

Change Management Board Meeting for SunGuideSM Software System Draft Agenda and Worksheet

“The Department Change Management Board (CMB) shall review and approve the request for an Engineering Change to the contract. The entity responsible for making the change shall prepare and submit an Engineering Change Proposal (ECP) for review and approval by the CMB.” P. 8 Section 3.2.1.4.

Chairperson: Gene Glotzbach/Liang Hsia

Date: Tuesday, April 6, 2004

Time: 3 PM - 5 PM EST

Location: ITS Conference Room with teleconference setup

Attendees: Voting Members

Chris Birozak, FDOT D1

Peter Vega, FDOT D2

Elizabeth McCrary, FDOT D3

Evelyn Legcevic, FDOT D4

Jerry Woods, FDOT D5

Jesus Martinez, FDOT D6

Bill Wilshire, FDOT D7

Liang Hsia, FDOT ITS

Other Attendees

Nick Adams, FDOT ITS

Gene Glotzbach, FDOT ITS

Mark Plass, FDOT D4

John Bonds, PBS&J

David Chang, PBS&J

Steve Dellenback, SwRI

Robert Heller, SwRI

Walter Townsend, Siemens ITS

Teleconference Bridge Line Number: 850-922-2904

Suncom: 292-2904

Introduction: The CMB members are to review the proposed project changes and either approve or deny the requested change. If the change is approved, the price for the change needs to be either approved or denied. If denied, the FDOT will further negotiate the cost of the change with Southwest Research Institute (SwRI).

Change Request	CMB Vote (Yes/No)	
	Scope	Cost
Change the name of STMCSLS to “SunGuide SM Software System” in all project documents (from this point forward)	Yes	
Change to using the Windows 2003 Server Operating System for all application servers	Yes	

Change Request	CMB Vote (Yes/No)	
Administrative Changes	Scope	Cost
Standardize on using Windows 2000 and Internet Explorer 6.01 or later, or Windows XP Pro and Internet Explorer 6.01 or later, for all Workstations	Yes	
Accept the project schedule to slip by 5 months and 3 weeks after NTP for ECP No.1? (see p.11 and also refer to attached page for contract amendment processes)	Yes	
Agree to make a schedule change and move the 3M Canoga Micro loop driver development to Release 2a?	Yes	
Deleted Scope	Scope	Cost
CCTV <ul style="list-style-type: none"> ○ American Dynamics 2050 device driver (Software Requirements Review Meeting Results, 04/02/17) ○ SunGuideSM driver (Software Requirements Review Results, 04/02/17) 	Yes	
	Yes	
Modified Scope	Scope	Cost
Standardize on the GDT GIS DynaMap shape files (The contract change will add the purchase and annual license update costs)	Delete	Delete
District provides Contractor Vendor with ITS devices' geographic coordinates in degrees and decimal degrees to six places. (No cost change)	Yes	

Change Request	CMB Vote (Yes/No)	
Modified Scope	Scope	Cost
<p>The FDOT ITS Office will plan, design, and oversee the implementation and testing of the physical Center-to-Center Communication network. The FDOT ITS Office will develop the network topology and document the current network architecture. The FDOT ITS Office will design any physical communication links required and specify the type of link, bandwidth, capacity, location and type of network devices, and networking environment.</p>	Yes	
<p>Test bed</p> <ul style="list-style-type: none"> ○ Milestone Demos will need District support and use of their facilities on a not-to-interfere basis. (p. 10) – Agreed? <p>No cost to the project if the Milestone Demonstration does not take place.</p>	Yes	

Added Scope				Priority	CMB Vote (Yes/No)
Subsystem/work task	Component	Added Cost	1- High 2- Medium 3- Low	Scope	
CCTV	CCTV NTCIP Video Switch	NTCIP 1208	\$69,729		Yes
	DTS NTCIP CCTV Camera Testing	Testing of DTS NTCIP compliant camera interface	\$16,212		Defer (Pending D4 CCTV input)
	DTS NTCIP CCTV Video Switch Testing	Testing of DTS NTCIP compliant video switch interface	\$16,212		Yes
	CCTV IDI Testing	Test SunGuide SM CCTV Camera NTCIP driver with the FDOT provided IDI NTCIP converter for the Cohu 3525 -1000 Pend and Pelco Spectra IISE Dome cameras	\$13,845		Yes
	CCTV IP Video Switch	Cortec, iMPath, Vbrick and Teleste Codecs	\$134,322		Yes
	CCTV control: American Dynamics	Support for the American Dynamics Keyboard/Joystick Controller / Model AD2088	\$20,210		No (SwRI will research a less expensive device and provide Logitech joystick information.)
	CCTV control: ADEMCO	Support for the ADEMCO Video Keyboard/Joystick Controller / Model KEGS5000	\$49,137		No (SwRI will research a less expensive device and provide Logitech joystick information.)
Video Wall	Video Wall Source Selection	Barco/Argus Wall Video Source Selection	\$184,788		Yes
	Video Wall Configuration	Barco/Argus Video Wall Configuration	\$178,471		No (If cost becomes much lower, can be brought back in)

Added Scope			Priority	CMB Vote (Yes/No)
Subsystem/work task	Component	Added Cost	1- High 2- Medium 3- Low	Scope
TSS	MicroLoops	3M Canoga models C800, C822, 824	\$129,074	Yes (Hold for 3 months for C900 series and MDX JPA, or issue NTP for this subtask in Release 2a.)
	RTMS	Wavetronix SmartSensor EIS RTMS Sensor	\$148,701	Yes
	Ramp Metering	WSDOT 170 controller firmware driver	\$113,475	Yes
DMS	DMS IDI Testing	Test SunGuide SM DMS NTCIP driver with the IDI device that translates NTCIP protocol to Dambach proprietary protocol.	\$18,321	Yes
	Trailblazer	Identification of signs on the Map display, select and control the signs using SunGuide SM protocol.	\$56,381	Yes
	Milestone Demo No. 2	At D6 Integrated DMS and CCTV operation demonstrated	\$25,329	Yes
	Milestone Demo No. 3	Between D4, D6 and MDX Functionality of C2C, CCTV and DMS demonstrated	\$29,035	Yes
	Concept of Operations Document	Revise the CONOPs document to include operational scenarios.	\$49,631	Yes

FDOT Contract Amendment Process

1. FDOT receives complete information from SwRI;
2. FDOT ITS Office distributes the complete information to Committee members and gets members' confirmation of Districts' decision in five working days.
3. FDOT Procurement Office receives information from FDOT ITS Office;
4. FDOT Procurement Office prepares the amendment and detailed processes;
5. FDOT Procurement Office forwards the contract document to FDOT Office of General Counsel for legal review and signature;
6. FDOT Office of General Counsel returns the approved document to the FDOT Procurement Office;
7. FDOT Procurement Office sends to SwRI for review and signature;
8. SwRI returns the signed document to FDOT Procurement Office, for processing (at this stage, the Procurement Office must have the encumbrance completed and then can issue the Notice to Proceed);
9. FDOT Procurement Office forwards the contract document to the FDOT State Highway Engineer's Office for review and signature.
10. FDOT State Highway Engineer's Office returns the signed Contract Document to the FDOT Procurement Office for final processing.
11. FDOT issues the Contract Change Order

The FDOT Procurement Office cannot predict the time to process the Contract Change Order because it goes through FDOT General Counsel and Finance Offices. According to SwRI the delivery of Release 1 software will occur 5 months and 3 weeks after receipt of the Notice to Proceed.

Review Summary and Findings

(To be filled out by the Chairperson of the Change Management Board):

COMMENTS / ACTIONS: _____

(Attach additional sheets as needed)

Committee Member: _____
Print

Date: _____
Signature