**Meeting Notes**

**Change Management Board**

June 27, 2019 – 1:30 p.m. to 4:30 p.m.

**Version 0.1**

 

Prepared for:

Florida Department of Transportation

Traffic Engineering and Operations Office

Transportation Systems Management and Operations Program

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**List of Acronyms and Abbreviations**

C2C Center-to-Center

CFX Central Florida Expressway Authority

CMB Change Management Board

CO Central Office

ConOps Concept of Operations

D(number) FDOT District (number)

DMS Dynamic Message Sign

DTOE District Traffic Operations Engineer

EM Event Management

EOC Emergency Operations Center

FDOT Florida Department of Transportation

FHP Florida Highway Patrol

FLATIS Florida Advanced Traveler Information System

FTE Florida’s Turnpike Enterprise

ITS Intelligent Transportation Systems

ITSFM Intelligent Transportation System Facilities Management

IV&V Independent Verification and Validation

MDX Miami-Dade Expressway Authority

MIMS Maintenance Inventory Management System

MVDS Microwave Vehicle Detection System

R-ICMS Regional Integrated Corridor Management System

RWIS Roadway Weather Information System

SSUG SunGuide® Software Users Group

SwRI Southwest Research Institute®

TERL Traffic Engineering Research Laboratory

TIM Traffic Incident Management

TSM&O Transportation Systems Management and Operations

**Florida Department of Transportation**

**CHANGE MANAGEMENT BOARD MEETING NOTES**

**Thursday, June 28, 2019**

**1:30 p.m. to 4:30 p.m.**

**Rhyne Building, 330 Conference Room, Tallahassee, Florida**

**Attendees:**

|  |  |  |
| --- | --- | --- |
| Robbie Brown, D1  Justin Merritt, D1  Alex Varela, D2  DeeDee Crews, D2  Jason Evans, D2  Jason Summerfield, D2  Amy DiRusso, D3  Kevin Mahaffey, D3  Mark Nallick, D3  Aven Morgan, D3 | Dee McTague, D4  Daniel Smith, D4  Jay Williams, D5  Josh Sibley, D5  John Hope, D5/CFX  Mark Laird, D6  Javier Rodriguez, D6  Alejandro Motta, D6  Dan Buidens, D7  Eric Gordin, FTE | Wang Lee, MDX  Bryan Homayouni, CFX  Christine Shafik, CO  Frances Ijeoma, CO  Karthik Devrakonda, CO  Jennifer Fortunas, CO  Mark Dunthorn, CO  Jennifer Rich, CO  Tucker Brown, SWRI |

**Purpose:** The purpose of this meeting is to review and vote on statewide issues and requirements, and review JIRA issues.

**Welcome:** Change Management Board (CMB) Chairman J. Williams opened the meeting at 1:30 p.m.

**Call for Quorum and Review of Agenda:** A quorum was established for this CMB meeting. J. Williams reviewed the meeting agenda.

**Previous Meeting Recap and Action Item Review:** One item from the last meeting was the change in the voting process. Today we will be voting via a poll in WebEx. Bear with us as we try this new voting system.

**Action Items:**

1. **Wrong Way Driving Wavetronix –** District Four is going to provide test results of using the WavetronixHD data to detect and track WWD events. District Four installed the hotfix we were looking for but it doesn’t say the wrong way BIN anywhere in the database and we are modifying a piece of software to view historical entries into that BIN. That should be finished in the next few weeks so I will have more to report at the next meeting.
2. **Cloud-Based solution for SunGuide –** Central Office has researched this topic and have decided to proceed with a more limited approach that involves migrating SunGuide data storage to a cloud environment. A ConOps will be produced and Central Office will reach out to the Districts for feedback and gather user needs.
3. **CMB Process Document –** This document has been updated and reviewed. It will be sent out after this meeting to the CMB group for comments.
4. **Voting Item 4577 (Bridge Reporting/Notifications in FL511) –** Central Office met with District Five and Six earlier this year and it was agreed upon it would be incorporated into the 7.2 release.
5. **Truck Parking Enhancements –** There was a JIRA ticket that was opened related to sensor diagnostics and District Seven’s TPAS vendor has updated the API to support diagnostics. Then, District Seven coordinated an API training session with the vendor. Central Office met with District Seven for next steps and District Seven will open JIRA tickets for sensor configuration as needed. The next step for this item is to determine if the sensor diagnostics are exposed by another vendor’s TPS APIs.
6. **Device Naming Conventions** – We will get the scope distributed to the group for this effort and it will go from there.
7. **Concept of parking areas database schema/screenshots** – have been sent to Jeremy in District Five. Jay will need to check with Jeremy to see if there is additional information that is needed.
   * Action Item: Jay to follow up with Jeremy to see if additional information is needed.

**AGENDA ITEMS**

**SunGuide Software Update – Christine Shafik**

Christine: 7.1.2 was released back in April (4/12/2019). We are currently working on the major release 7.2. We had the design review meeting during the SSUG meeting last Thursday. We received good comments that we will be incorporating into the release. The FAT is scheduled for the first week in August. If everything goes well we will be scheduling to release in early October.

**7.2.0 Release**:

**Christine:** The release has new features such as EM intersection locations, general purpose input/output: bridge feature and generic features, monitor and regulates DMS fonts, ICMS integration, etc.

* Some of the new enhancements are creating and managing executive notifications before sending an email, audit chronology, planned events, case sensitivity, etc.
* After trying to test out the minor releases, we found out that it is not as beneficial as we thought, it is more time consuming and does not benefit the state as we hoped. It was decided that we would only have major releases and have hotfixes in between. Moving forward this way will make the best out of the time and budget.
* There will be early release builds available to the districts who have the resources to do some independent/regression testing, prior to the formal release. It will include the hotfixes. I sent out two hotfixes this morning and the main reason we have the short time between hotfixes is that the hotfix sent last month had a bug in it that could not be discovered at the TERL. It was discovered by one of the districts after the regression testing after the release. What we are requesting here is if you as a district have the capabilities and resources to help with regression testing while we are doing the testing at the Central Office, that would be great. Hopefully, this will help us find the major/minor issues that can only be found on the operations side prior to release. Please send me an email if you have any interest in volunteering to help with regression testing.
* **Action Item:** Districts to send Christine an email if they want to volunteer to help with regression testing.

**SG – 3029 Predefined Plans Do Not Populate Dynamic Vehicle Info – Voting Item**

**Tucker:** Right now, when you schedule a predefined plan, the user is able to select DMS, HAR, and Beacons. The user is not able to include tags that would pull information from the event such as Event Type, Location, Lane Blockage, etc. that would be available to the templates used to dynamically generate messaging.

We are proposing that predefined plans allow you to add in those template tags similar to the message tags that you would use in your response plans currently. Essentially if a field does not have information or is undefined when you generate that predefined plan, you would get a blank error and the message would be squished together and would all still line up but would remove that information. That functionality would work the exact same ways as your response plans do right now. So essentially you get the same functionality that applies to when you are generating a dynamic response plan versus when you’re using a predefined plan. You are still using the option in the predefined plan to not use any of those but this would give you the functionality to use any of the dynamic templates.

I would note that the way the predefined plans are set up, and the different way you would apply messaging to individual devices, the templates are going to have to apply on a per-device basis. You will get the option of selecting multiple DMS at the same time and putting the messages on those DMS. You can do it across multiple but because the way predefined plans are generated, you can set up each one individually you would have to do the same thing for the predefined templates as well for the ones we generated by the event.

All of the voting items today will be after the release of 7.2.

**Cost and Schedule:**

* **Release: after 7.2**
* **Cost: $7k**

**Mark Laird:** If we make a message like this and have a field that is suppressed because the information isn’t there, and if we have something like an article or prepositionin literal text like from or to, is there any way to bundle that with the tag so if the tag goes away other text can go too?

**Tucker:** There is not a way to do that in either the predefined or the event template way currently. There is probably a way to make that happen in general in the predefined plans and the message templates as well. It would essentially be a new tag type where you would say this is part of a single item and you want to remove the entire thing. I think it should be treated independently of this one so yes, it is possible.

**Mark Laird:** With response plans, we see the message and can fix it, but the predefined plans might not catch some of that.

**Tucker:** Whether you load a predefined plan or a dynamic plan you still get the whole list of DMS there. My guess is that you would still search through them the way you normally do to make sure the messages are populated with information and that they look correct.

**Jay:** Are there any other questions on this item? Hearing none, John will walk us through the voting process.

**John:** I am going to stop sharing my screen and I will load in the first voting item. Once it comes in you should see the voting item on your screen. You should see the first voting item on your screen at this point. There only needs to be one vote per district. If you are having trouble seeing the voting item, please let me know. You have five minutes.

**Tucker:** Just so you are aware the poll doesn’t show up to everyone, it only shows up to those who are on the voting list.

**Christine:** I just want to let you know that I submitted before I selected Central Office. It wouldn’t let me select it and resubmit.

**John:** Does anyone else from Central Office want to vote? Currently, we have votes from everyone else and they are all approvals.

**Christine:** Central Office approves this as well.

**John:** All approvals, this item passes.

**Jay:** With that, we can move to the next item.

**SG-3900 Enable Spellcheck for Text Fields – Voting Item**

**Tucker:** When we transitioned all of the dialog data for Internet Explorer, we are running on WPF which is the application that is hosted right now. We lost some of the IE functionality that was there by default. One of these was spell check. We took this issue to the SSUG and we discussed adding the framework for spell check and we would add it to floodgates, operator comments, and DMS message entry. These are the main places where people mainly type text. If we need additional spots that people identify beyond these, the framework is already in place so it would be trivial to add.

**Mark Laird:** Does the spell check underline it or automatically change it?

**Tucker:** It will be underlined. The look of it is very similar to what you get from Internet Explorer.

**John:** Does it give suggestions for correct words?

**Tucker:** I believe it does but I will have to check on that to be sure.

**Jay:** Any questions before we proceed with voting on this item?

**Eric Gordin:** For the DMS message entry, there are a lot of things that we abbreviate. I am curious if it would catch on that certain abbreviations are okay? Or will it just flag everything that is not spelled correctly?

**Tucker:** It will flag it but I think there is a way to add words to an approved list/dictionary. If that is something you are interested in, I can look into it. But it will essentially just underline the word.

**Eric Gordin:** So, it is more like a prompter for the operator, it is underlined, you should double check it.

**Tucker:** This will not limit anyone’s ability to do anything, it is just a visual indication to check it out.

**Jay:** Going back to Eric’s comment, is the library function something we would look at in the future?

**Tucker:** It is based on the framework of spell check that you are using. It usually allows that but I will have to look into it specifically.

**Jay:** So, it should have that functionality?

**Tucker:** Yes, normally they do.

**Jay:** Any other questions on this? Hearing none, John please load up the vote on this one.

**Dan Buidens:** One quick clarification before you start the timer. I am an operator and see the underscored word and add it to the dictionary, would it only be added to the dictionary on that machine? What would happen if I gave the event to another operator on a different machine? Is it a community library/dictionary that we added the word to or will it show up on the other machine as incorrect?

**Tucker:** Normally if you think of Microsoft Word, it is tied to the individual account. One issue with making it a community library is the time it would take to look up. It would delay the time because it is looking somewhere other than on the local machine. Some libraries might support this and if we go that route we might have to switch off of something that the New Hampshire project has used.

**Cost and Schedule**

* **Release: After 7.2**
* **Cost: $5k**

**John:** Any other questions? Hearing none, I am going to open up the poll. Please have each district only vote once. Just let me know if you don’t see the poll. We are still waiting on District One and Three. All the votes are in and they are all approvals so the measure passes.

**Jay:** Thank you, now we can go to the next item.

**SG-4082 Allow Audit of Secondary Event Status**

**Tucker:** This has to do with auditing secondary event status. Right now, there is no way to audit the primary or secondary event status of an event. We discussed in the SSUG that you would still have to put in the event number. If you want to modify or change the secondary event, instead of selecting the event from an event list you would still have to type in the event number.

**Mark Laird:** Can you also delete an existing relationship?

**Tucker:** That came up, do we want to do that? There is not a big change between modifying it, changing it or deleting it on the back end. It will just show it or not, so I have the ability to delete it.

**Mark Laird:** The thing that triggered our need for this is that we had an incorrect relationship. We had the wrong primary event so the secondary event was hanging around forever.

**Tucker:** Was it a legitimate association that you are trying to get rid of or

**Mark Laird:** it was erroneous. They picked the wrong secondary.

**Tucker:** If that event was still hanging around, you should be able to change it in the UI, I can see where there would be cases where you want to have the delete. It wouldn’t change the cost estimate so it would fine if everyone wanted that.

**Cost and Schedule**

* **Release: After 7.2**
* **Cost: $10.5K**

**Jay:** Any questions before we vote on this item? Hearing none, John will open the poll.

**John:** The poll is open. All votes are in, they are all approvals. The measure passes.

**SG-4366 Depreciate Old SAS Scheduled Items**

**Tucker:** Right now, as you create more schedules the more scheduled items are within those schedules, they always hang around. So, as you load more and more of them it takes longer and longer for the MAP to load them. What we have seen in multiple districts is if you load up the system, with hundreds and hundreds of recurring events and actual scheduled items over a long period of time, it makes it harder to modify schedules and make new ones. We would like to have a configurable perimeter per installation that says how far back in time should we keep the SAS items. Once they get past that they will be archived. They will be deprecated in the database and marked as not needed items. They will stay at the database level but we don’t need them at the user interface level. Once they are archived we can put in an option to recall scheduled items in the database and we can change their timing so they are reactivated. The real benefit here will be faster load times on currently scheduled items.

**Cost and Schedule**

* **Release: After 7.2**
* **Cost: $15k**

**Jay:** Any questions? Hearing none we can proceed with the vote.

**John:** The poll should be open. All votes are in and they are all approved. This measure passes.

**SG-4678 Weather Conditions Filter for Reporting**

Tucker: Right now, we do track weather conditions as part of events. There is no way to filter reporting based on any of these. Adding weather perimeters for use in reporting is what we would be doing.

**Cost and Schedule:**

**Release:** After 7.2

**Cost:** $1.5k (just the parameter), $4k with report modifications

**John:** Is that a shot in the dark on the report or have you figured out which reports it would be added to?

**Tucker:** There wasn’t a specific set of reports. We are estimating that on a limited subset of them.

**John:** So, there will be some additional work on that?

**Tucker:** If we had to mark every single report it would be higher than that.

**Jay:** So, is this two separate items or are we voting on it together?

**Christine:** I would vote on the enhancement including the reporting modification.

**Jay:** As a follow up would we need a list of reports that the Districts would want this in?

**Tucker:** Once they are being implemented, yes absolutely.

**Jay:** This could be a future action item based on the results of this action item. Does anyone have any questions about this item? John, let us proceed with the vote with the caveat to add the functionality and update with the list of reports where this feature is needed.

**John:** The poll is open. All votes are in and they are all approved. The measure passes.

**SG-4705 Adding Cameras from Three Counties to SunGuide**

**Tucker:** Right now, there is a need for Districts to control cameras in off-peak hours. What we have right now is device level permissions, but it would apply to all devices all of the time. Conceptually we need to change base level permissions based on time of day. SAS has the ability to do stuff for time of day. The proposed solution here is to have the ability to control device permissions through SAS. This is something that could be done manually, you could go in at six o’clock and grant specific permissions to specific users. That would be supported but every day you would have to have someone do it. This would have the ability for SAS to perform a set of actions at a certain time.

**Cost and Schedule**

* **Release: After 7.2**
* **Cost: $12k**

**Christine:** I would like to add something because we previously had an issue regarding this enhancement. Please make sure before turning on this enhancement in your area, you have all local agency agreement and they are ready before turning this enhancement on.

**Jay:** Anything else from anyone on this item? Hearing none, we are ready to proceed with the vote.

**John:** The poll is open. We have all the approvals. The measure passes.

**SG-4706 Add County to Device Configuration**

**Tucker:** When you set up a device you select a latitude and longitude and not a county. SunGuide doesn’t do anything with county information, the FL511 system uses county. We want to capture the county data in SunGuide so people can use it as a filter. With having county added, you would have a lot more control over what is sent out to FL511. Could be set as filters when looking at a set of devices in the status dialogs for DMS and CCTV.

**Cost and Schedule**

* **Release: After 7.2**
* **Cost: $14k (all device types)**

**Jay:** Any questions on this?

**Jason:** When we talked about this at the SSUG did we decide that SunGuide was going to assign counties based on the latitude and longitude? Or is that something that has to be manually done the first time?

**Tucker:** We can make it that way. Are you asking for every time you put one in or the first time you load it?

**Jason:** I would say the first time you load it based on all the existing devices.

**Tucker:** That shouldn’t be a problem. We can do that.

**Jay:** Any other questions? Hearing none, I think we are ready for the vote.

**John:** The poll is up. We have all the approvals. The measure passes.

**SG-4789 A “Snooze” or “Reset” Button for RR Stopped Vehicle Alert**

**Tucker:** This has to do with the Road Ranger alerts. They currently don’t do the same thing as the IDS alerts. The AVL alerts will pop up into the alert dialog and hang out there until the condition generating them is removed. There is no operator action it is just a notification that sits in the alert box. This would allow the user to click on it and handle it more like an IDS alert. It would allow the user to “snooze” the alert and remove it from the alert list. The alert should come back after a configurable amount of time if the condition is still present. The alerts and responses would be logged in the database. That way you could have accountability on who is pushing what.

**Cost and Schedule:**

* **Release: after 7.2**
* **Cost: $6k**

**Mark Laird:** When it is removed, it is removed from everyone’s alert list?

**Tucker:** That is correct.

**District Three:** You are showing the time as configurable, can you make it show zero time so if they don’t respond it won’t go away? I want the alert to stay there until they act on it.

**Tucker:** The alert will continue to sit there if no one does anything. It will stay how it is right now. This enhancement would give the operator the ability to acknowledge the alert. The alert time is from when the person acknowledges the alert and when it should pop up again. Are there any other questions?

**Jay:** John, please proceed with the vote.

**John:** The poll is open. We have all the approvals. The measure passes.

**Open Discussion**

**Christine:** The next CMB meeting is a joint meeting with the SELS team. I think Jennifer Fortunas sent a hold for September 18th and 19th. She is getting ready to submit the travel blanket approval.

**Jennifer:** I only sent it to the SELS members, not the CMB members.

**Christine:** I will forward it after this meeting. The meeting is in Tallahassee.

**Jay:** Just so I understand, we are looking for a list of travelers from the Districts for that meeting? It will be a SELS meeting and face-to-face CMB meeting.

**Dan Buidens:** Can you give us more information about the face-to-face?

**Christine:** The next CMB meeting will be a combined meeting with the SELS meeting and the date is September 18th and 19th. It will be a face-to-face meeting in Tallahassee. We are requesting the Districts input on who from each district should have atten. It should be two people per district and one person from the SELS group and the CMB group.

**Jay:** Can we get feedback on the WebEx voting?

**Dan:** I liked it.

**Jason:** It seemed to save us time.

**Jay:** One concern I saw is if someone can’t participate because they are only able to call in.

**John:** That was not the case for today but is a concern for the future.

**Jay:** maybe we need to establish that upfront when we start the meeting.

**Mark Laird:** I think they can vote verbally.

**Jay:** I agree, we will try this type of voting for future meetings.

**Dan:** Is anyone worried about one district potentially voting for another district by accident? It doesn’t let you un-submit.

**John:** It does not let you un-submit or re-submit but we can see who is logged in and voted.

**Jay:** If anyone votes by accident, then they just need to speak up and we can work it out on the back end.

**Action Item Review**

* **Central Office will follow up on who should attend from the districts and send out a calendar invite.**
* **As part of item number 4678, we will need to survey the Districts to find out which reports should include the weather filtering functionality.**
* **Jay is going to circle back with Jeremy on the information received from District Six.**
* **Dan Smith to give us an update based on the hotfix being applied to the WWD.**
* **Enhancement 3029 possible additional enhancements to the predefined enhancement. The comments should be handled separately from 3029. Mark Laird should generate a ticket for his comments.**
* **Enhancement 3900 – Tucker to check on the suggested spellings of a word would be presented to a user if it was flagged. Also, to look into an approved list or library to see how it would function.**
* **Christine wants the Districts who have the resources to volunteer to help with regression testing. If the Districts are interested they should send an email to Christine.**