	Complete OS/OW Permit Project	DOT	Frank Day	9/30/02
3.8.4	*Manual Impediment Database and Application Development*			
3.8.4.1	Subcontract & Procurement Management	DOT	Frank Day	9/30/02

WBS	Task	Organization	Assigned to	Schedule for Completion
3.8.4.2	Design	DOT	Frank Day	12/31/02
3.8.4.3	Implementation	DOT	Frank Day	3/31/03
3.8.4.4	Link with Permit System	DOT	Frank Day	3/31/03
3.8.4.5	Database Design and Implementation	DOT	Frank Day	3/31/03
3.8.4.6	Complete Implementation	DOT	Frank Day	3/31/03
3.8.4.7	Testing	DOT	Frank Day	5/31/03
3.8.4.8	Documentation / Training	DOT	Frank Day	6/30/03
3.8.4.9	Complete Manual Impediment Database and Application Development	DOT	Frank Day	6/30/03
3.8.5	*Manual Impediment Database Interface*			
3.8.5.1	Design	DOT	Frank Day	3/31/03
3.8.5.2	Implementation	DOT	Frank Day	6/30/03
3.8.5.3	Testing	DOT	Frank Day	8/31/03
3.8.5.4	Documentation / Training	DOT	Frank Day	9/30/03
3.8.5.5	Complete Manual Impediment Database Interface	DOT	Frank Day	9/30/03
3.8.6	*PONTIS Interface*			
3.8.6.1	Design	DOT	Frank Day	3/31/03
3.8.6.2	Implementation	DOT	Frank Day	6/30/03
3.8.6.3	Testing	DOT	Frank Day	8/31/03
3.8.6.4	Documentation / Training	DOT	Frank Day	9/30/03
3.8.6.5	Complete PONTIS Interface	DOT	Frank Day	9/30/03
3.8.7	*OS / OW Automated Routing System*			
3.8.7.1	Subcontract & Procurement Management	DOT	Frank Day	12/31/03
3.8.7.2	Design	DOT	Frank Day	6/30/04
3.8.7.3	Implementation	DOT	Frank Day	6/30/05
3.8.7.4	Link with Permit System	DOT	Frank Day	6/30/05
3.8.7.5	Database Design and Implementation	DOT	Frank Day	6/30/05
3.8.7.6	Security and User Validation	DOT	Frank Day	6/30/05
3.8.7.7	Complete Implementation	DOT	Frank Day	6/30/05
3.8.7.8	Testing	DOT	Frank Day	8/31/05
3.8.7.9	Documentation / Training	DOT	Frank Day	9/30/05
3.8.7.10	Complete OS/OW Automated Routing Project	DOT	Frank Day	9/30/05
3.8.8	*Roadway Mapping Database and Application Development*			
3.8.8.1	Subcontract & Procurement Management	DOT	Frank Day	12/31/03

WBS	Task	Organization	Assigned to	Schedule for Completion
3.8.8.2	Design	DOT	Frank Day	6/30/04
3.8.8.3	Implementation	DOT	Frank Day	6/30/05
3.8.8.4	Link with Permit System	DOT	Frank Day	6/30/05
3.8.8.5	Database Design and Implementation	DOT	Frank Day	6/30/05
3.8.8.6	Security and User Validation	DOT	Frank Day	6/30/05
3.8.8.7	Complete Implementation	DOT	Frank Day	6/30/05
3.8.8.8	Testing	DOT	Frank Day	8/31/05
3.8.8.9	Documentation / Training	DOT	Frank Day	9/30/05
3.8.8.10	Complete Roadway Mapping Database & Application	DOT	Frank Day	9/30/05
3.8.9	*Roadway Mapping Database Interface*			
3.8.9.1	Design	DOT	Frank Day	6/30/04
3.8.9.2	Implementation	DOT	Frank Day	6/30/05
3.8.9.3	Testing	DOT	Frank Day	8/31/05
3.8.9.4	Documentation / Training	DOT	Frank Day	9/30/05
3.8.9.5	Complete Roadway Mapping Database and Application Development	DOT	Frank Day	9/30/05
3.9	*IFTA Clearinghouse*			
3.9.1	Design	DHSMV	David Helton	12/31/02
3.9.2	Implementation	DHSMV	David Helton	3/31/03
3.9.3	Complete Implementation	DHSMV	David Helton	3/31/03
3.9.4	Testing	DHSMV	David Helton	6/30/03
3.9.5	Complete IFTA Clearinghouse	DHSMV	David Helton	6/30/03
4	**Safety**			
4.1	**Project Management**	**DOT-MCCO**	**Marcel Tart**	**9/26/02**
4.2	**ASPEN 2.0 Deployment**	**DOT-MCCO**	**Terry McCue**	**12/31/01**
4.2.1	Product Management	DOT-MCCO	Terry McCue	12/31/01
4.2.2	Deploy ASPEN 2.0	DOT-MCCO	Terry McCue	12/31/01
4.2.3	Test	DOT-MCCO	Terry McCue	12/31/01
4.2.4	Documentation / Training	DOT-MCCO	Terry McCue	12/31/01
4.2.5	Complete Deployment of ASPEN 2.0	DOT-MCCO	Terry McCue	12/31/01
4.3	**Information Systems Inventory**			
4.3.1	Develop scope of work for Information Systems Inventory	STO	TBD	9/30/01

WBS	Task	Organization	Assigned to	Schedule for Completion
4.3.2	Complete scope of work for Information Systems Inventory	STO	TBD	9/30/01
4.3.3	Conduct Information Systems Inventory	STO	TBD	4/30/02
4.3.4	Complete Information Systems Inventory	STO	TBD	4/30/02
5	**Electronic Screening - Mainline Project**			
5.1	**Project Management**	**DOT-ITS Program Office**	**Mike Akridge**	**9/30/02**
5.2	**Subcontract & Procurement Management**	**DOT-ITS Program Office**	**Mike Akridge**	**9/26/02**
5.3	**System Engineering & Integration**	**PrePass/ MCCO**	**Barry Mason**	**12/31/02**
5.3.1	Operations & Maintenance		TBD	9/26/02
5.3.2	Deploy PrePass at 12 sites to screen vehicles electronically	PrePass/ MCCO	Barry Mason	9/30/01
5.3.3	Deployment at 12 sites achieved	PrePass/ MCCO	Barry Mason	9/30/01
5.3.4	Expand PrePass to 17 total sites	PrePass/ MCCO	Barry Mason	3/31/02
5.3.5	Deployment at 17 sites achieved	PrePass/ MCCO	Barry Mason	3/31/02
5.3.6	Expand / Deploy PrePass at 19 total sites	PrePass/ MCCO	Barry Mason	9/30/02
5.3.7	Deployment at 19 sites achieved / Completion of PrePass Deployment	PrePass/ MCCO	Barry Mason	12/31/02
5.3.8	Incorporate intrastate snapshot capability		TBD	12/31/02
6	**Electronic Screening - Agricultural / Bill of Lading Project**			
6.1	**Project Management**	**DACS**	**Joe Martelli**	**12/31/01**
6.1.1	Determine approach to Ag / BOL	DACS/DOR	Joe Martelli/ Jim Gowen/ Hugh Stephens	12/31/01
6.1.2	Decision reached about approach to Ag / BOL site	DACS/DOR	Joe Martelli/ Jim Gowen/ Hugh Stephens	12/31/01
6.2	**Subcontract & Procurement Mgmt.**	**DACS/DOR**	**Joe Martelli/ Jim Gowen/ Hugh Stephens**	**7/29/03**

WBS	Task	Organization	Assigned to	Schedule for Completion
6.3	**System Engineering & Integration**	**DACS/DOR**	**Joe Martelli/ Jim Gowen/ Hugh Stephens**	**6/30/03**
6.3.1	Develop on-line application for enrollment in Ag / BOL program	DACS/DOR	Joe Martelli/ Jim Gowen/ Hugh Stephens	6/30/03
6.3.2	Complete on-line application for enrollment for Ag / BOL program	DACS/DOR	Joe Martelli/ Jim Gowen/ Hugh Stephens	6/30/03
6.3.3	Develop an enrollment database for Ag / BOL program	DACS/DOR	Joe Martelli/ Jim Gowen/ Hugh Stephens	6/30/03
6.3.4	Complete enrollment database for Ag / BOL program	DACS/DOR	Joe Martelli/ Jim Gowen/ Hugh Stephens	6/30/03
6.3.5	Deploy roadside screening infrastructure for Ag / BOL program	DACS/DOR	Joe Martelli/ Jim Gowen/ Hugh Stephens	6/30/03
6.3.6	Complete roadside screening infrastructure for Ag / BOL program	DACS/DOR	Joe Martelli/ Jim Gowen/ Hugh Stephens	6/30/03
6.3.7	Upgrade communication infrastructure to T1 or fiber optics	TBD	TBD	6/30/03
6.3.8	Complete upgrade for communication infrastructure	TBD	TBD	6/30/03
7	**CVIEW**			
7.1	**Project Management**	**DOT**	**Mike Akridge**	**12/27/02**
7.2	**Subcontract & Procurement Mgmt.**	**DOT**	**Mike Akridge**	**12/31/01**
7.2.1	Review CVIEW Florida System Plan	DOT	Mike Akridge	11/30/01
7.2.2	Review CVIEW Implementation Options	DOT	Mike Akridge	11/30/01
7.2.3	"Build / Buy" Decision	DOT	Mike Akridge	12/31/01
7.3	**Design**	**DOT**	**Mike Akridge**	**3/29/02**
7.4	**Implementation**	**DOT**	**Mike Akridge**	**12/31/02**
7.4.1	Begin Deployment of CVIEW	DOT	Mike Akridge	3/29/02
7.4.2	Complete development and implementation of LSIs	DOT	Mike Akridge	7/31/02
7.4.3	Complete interface to PrePass	DOT	Mike Akridge	8/31/02
7.4.4	Complete Interface to SAFER	DOT	Mike Akridge	9/30/02
7.4.5	Complete CVIEW Implementation	DOT	Mike Akridge	12/31/02
7.5	**Testing**	**DOT**	**Mike Akridge**	**12/31/02**

WBS	Task	Organization	Assigned to	Schedule for Completion
7.5.1	Acceptance Testing	DOT	Mike Akridge	10/31/02
7.5.2	Pilot Testing	DOT	Mike Akridge	12/31/02
7.6	**Begin Production**	**DOT**	**Mike Akridge**	**1/1/03**
8	**Electronic Payment**			
8.1	**Project Management**	**DOT**	**Mike Akridge**	**9/26/03**
8.2	**Adopt E-Payment Strategy**	**DOT**	**Mike Akridge**	**1/1/02**
9	**HelpDesk**			
9.1	**Project Management**	**DOT**	**Mike Akridge**	**9/26/03**
9.2	**Develop scope of work for HelpDesk study**	**DOT**	**Mike Akridge**	**9/28/01**
9.3	**Complete scope of work for feasibility study**	**DOT**	**Mike Akridge**	**9/30/01**
9.4	**Conduct feasibility study**	**DOT**	**Mike Akridge**	**3/30/02**
9.5	**Complete feasibility study**	**DOT**	**Mike Akridge**	**3/30/02**
9.6	**Adopt HelpDesk Strategy/Deploy HelpDesk**	**DOT**	**Mike Akridge**	**9/30/02**
9.7	**Complete HelpDesk Deployment**	**DOT**	**Mike Akridge**	**9/30/02**
10	**CVISN Level 1 achieved**			