Form FM-SE-06

Operational Development Plan
TEMPLATE

TEMPLATE Version: _2.0_

TEMPLATE Approval Date: July 23, 2024

Procedure for Using this Template to Create a Deliverable:

1. Enter your name, firm, and date in the Author Field Document control panel.

2. Replace [*bracketed text*] and empty sections with your project information and/or document content.

   Note that bracketed text in blue italics is surrounded by brackets, using the document's font, with the instructions on the content with which to replace the instructions. When you remove or highlight the entire bracketed portion and replace with text, the text should appear in the desired text format of the document. Also, the Document Title is a property/field of the document visible from the file system and will appear differently than with blue italics and can utilize the "Update Field" functionality.

3. Each section contains *instructions preceded with a checkbox ☐ for that section in blue italics.* Additional helpful information and description of the required content for that section will be indicated as well, next to the lightbulb icon ♀ .

4. Some sections also contain boilerplate text to use as a starting point. Review and modify the boilerplate content, if it exists, and add additional content as necessary to fulfill the requirement of each section. Use the Styles *H1 – H5* for section headers, *Figure Caption* for captions below figures, and *Table Caption* for captions above tables so that the Table of Contents, List of Figures, and List of Tables can be automatically updated.

5. Define acronyms at the first usage in parenthesis after the expanded term and add to the "List of Acronyms" section.

6. Delete the template title page, these instructions pages, all blue instructions, and the detailed instruction notes and examples that are identified with the lightbulb ♀ throughout the document.

7. Update the file name and file location in the document control panel by right-clicking the field, then select "Update Field."

8. Update the Headers and Footers to have the appropriate document title and version.

9. Delete the List of Tables or List of Figures if they do not contain any items.

10. Update the Table of Contents, List of Tables, and List of Figures by right-clicking and selecting "Update Field," and then select "Update entire table."

11. Have the document modified and reviewed as appropriate, and have each reviewer and modifier enter their name, organization, and date in the document control panel.

12. Submit the document for approval and go through the review/revision needed to obtain approval to finalize the document.

13. Repeat the review cycle and resubmit for approval as needed to obtain approval to finalize the document.

14. Enter the approver's name, organization, and date in the "Approved By" section of the document control panel.

15. Enter the approval date on the title page and in the footer throughout the document and update the revision history at the end of the document.

16. Remove the DRAFT watermark on the title page and the content pages by entering the Edit Header and Footer mode of the document and deleting the DRAFT image.

17. Print the document to PDF and review it outside of the Microsoft Word application.

18. Submit the Word and PDF versions of the document as the final documents.

19. Provide tables and graphics to display information, as needed:
    - ♀ *Table styles may use the following example format, or others as needed*
    - ♀ *Placement of table captions above the table and left justified is recommended.*

20. Provide figures when need to convey information to augment written descriptions:
    - ♀ *Placement of figure captions below and center justified is recommended.*

Template Revision History

Version	Date	Name	Description
1.0	6/14/2018	Unknown	
2.0	07/02/2024	Steve Bahler	Update template to current template format and content.

Operational Development Plan for: _insert project name_

Version: _insert version number_

Approval date: _insert approval date_

DOCUMENT CONTROL PANEL		
File Name:	[*insert project file name*]	
File Location:	[*insert project file URL*]	
Version Number:	[*insert version #*]	
	Name	**Date**
Created By:	[*insert author name, organization*]	[*insert creation date*]
Reviewed By:	[*insert reviewer name, organization*]	[*insert review date*]
Modified By:	[*insert modifier name, organization*]	[*insert modified date*]
Approved By:	[*insert approver name, organization*]	[*insert approval date*]

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List of Acronyms and Abbreviations

ConOps .... Concept of Operations
FDOT .... Florida Department of Transportation
ITS... Intelligent Transportation Systems
ODP.. Operational Development Plan
P-SEMP... Project Systems Engineering Management Plan

☐ *An ODP is recommended on a project where introduction of new/non-standard hardware or technology results in the determination that a project is "high risk" in accordance with the Florida Department of Transportation (FDOT) Systems Engineering and Intelligent Transportation Systems (ITS) Architecture Procedure (#750-040-003) and where the hardware or technology requires changes to operational policies and/or procedures. Typically, a risk mitigation plan will accompany a high risk project. The ODP is listed in the risk mitigation plan, when applicable.*

1.   Overview

☐ *Adjust the following sentence as appropriate for this ODP.*

The Operational Development Plan (ODP) describes the necessary tasks, responsibilities, and controls that will be implemented by the Florida Department of Transportation (FDOT) and the intelligent transportation systems (ITS) project stakeholders and subcontractors. Its primary objective is to assure that the FDOT ITS project has sufficient and significant operational resources to support the project objectives. The ODP provides sufficient details to cover the top-level operating concepts. The details of operation should be defined during the subsequent analysis, design, and development phases.

1.1   Identification

Project Name: [Insert the official project name].

Financial Project Identification: [Insert the financial project identification code, when it becomes available].

Federal Aid Project Number: [Insert the federal aid project number, when it becomes available*].*

♀ *The Financial Project Identification Number and Federal Aid Project Number will generally not be authorized until after acceptance of the ConOps document by FHWA.*

☐ *If a Concept of Operations (ConOps) has been prepared for this project, describe the position of this document relative to the ConOps and reference the ConOps in Referenced Documents.*

1.2   Scope

The ODP covers the following elements:

☐ *Summarize the scope of the ODP using the following guidance, as appropriate.*

♀ *Project summary*
♀ *Description of the overall mission of the system*
♀ *Description of the overall system requirements*
♀ *System milestones*
♀ *Definition of current project resources*
♀ *Constraints and risks*
♀ *Future system improvement efforts*
♀ *Lessons learned*
♀ *Supporting plans and work instructions*

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2. Reference Documents

☐ Always insert the following disclaimer:

The following documents, of the exact issue shown, form a part of this document to the extent specified herein. In the event of a conflict between the documents referenced herein and the contents of this document, this document shall be considered the superseding requirement within the scope of the ODP.

☐ *Provide references to project-specific FDOT standards and procedures used in the development of the requirements described in the ODP.*
☐ *Use of a table such as the following is recommended.*

Table 1: Referenced Documents

Document Name	ID, Revision, Date, etc.	Link, or Contact Info to Obtain
Project ConOps	Version #, Date	Link
Project Systems Engineering Management Plan (P-SEMP)	Version #, Date	Link

3. System Description

☐ *Update the introduction paragraph, as appropriate.*
This section describes system and mission for the ITS project. The description includes title, nomenclature, and program elements for budget, security classification, and principal agencies. It identifies the customer, contracting agencies, and users/stakeholders.

3.1 System Requirements

☐ *Update the following paragraph, as appropriate.*
This section describes how manpower, personnel, training, security, safety, human factors engineering, and health hazard considerations are applied to the design and development of the ITS product to reduce costs and enhance capabilities.

3.2 System Milestones

☐ *Update the following paragraph, as appropriate.*
This section identifies the schedules and milestones for the ITS project.

♀ *Provide tasks and milestones for ODP-specific tasks.*
♀ *Include timeframes for each ODP milestone.*
♀ *Integrate ODP schedule with overall project schedule in the ConOps or P-SEMP, as appropriate.*

3.3   Staffing Resources

☐ *Update the following paragraph, as appropriate.*
This section identifies total staffing resource requirements to operate the ITS product throughout its life cycle. Included are recommended tradeoffs to support the system and the impacts of not funding or procuring desired operational capability.

☐ *Discuss staffing requirements and resources, as appropriate.*

- ♀ *Contractor staffing requirements.*
- ♀ *Subcontractor staffing requirement.*
- ♀ *Customer or system-user requirements.*

3.4   Constraints and Risks

☐ *Update the following paragraph, as appropriate.*
This section describes all potential limitations that will or may affect timely implementation of the ITS project and prevent it from being operated at full capability. It describes all operational constraints for the ITS project.

- ♀ *Include personnel and resource availability; safety; security; cost; and environmental considerations.*
- ♀ *Identify risks and assign risk levels that may affect schedules or other milestones.*
- ♀ *Identify system work-a-rounds, dollar costs for alternative operation, and increased use of the system.*

3.5   Future System Improvement Efforts

☐ *Update the following paragraph, as appropriate. This section may be deleted if future improvements are not planned or are unknown.*
This section describes future studies, analyses and cost/benefit analyses that may support upgrades to the systems or alternative methodologies to close any operational gaps or accomplish the operational objectives with fewer resources.

3.6   Lessons Learned

☐ *Update the following paragraph, as appropriate.*
This section addresses how the ITS project will benefit from previous or other ongoing projects.

☐ *Include the following in the discussion, as appropriate:*
- ♀ *Lessons learned, usually based on existing operations and previous projects.*
- ♀ *Identification of problem areas common with other projects and potential solutions.*
- ♀ *Document fixes, work-a-rounds, or changes to requirements based on lessons learned.*
- ♀ *Impacts on system costs, effectiveness, and operational capability.*
- ♀ *Best practices that were used for successful projects.*

3.7   *Supporting Plans and Work Instructions*

☐ *Update the following paragraph, as appropriate.*
This section describes the supporting operating plan and work instructions required to operate the system, and includes:

☐ *Address the following topics in the discussion, as appropriate:*
- ♀ *Plan to develop and implement changes needed for existing Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) or other documents used to operate the system.*
- ♀ *Plan to develop and implement instructional material, training modules, and certification.*
- ♀ *Plan to ensure quality management.*
- ♀ *Plan to ensure operational security, data security. Reference the Configuration and Data Management Plan, if applicable.*
- ♀ *Safety plan*

4.   User Definitions *[delete this section if not applicable]*

☐ *The ODP should define terms and processes that are unique to the ODP and/or refer to definitions in the ConOps or P-SEMP, as appropriate.*

5.   Notes

☐ *Replace or update the boilerplate below with notes as applicable:*

This section will be annotated, as needed, with changes to the approved ODP document made over the course of the project. There are no notes at this time.

- ♀ *This section should contain any additional information that will aid in understanding the ODP document. If there are no notes, this section should still be included with the notation that there are no notes at this time. Subsequent revisions of the ODP document usually require that notes be added to date and explain the revisions.*

6.   Appendices

☐ *Add appendices of larger, related content or leave a note to state there are no Appendices at this time.*

- ♀ *To facilitate the ODP document's ease of use and maintenance, some information may be placed in appendices to the document. Each appendix should be referenced in the main body of the document where that information would normally have been provided. Appendices may be bound as separate documents for easier handling.*

Table 2: Title

Header	Header

Figure 1: Title

DOCUMENT REVISION HISTORY			
Version Number	**Approved Date**	**Description of Change(s)**	**Created/ Modified By**