

Cambria Status Report

2/1/2010 – 4/1/2010

Task 1 – Convert RPMD into a Web-Based System

#	Task Description	Task Status
1a-1)	Task Work Plan	<ul style="list-style-type: none"> Development under way
1a-2)	Requirements Specification	<ul style="list-style-type: none"> 3/8 - Provided sample database documentation and concept for expressing database design – feedback from Technical Team pending 3/19 – Provided draft requirements/action log template for review – feedback from Loren pending 4/1 – Provided draft TOC with sample content for the Requirements Specification – feedback from DRI pending.
1a-3)	Testing, Verification and Deployment Plan	<ul style="list-style-type: none"> Draft currently being developed
1b)	Convert RPMD to Web-Enabled Environment	<ul style="list-style-type: none"> Not yet started
	Project Management/Administrative	<ul style="list-style-type: none"> Obtained team office space at Caltrans “R” street location Renewed Caltrans badges and access cards Received software installs of Novell, Lotus Notes and FileMaker Pro 8, Attended Office Chief briefing Evaluating Base-Camp software for use on the project, at the request of DRI

#	Task Description	Items to be Completed Next Period
1a-1)	Task Work Plan	<ul style="list-style-type: none"> Submit draft Task Work Plan for review Receive and incorporate comments Finalize Task Work Plan
1a-2)	Requirements Specification	<ul style="list-style-type: none"> Hold SME kickoff meeting Finalize Table of Contents Initiate SME meetings to discuss database design and functional changes to the database
1a-3)	Testing, Verification and Deployment Plan	<ul style="list-style-type: none"> Submit preliminary Testing, Verification and Deployment Plan Receive and incorporate comments
	Project Management/Administrative	<ul style="list-style-type: none"> Hold Pooled Fund state project briefing – date and meeting content to be confirmed

ID	Items for Discussion/Attention	Discussion Item
1.	SME Team meetings	<ul style="list-style-type: none"> Work with Loren and Cliff to initiate SME discussions, hold kickoff and begin analysis.
2.	Preliminary/draft deliverable outlines	Receive feedback on preliminary deliverables/TOCs

Task 2 – Identify and Implement Caltrans-Specific Upgrades, Modifications and Enhancements for the New Web-Based RPMD System

#	Task Description	Activities Completed this Period
2a-1	Provide support for FileMaker RPMD	<ul style="list-style-type: none"> • 3/16 - Met with Kelly Takigawa, Nick Burmas and Azzeddine Benouar to discuss RPMD enhancement requests • 3/22 – Developed and provided Requirements Tracking Log with initial enhancement requirements included and Action Log • 3/22 Initiated development and testing on eight high priority enhancements • 4/1 – Implemented two highest priority enhancement • Scheduling meeting with So.Cal office regarding issues with invoicing • Scheduling meeting with OMS regarding TRAMS/BMS import process
2a-2	Convert Caltrans data to the Web RPMD	<ul style="list-style-type: none"> • Not yet started
2a-3	Enable Web RPMD to store digital files	<ul style="list-style-type: none"> • Not yet started
2a-4	Develop Project Plan and Program Framework Reports	<ul style="list-style-type: none"> • Not yet started
2b	Incorporate upgrades into Web RPMD	<ul style="list-style-type: none"> • Not yet started
2c	Perform acceptance testing	<ul style="list-style-type: none"> • Not yet started
2d	Deploy Web RPMD	<ul style="list-style-type: none"> • Not yet started
	Project Management/Administrative	<ul style="list-style-type: none"> • 3/17 – attended OC meeting

#	Task Description	Items to be Completed Next Period
2a-1	Provide support for FileMaker RPMD	<ul style="list-style-type: none"> • Implement remaining enhancements • Train OMS staff in importing TRAMS/BMS data into the RPMD • Meet with So.Cal office

ID	Items for Discussion/Attention	Discussion Item
1.	FileMaker License	Cambria team needs additional FileMaker Pro 8 Developer license, to be installed 5/8
2.	FileMaker Test Server	Caltrans is currently resurrecting the FileMaker test server for installation at the “R” street location
3.	OMS Manager Leaving DRI	Determine who will take over Kelly Takigawa’s role on the project

Task 3 – Identify and Implement WSDOT-specific Upgrades, Modifications, and Enhancements for the Existing FileMaker-based RPMD System

#	Task Description	Activities Completed this Period
3a	Review the RPMD and identify WSDOT-specific upgrades	<ul style="list-style-type: none"> Developed a tool for quickly identifying change request impacts 3/25 - Initiated review of ORLS existing project tracking tools and business process documents 3/30 - Held project kickoff with ORLS SMEs 3/31 - Held project briefing with Leni Oman - Scheduled a series of SME requirements interviews and workshops for Apr-May
3b	Incorporate approved WSDOT upgrades, modifications and enhancements	<ul style="list-style-type: none"> Not yet started
3c	Perform acceptance testing	<ul style="list-style-type: none"> Not yet started
3d	Deploy Web RPMD	<ul style="list-style-type: none"> Not yet started
3e	Provide implementation and post-implementation Support	<ul style="list-style-type: none"> Not yet started
	Project Management/Administrative	<ul style="list-style-type: none"> Initiated project planning with Tim Carlile and developed kickoff presentation materials Developed project schedule/task work plan 3/30- Worked with ORLS to develop a preliminary agenda for meeting with the pooled fund participants – pending feedback from Nick Burmas

#	Task Description	Items to be Completed Next Period
3a	Review the RPMD and identify WSDOT-specific upgrades	<ul style="list-style-type: none"> Facilitate five interviews with key WSDOT staff to assess current processes and needs Facilitate two JAD sessions with key WSDOT staff to gather requirements Review additional provided process documentation and spreadsheets/tools
3b	Incorporate approved WSDOT upgrades, modifications and enhancements	<ul style="list-style-type: none"> Create initial prototype

ID	Items for Discussion/Attention	Discussion Item
1.	FileMaker License	Cambria team needs FileMaker Pro v11
2.	Travel to Washington	Cambria will be in Washington May 3-5 for additional JAD sessions and meetings
3.		