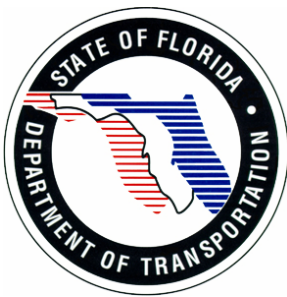


Technical Memorandum No. 1

Configuration Management Process for the Maintenance and Update of the *Ten-Year ITS Cost Feasible Plan*

**May 11, 2004
Version 4**



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Technical Memorandum No. 1 – Configuration Management Process for the Maintenance and Update of the Ten-Year ITS Cost Feasible Plan

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List of Acronyms

| | |
|--------------------|--|
| AL | Analog Line |
| CCTV | Closed Circuit Television |
| CEI | Construction, Engineering, and Inspection |
| <i>CFP</i> | <i>Cost Feasible Plan</i> |
| CMP | Configuration Management Process |
| COM | Telecommunication Infrastructure |
| CST | Construction |
| CVIEW | Commercial Vehicle Information Exchange Window |
| CVO | Commercial Vehicle Operations |
| D/B | Design/Build |
| DMS | Dynamic Message Sign |
| ESS | Emergency Stopping Site |
| ETC | Electronic Toll Collection |
| FDOT | Florida Department of Transportation |
| FHWA | Federal Highway Administration |
| FIBER | Fiber Optic Communications Cable |
| FIHS | Florida Intrastate Highway System |
| FMS | Freeway Management System |
| <i>FTP</i> | <i>Florida Transportation Plan</i> |
| GIS | Geographic Information System |
| HAR | Highway Advisory Radio |
| I-10 | Interstate 10 |
| I-4 | Interstate 4 |
| I-75 | Interstate 75 |
| I-95 | Interstate 95 |
| IMS | Incident Management System |
| INC | Contract Incentives |
| ITS | Intelligent Transportation System |
| MOT | Maintenance of Traffic |
| MPO | Metropolitan Planning Organization |
| <i>NITSA</i> | <i>National ITS Architecture</i> |
| O&M | Operations and Maintenance |

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PDO..... Program Development Office
PE..... Preliminary Engineering
RMS Ramp Metering Site
RTMC Regional Transportation Management Center
RWIS..... Road Weather Information System
SEMP *Systems Engineering Management Plan*
STMCSLS..... Statewide Transportation Management Center Software Library System
TTMS..... Telemetered Traffic Monitoring System
VD..... Video Detection

1. Introduction

On October 23, 2002, the Florida Department of Transportation (FDOT) Executive Committee adopted the *2002-2012 Ten-Year ITS Cost Feasible Plan*, referred to herein as the *CFP*. The *CFP* is a 10-year program of state- and district-funded intelligent transportation system (ITS). These projects were developed to promote coordination for the programming and deployment of ITS services for Florida's Intrastate Highway System (FIHS) limited-access facilities. Funding for the *2002 – 2012 CFP* totaled \$496 million in statewide ITS Program funds and \$222 million in district allocated funding. The *CFP* projects and funding are balanced annually through a collaborative effort with the FDOT Districts and the Program Development Office (PDO) to reflect state and regional ITS needs and priorities.

The ITS projects contained in the *CFP* consist of freeway management systems (FMS); incident management systems (IMS); a telecommunications infrastructure (COM); regional traffic management centers (RTMC); commercial vehicle operation (CVO) systems; and advanced traveler information systems (ATIS) for the major FIHS facilities.

The projects programmed for the first five years of the *CFP* are consistent with the projects programmed in the *FDOT's Five-Year Work Program*, referred to herein as the *Work Program*). Each year, an additional \$30 million dollars will be added to the *CFP* to fund the new tenth year's ITS projects or the upgrades to existing ITS projects. These additional projects, combined with the continuous project cost increases and scope changes, will require annual updates to the *CFP* to ensure consistency with the *Work Program* and the District ITS project priorities.

1.1 Purpose

The purpose of this *Technical Memorandum* is to identify a process for annually updating the *CFP* and its supporting databases, to be consistent with the update of the *Work Program*, and to reflect the Districts' ITS project priorities. Once this annual update process is approved by the ITS Office and the FDOT Districts, the process will be implemented during the 2003-2013 update of the *CFP* and will guide the conduct of future *CFP* updates.

2. Document Organization

This *Technical Memorandum* is organized in the following sections:

- *Section 1, Introduction* – This section presents background information on the *CFP* and defines the purpose of this *Technical Memorandum*.
- *Section 2, Document Organization* – This section presents a list of the subjects covered in this document.
- *Section 3, The Ten-Year ITS Cost Feasible Plan* – This section details the content and purpose of the *CFP*, and describes the process for development of the original *CFP*.
- *Section 4, The FDOT's Work Program Overview* – This section highlights the FDOT's *Five-Year Work Program* production process and discusses how the *Work Program* update process impacts the *CFP* update process.
- *Section 5, Configuration Management Process for the Update and Maintenance of the CFP* – This section recommends a process for the annual update of the *CFP* and presents a methodology for ITS data collection, analysis, and inventory.
- *Section 6, Conclusions* – This section presents a summary of the *CFP* annual update process.

3. The Ten-Year ITS Cost Feasible Plan

The *CFP* is a 10-year program and resource plan comprised of a list of transportation activities and improvements that accomplish the goals and objectives of the *Florida Transportation Plan (FTP)* and *Florida's Intelligent Transportation System Strategic Plan – Final Report* (August 1999), referred to herein as *Florida's ITS Strategic Plan*. It represents a commitment of state- and district-managed funds over a 10-year period to provide ITS for the purpose of enhancing, preserving, and maintaining a safe and efficient statewide transportation system. The primary goal of the *CFP* is to fund a coordinated, statewide program of projects to develop a basic ITS infrastructure on Florida's major intrastate highways.

The *CFP* was originally developed through the completion of the *Corridor Implementation Plans* for the five major FHHS limited-access corridors, including Interstate 4 (I-4), Interstate 10 (I-10), Interstate 75 (I-75), Interstate 95 (I-95), and Florida's Turnpike. The purpose of the *Corridor Implementation Plans* was to identify ITS projects for the earliest implementation in the areas of greatest need, typically in urbanized areas but within the context of the overall corridor plan. These *Corridor Implementation Plans* were prepared according to the Federal Highway Administration (FHWA) *Rule 940*¹ and the *National ITS Architecture (NITSA)*. As part of the master plan process, a schedule of ITS improvements along each corridor was recommended and then later merged to develop a statewide list of ITS needs. This list also considered District ITS program objectives, schedules, and needs. The statewide ITS needs were prioritized to identify ITS projects for the earliest implementation in areas of greatest need, typically in urbanized areas, but within the context of the overall *Master Plans*. This prioritized list of statewide needs was compared with forecasted, state-managed funds to develop a financially feasible ITS Program plan.

The *CFP* identifies FMS and IMS deployments for 63 percent of the FHHS limited-access facilities, covering all urban areas within Florida. It also identifies the telecommunications infrastructure, and the RTMCs necessary to support and operate the FMS and IMS projects. Additionally, the *CFP* includes ATIS and 511 traveler information services for all of Florida, and provides broadcast traveler information in major metropolitan areas, serving 78 percent of Florida's population. Other programmed ITS services include, electronic toll collection (ETC) services; statewide highway advisory radio (HAR) systems; road weather information system (RWIS) deployments; a Statewide Transportation Management Center Software Library System (STMCSLS) and Configuration Management Process (CMP); commercial vehicle electronic credentialing; automated routing software; and the Commercial Vehicle Information Exchange Window (CVIEW) program.

¹ *Rule 940 – Intelligent Transportation Systems Architectures and Standards*, Federal Highway Administration (June 1998), Public Law Number (Pub.L.No.) 105-178, 112. Stat. 457.

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To ensure that ITS along the major urbanized intrastate facilities are fully integrated and coordinated with local ITS services and other transportation systems, an additional \$5 million in District discretionary funds was programmed for the five FDOT Districts containing the major urbanized areas (i.e., Miami-Fort Lauderdale-Palm Beach, Tampa Bay-St. Petersburg, Orlando, and Jacksonville). These District discretionary funds may be applied to ITS projects along intrastate feeder and connector facilities to enhance and coordinate with ITS along the primary FIHS facilities.

The ITS operations and maintenance (O&M) projects and temporary ITS installations for maintenance of traffic (MOT) are not included as part of the *CFP*, with the exception of a few previously approved projects.

Projects contained in the *CFP* are identified by District, FIHS facility, project limits, type of ITS service, project production phase, and funding allocation by year. Production phases for each project are labeled as follows:

- Preliminary engineering (PE);
- Construction (CST);
- Design/Build (D/B);
- Construction, engineering, and inspection (CEI); and
- Contract incentives (INC).

The currently adopted *2002-2012 CFP* programs \$496 million in state-managed ITS funds and roughly \$222 million in District-allocated funds for projects located on the FIHS. It is anticipated that a new 10th year will be added to the *CFP* each year to include an additional \$30 million worth of projects. Statewide ITS program funds for 2002-2012 were allocated as follows:

- FDOT District 1 – \$63.78 million;
- FDOT District 2 – \$29.94 million;
- FDOT District 3 – \$34.34 million;
- FDOT District 4 – \$93.97 million;
- FDOT District 5 – \$39.47 million;
- FDOT District 6 – \$25.10 million;

- FDOT District 7 – \$106.36 million;
- Florida’s Turnpike Enterprise – \$9.50 million; and
- ITS Central Office – \$93.99 million.

The ITS projects identified on the list of statewide ITS needs that were not included in the *CFP* have been identified as “Unfunded Needs” and will be considered for inclusion in the outer years of the *CFP*, during subsequent updates.

Although the current focus of the *CFP* is to program primarily urbanized ITS projects on the FIHS limited-access facilities, future enhancements will include ITS deployments located on rural FIHS limited-access segments, FIHS controlled-access facilities, and on major arterials in urban areas.

3.1 ITS Deployment Database

To support the development and maintenance of the *CFP*, the ITS Office has developed a centralized ITS deployment database. This database provides an inventory of existing, funded, and unfunded FIHS deployments; serves as an important tool for tracking the progress and location of ITS deployments; and supports the maintenance of an inventory of ITS devices deployed as part of the statewide projects.

The ITS deployment database allows the ITS Office to:

- Provide a snapshot of ITS deployments throughout Florida;
- Monitor the ITS Program’s performance; and
- Manage and maintain statewide ITS resources.

The database is comprised of three primary data tables: the project table, the device table, and the *CFP* table. The project table tracks the status and location of all existing, funded, and unfunded projects identified in the list of statewide ITS needs. It contains detailed information on the implementation status of each project phase, and provides a historical record of completed ITS projects for integration and maintenance purposes. Projects in this table are annually updated in accordance with the approved *CFP*. Those projects constructed prior to the update period are reclassified as existing projects and are archived for historical reference as well as for maintenance and project life-cycle tracking.

The project table is linked to a device table that lists the type, number, and location of each ITS device (including the communications infrastructure) deployed as part of the existing, funded, or unfunded projects contained in the project table. The devices contained in the database include closed circuit television (CCTV) cameras; dynamic message signs (DMS); vehicle detector stations, video detectors (VD); HAR roadway signs and beacons; RWIS detectors; ramp metering sites (RMS); emergency stopping sites (ESS); fiber optic communications cable (FIBER); analog lines (AL); and communication hubs, in addition to locating all existing and planned RTMCs.

Consistent with their associated projects, devices are classified as existing, funded, or unfunded. These existing, funded, or unfunded device locations can be mapped by roadway identification number and milepost using a geographical information system (GIS). The Districts provide project device location information in the form of D/B plans or conceptual design plans. Device locations for unfunded projects are estimated by the ITS Office to provide a reasonable estimate of present-day project costs. When a project moves into design, plans are obtained from the District and the device table is updated to reflect more precise device locations.

The device inventory database assists in:

- Tracking device life-cycle information for system rehabilitation;
- Identifying legacy equipment for system integration; and
- Determining capacity needs for statewide ITS infrastructure support programs.

The *CFP* table reads information from the project table to track the funded project phases contained in the most recent version of the *CFP*. It is a tool that is used to determine funding availability for new projects and to program modifications to currently funded *CFP* projects. This table is also updated annually based on the update of the *CFP*.

A variety of products are derived from the deployment database which are used in day-to-day ITS Program operations. Project summary reports can be generated that detail the scope of each ITS project, the funding status and amounts, and project development schedule, as well as the type and number of ITS devices deployed as part of the project. The database is also used to produce ITS device and project location maps.

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Often, special database queries are requested from various public and private sector agencies requiring statewide ITS deployment information for special applications. Examples of these special queries include:

- Existing ITS devices for the STMCSLS Invitation to Negotiate (ITN);
- Existing and future detector station locations for integration with the FDOT's telemetered traffic monitoring sites (TTMS);
- Funded *CFP* projects and devices for telecommunication projects; and
- Existing DMS on the FDOT system for use in Florida's Amber Plan alert system.

Currently, the database is operated, maintained, and managed within the ITS Office. Reports, maps, and data queries are prepared by ITS Office staff. Future phases of the ITS deployment database will include data access, data query, report generation, and mapping capabilities via the Internet.

The management, maintenance, and coordination of the *CFP* and its supporting databases are comprehensive, crosscutting, and continuous efforts that require substantial resources. This large amount of financial information and project-related data requires full-time staff, and an organized method for collecting, analyzing, and reporting the statewide ITS data. Constant communication and coordination with the various District ITS Program Managers and FDOT PDO staff is also an important component in creating an ITS Program that meets and addresses statewide ITS needs. Therefore, a CMP is needed that:

- Develops an annual schedule for updating the *CFP*;
- Improves the reliability and stability of the *CFP* and ITS deployment data;
- Defines agency roles and responsibilities in the maintenance of the *CFP* and its supporting databases;
- Documents the process for easy understanding and future replication; and
- Ensures that the *CFP* is developed in consistence with the District ITS project priorities and the FDOT's *Five-Year Work Program*.

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This *Technical Memorandum* recommends a CMP for modifying currently programmed projects, incorporating previously identified unfunded needs, and identifying new District ITS priorities for funding consideration as part of the *CFP* update. It defines the process for updating and maintaining the ITS deployment database, and identifies opportunities for data sharing with other FDOT offices. The recommended CMP will also identify existing organizational practices and procedures; recommend new practices and procedures; and define the roles and responsibilities of the various FDOT offices throughout the update and maintenance process. The process will be developed in coordination with the District ITS Program Managers and the *Work Program* development process to ensure compatibility and consistency.

4. The FDOT's Five-Year Work Program Overview

Due to the fact that the *CFP* update and maintenance process will coordinate with and closely follow the *Work Program* update and maintenance process, an overview of the *Work Program* development process is necessary to provide a framework for the *CFP* update process. This section presents a summary of the *Work Program* annual development schedule and update process.

The *Work Program* is a statewide project-specific list of transportation activities and improvements required to meet the goals and objectives of the *2020 Florida Transportation Plan (FTP)*. The *FTP* is the policy framework that guides crucial investments in Florida's transportation system and the *Work Program* is the financial plan that assists in converting these policies to projects. The *Work Program* is developed through a continuous balancing of local and District transportation needs and available funding in various program areas.

The FDOT is required to forecast expected revenues and develop a finance plan that is balanced to the forecasted revenues. Additionally, the FDOT operates with a commitment budget. This means that appropriations received from the Florida Legislature each year are for the planned commitment of funds. The *Work Program* is the document that identifies the FDOT's balanced finance plan and commitment of funds. Thus, the *Work Program* must be reviewed and approved each year by the Florida Legislature and the Governor to ensure that the *Work Program* is balanced to the appropriations committed.

The *Work Program* development process begins in the spring of each year when appropriation requests for the upcoming fiscal year are submitted to the Legislature. In July, the FDOT Executive Committee reviews the funding levels and balances them with the prescribed policies and objectives. Once balanced, the final appropriations targets are distributed to the seven FDOT Districts and Florida's Turnpike Enterprise along with the *Work Program Instructions* (September 2003). These *Instructions* provide the guidelines for the overall process of developing, reviewing, adopting, and amending the *Work Program*.

This District appropriations notification begins the gaming cycle for the programming of new projects over the next five years. The gaming cycle is the process that allows the Districts to add new projects to a new fifth year based on local priorities and to modify currently programmed project scopes. This process typically takes place during the months of July and August. Once the Districts and Florida's Turnpike Enterprise submit their project funding requests, a draft *Tentative Work Program* is developed and presented for review and consideration by the local governments, metropolitan planning organizations (MPO), and the general public. Public review of the draft *Tentative Work Program* is typically conducted in October of each year. Based on the review and comments, Districts may make final changes to the draft *Tentative Work Program*.

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The *Work Program* gaming cycle draws to a close in early January to finalize the development of a *Tentative Work Program* for the subsequent five fiscal years. At this point, District projects must be identified, scheduled, and balanced to fund allocations. The new *Tentative Work Program* is submitted to the FDOT Secretary and Executive Committee for review.

At least 14 days prior to the convening of the regular legislative session, a *Tentative Work Program* is submitted to the Executive Office of the Governor, the Legislative Appropriations Committee, the Florida Transportation Commission (FTC), and the Florida Department of Community Affairs (FDCA). The FTC will review the new *Tentative Work Program* for compliance with applicable laws and FDOT policies, then present it to the public at an announced statewide public hearing for further review and feedback. The document will be revised according to the comments received from the public hearing, and then the proposed document will be published and submitted as the *Reviewed Tentative Five-Year Work Program*. On July 1st of each year, the FDOT Secretary adopts the final *Tentative Work Program*.

Because project information in the *CFP* and *Work Program* must be consistent and developed simultaneously, it is necessary to annually coordinate the *Work Program* gaming cycle and the *CFP* gaming cycle. Additionally, the *CFP* balances ITS funding and implementation schedules on a statewide basis over a 10-year period. Therefore, ITS projects identified in the outer years of the *CFP* should be rolled into the new fifth year of the *Work Program*. A process for coordinating the development of these funding and resource plans is necessary to ensure consistency between the plans and to guide the implementation of a coordinated, comprehensive statewide ITS.

5. Configuration Management Process for the Update and Maintenance of the *Ten-Year ITS Cost Feasible Plan*

This section presents a proposed CMP for the update and maintenance of the *CFP* and discusses the roles and responsibilities of the Districts, the ITS Office, and the PDO.

5.1 Proposed Configuration Management Process for the Update of the *Ten-Year ITS Cost Feasible Plan*

Based on the *Work Program* development process, a CMP for the update and maintenance of the *CFP* has been developed. The purpose of this process is to document the steps and processes necessary to update the *CFP* on an annual basis; coordinate the update of the *CFP* with the PDO and other FDOT offices; and to identify the roles and responsibilities of the agencies involved.

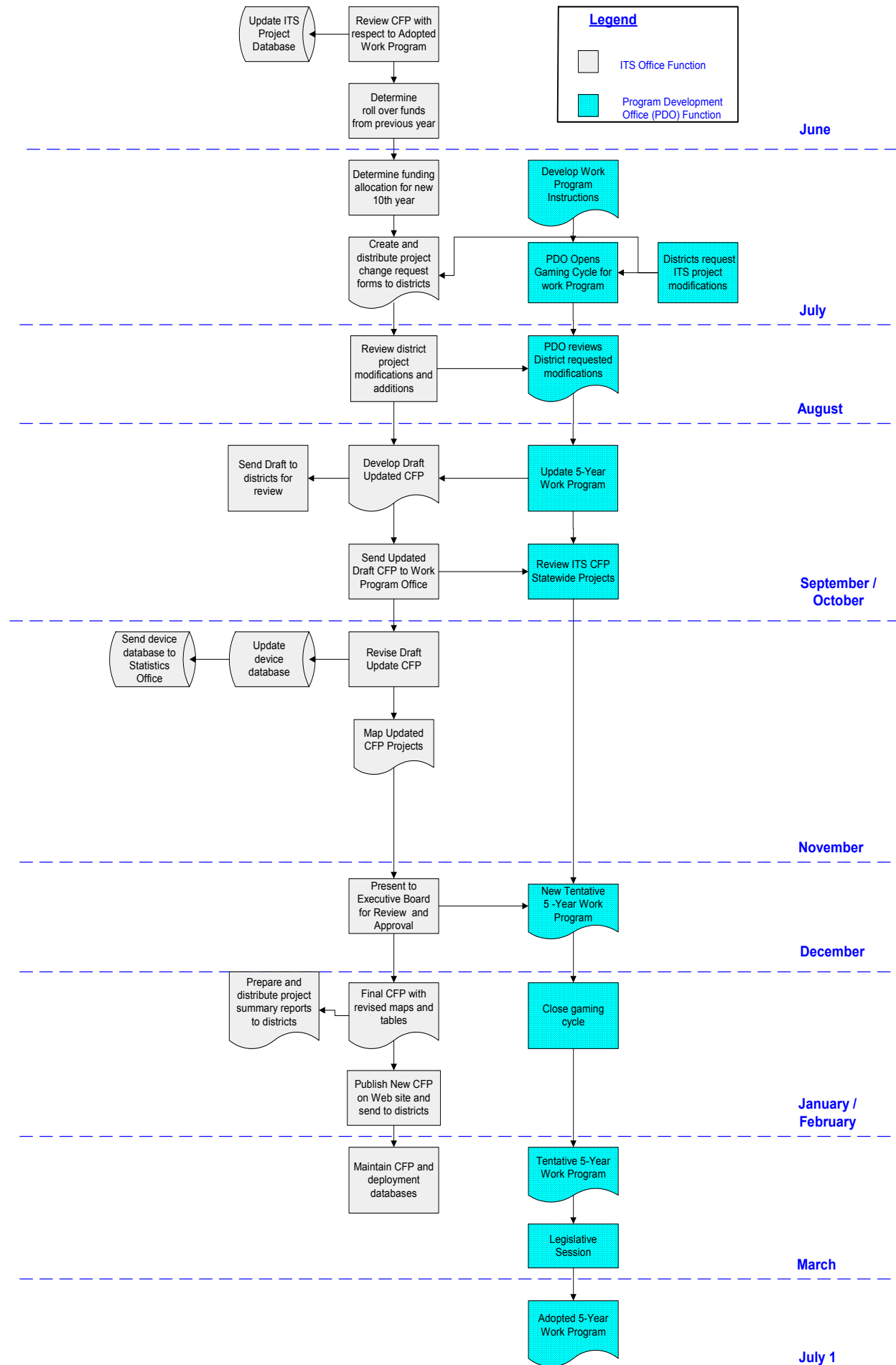
Figure 5.1 illustrates the proposed CMP for the update of the *CFP* relative to the annual update of the *Work Program*. The *CFP* update begins in June of each year with a review of the *CFP* projects according to the adopted *Work Program*. This review is conducted to identify any recent modifications to the *Work Program* that should be included in the *CFP* and to establish a new *CFP* baseline for the update process. The project database table is also updated to reflect any modifications. This review is conducted with assistance from the PDO. Additionally, during this review process, rollover funds from the previous year are identified and rolled over in the updated *CFP*.

In July, the PDO opens the gaming cycle and notifies the Districts of the acceptance of new *Work Program* requests. Simultaneously, change request forms are distributed to the Districts by the ITS Office to document requested modifications to the *CFP* ITS projects and to identify new project priorities for the new 10th year of the *CFP*. A list of previously unfunded, candidate projects are prepared and distributed to the Districts for funding in the new 10th year. Additionally, the new funding allocations for the new 10th year of the *CFP* are determined by the PDO.

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During August and September, ITS project modifications and additions are collected from the Districts for the *Work Program*. At this time, the Districts and the ITS Office may consider changes to the priorities, cost estimates, and schedules for projects in the planning stages. District ITS Engineers may also submit requests for changes to ITS projects contained in the *CFP*, consistent with the *Work Program* modifications. The ITS Office then aggregates the statewide funded ITS project modifications and additions to assess the impacts on a statewide basis. The project estimates and schedules are compared with available statewide ITS funds to balance District ITS needs with the estimated revenue. The *CFP* is also to be updated to reflect the programming of district-allocated funds and expressway authority projects on the FIHS limited-access facilities in the *Adopted Work Program*. A draft updated *CFP* is developed that contains the recommended project modifications and additions.

Figure 5.1 – Statewide Ten-Year ITS Cost Feasible Plan Update Draft Configuration Management Process



In October, the draft *CFP* is then forwarded to the PDO and the Districts for their final review and consideration. Upon approval from the ITS Office and the PDO, projects contained in the first five years of the *CFP* will be included in the *Tentative Five-Year Work Program*. Following review by the Districts and by the FDOT Assistant Secretary for Transportation Policy, the new 10th year will be added to the *CFP*.

After final comments are resolved, a revised draft *CFP* is then prepared for presentation to the Executive Board in November. The presentation includes a summary of the projects included in the *Ten-Year ITS CFP*, including District project maps and tables. Upon approval by the Executive Committee, final updated *CFP* documentation will be prepared and posted on the ITS Office Web site. Final revisions to the deployment database will also be made consistent with the approved *CFP* and project summary reports will be printed for review by the Districts. In February of the following year, after the gaming cycle has officially been closed, one last review of the *CFP* will be made with respect to the *Tentative Work Program* to capture any last minute *Work Program* modifications. From February until June, maintenance of the *CFP* and its supporting databases will be conducted and a new baseline *CFP* will be formalized in preparation of the next annual update beginning in June.

5.2 Agency Functions and Responsibilities

The ITS Office, District ITS Programs, and the PDO each have separate functions in implementing the CMP. However, the functions of each office work together to update and maintain the *CFP*. The following text details the roles and responsibilities of each office involved in the maintenance and update of the *CFP*.

5.2.1 ITS Office Functions and Responsibilities

The ITS Office's primary responsibility is to maintain and manage a coordinated and comprehensive program of statewide ITS deployments to provide effective and efficient statewide ITS services that save time, lives, and money for Florida travelers. It is responsible for guiding the development and implementation of ITS services in Florida, and for providing technical assistance in developing and operating these systems. Their role in carrying out the CMP is to coordinate with the District ITS engineers in documenting and implementing local ITS needs, and balancing the fulfillment of these needs with available statewide funding through close coordination with the PDO. The ITS Office is responsible for the development of a statewide plan for funding and implementing the projects through the development of the *CFP*. Additionally, the ITS Office is responsible for developing and maintaining supporting programs, systems, and documentation for the implementation of *CFP* projects such as:

- *Florida's ITS Strategic Plan;*

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- *Technical Memorandum No. 4.1 – ITS Corridor Master Plans: Concept of Operations for ITS Deployments along Florida’s Principal FIHS Limited-Access Corridors;;*
- *Technical Memorandum No. 4.2 – ITS Business Plan for Deployments along Florida’s Principal FIHS Limited-Access Corridors;*
- *ITS Corridor Implementation Plans;*
- ITS deployment database;
- *Systems Engineering Management Plan (SEMP);*
- Standards and specifications documentation, including the *Standards, Specifications, and Estimates Processor;*
- Telecommunications network development and maintenance;
- STMCSLS; and
- *Florida Statewide ITS Architecture (SITSA).*

The ITS Office provides technical assistance and guidance to the Districts in implementing the *CFP* projects on an as-needed basis.

5.2.2 Program Development Office Functions and Responsibilities

The PDO’s primary responsibility is the development of a *Five-Year Work Program* that implements the policies solidified in the *FTP* and balances District transportation needs with forecasted FDOT revenues. It coordinates with offices such as the ITS Office to maintain the integrity of the statewide system plans and to manage the spending of statewide revenues for the program areas consistent with the direction and guidance of the FDOT Executive Committee.

The PDO’s role in the maintenance of the *CFP* is to verify statewide ITS funding levels, develop the *ITS Work Program Instructions*, and to assist in balancing District and statewide ITS needs with available revenue. They provide support and guidance to the ITS Office and coordinate with the District Work Program Offices to accurately estimate and program ITS project costs and schedules. They collect new ITS projects for the new fifth year of the *Work Program* after review and approval by the ITS Office, and verify this information with District Work Program Offices.

5.2.3 District ITS Program Functions and Responsibilities

The District ITS Program's primary responsibility is the implementation of a regional transportation system that addresses the needs, requirements, and objectives of the local communities. Their role in the update and maintenance of the *CFP* includes recommending ITS projects for inclusion in the *CFP*, and providing project information, costs, schedules, and conceptual design information to the ITS Office for those projects contained in the *CFP*. They are responsible for submitting statewide funded ITS project modifications and additions to the ITS Office and their District Work Program Office for inclusion in the *CFP* and the *Work Program*. Additionally, they review draft *CFP* documentation, including maps, tables, and project summary reports. They are responsible for coordinating this information with local ITS stakeholders, regional agencies, and their respective FDOT management, and ensuring that the *CFP* projects are implemented according to schedule and within the budgeted allocations.

Although each agency has defined roles and responsibilities in the update process, these efforts are interdependent. The update and maintenance of the *CFP* would not be feasible without the active participation and support of the District ITS programs, District Work Program Offices, and the PDO. Continuous communication and coordination between all the departments involved is tantamount to the success of the *CFP*.

6. Conclusions

This *Technical Memorandum* recommends a CMP for annually updating and maintaining the ITS Office's *Ten-Year ITS CFP* consistent with FDOT policies and directives. It identifies a process for integrating the *CFP* and *Work Program* ITS projects and processes, and establishes new procedures for modifying programmed ITS projects, incorporating previously identified unfunded needs, and identifying new District ITS priorities for funding consideration as part of the *CFP* update. It defines the process for updating and maintaining the ITS deployment database, and identifies opportunities for data sharing with other FDOT offices. The recommended CMP also recommends new organizational practices and procedures, and defines the roles and responsibilities of the various FDOT offices throughout the update and maintenance process.

The CMP has been developed in accordance with the District ITS program managers and *Work Program* development process to ensure compatibility and consistency. It includes and encourages coordination and communication among agencies, and provides opportunities for review and comment by Districts, the PDO, and FDOT management prior to finalization and approval of the updated *CFP*.

After review and approval by the Districts and the PDO, the CMP should be implemented to guide the update and maintenance of subsequent *Ten-Year ITS CFPs*.