

TPF-5(181) January 1, 2011 – March 31, 2011 Quarterly Report

Report of Consultant Activity:

Task 1 – Convert RPMD into a Web-Based System

- 1a-1) Task Work Plan
 - Participated in multiple meetings to discuss use cases, process diagrams, requirements, data model, screen mock-up, and specifications document design with Team Leads
 - Discussed detailed scope for Phase 2 and high-level scope of Phase 3 and beyond
 - Continued to assist with the re-baseline of the project schedule
 - Continued to build partnership with Caltrans IT as they lead the development effort
 - Confirmed detailed iterative approach for all meeting materials and deliverables
 - Maintained the Action Log
 - Created an Division and Office Chief briefing around the project phases and scope
 - Initiated weekly status meeting with client PM
 - Completed monthly progress reporting and meetings

- 1a-2) Requirements Specification
 - Continued to partner with the Project Leads to gather requirements and design requests
 - Conducted multiple specification review session, focusing on key sections of the specification
 - Attended/ facilitated Project Lead and IT meetings to discuss inputs, outputs, process steps, and requirements for the following:
 - Follow up discussions on Project Concept and Task Development
 - Follow up discussions on Project Concept and Task Maintenance
 - Status, stage and triggers
 - Hub design and functions
 - Gathered documentation, conducted analysis, and created draft TAP:PSC:Family connection documentation for review and consideration by DRI
 - Assisted with financial terms definitions and clarification
 - Completed multiple iterations and final draft use cases and process diagrams for Phase 1 processes
 - Created multiple iterations and final draft data model and dictionary with results from client (Leads) meetings
 - Developed mock-ups for Hub alternatives
 - Created multiple iterations and final draft screen mock ups with feedback from client Leads
 - Confirmed specifications document components and layout
 - Maintained a comprehensive requirements log
 - Submitted four additional iterations of the Phase 1 specifications document for review and feedback
 - Began building out components of Specification 2 , based on requirements gathered to date
 - Built out detailed meeting materials for Phase 2, based on requirements gathered to date

- 1a-3) Testing, Verification and Deployment Plan
 - Deferred to Testing Phase
- 1b) Convert RPMD to Web-Enabled Environment
 - Not yet started

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

- 2a-1) Provide support for FileMaker RPMD
 - No support requested
- 2a-2) through 2d)
 - Not yet started

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

- Provide post-implementation support, as needed

Task 4 - Develop Transportation Pooled Fund (TPF) Module for the New Web-based RPMD System

- Not yet started

Task 5 - Develop Cooperative Research Projects Module for the New Web-based RPMD System

- Not yet started

Next Quarter Deliverables

- Provide ongoing project management support for the project
- Discuss next steps planning and options for future phases, including the iteration cycle and scope

Task 1 – Convert RPMD into a Web-Based System

- Provide Specification Phase 1 (version 1.7) – Project and Task Development and Maintenance
- Provide Specification Phase 2 – Review and Approval Management
- Initiate work on Specification Phase 3 – Financial System (E-FIS) Data Import
- In support of the above activities the team will work on:
 - Re-baseline project schedule and maintain meeting plan schedule for SME meetings
 - Continue SME meetings to discuss database design and functions
 - Document results of SME meetings in requirements log and use case format (incorporate into specifications document)
 - Continue to document the use cases and process diagrams
 - Continue technical specification discussions
- Provide support and communications to Caltrans IT during development activities.
- Initiate test planning activities for Specification Phase 1.

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

- Provide general technical and functional support to OMS and other RPMD users

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

- Providing post-implementation support, as needed

Task 4- Develop Transportation Pooled Fund (TPF) Module for the New Web-based RPMD System

- No planned action

Task 5- Develop Cooperative Research Projects Module for the New Web-based RPMD System

- No planned action