

Info Tech Support of the Trns•port User Group TAG Activities

In support of the objectives and responsibilities of the Trns•port Technical Advisory Groups (TAGs), Info Tech, Inc. plans to designate a representative for each TAG listed in the following table to provide information and recommendations on maintenance and enhancement Trns•port Modification Requests (TMRs) associated with the focus area of the TAG.

TAG	Main Area of Focus
Civil Rights and Labor Management	<ul style="list-style-type: none"> • New development of general Trns•port Civil Rights and Labor Management functionality
Construction Management	<ul style="list-style-type: none"> • Maintenance of CAS and SiteManager modules • New development and enhancement of general Trns•port construction management functionality
Contract Monitoring	<ul style="list-style-type: none"> • Maintenance issues associated with the BAMS/DSS module • New development and enhancement of general Trns•port decision support functionality
Cost Estimation	<ul style="list-style-type: none"> • Maintenance of CES module • Enhancements, maintenance and development issues related to Estimator • New development and enhancement of general Trns•port estimation functionality
Field Management	<ul style="list-style-type: none"> • Enhancements, maintenance and development issues related to the FieldManager suite of software • New development and enhancement of general Trns•port field management functionality
Information Technology	<ul style="list-style-type: none"> • Technical and infrastructure aspects relating to the enhancement, maintenance and development of all Trns•port components and functional areas
Materials	<ul style="list-style-type: none"> • Maintenance of materials portion of SiteManager • New development and enhancement of general Trns•port construction materials functionality
Proposal through Award	<ul style="list-style-type: none"> • Maintenance of the PES, LAS and Expedite modules • New development and enhancement of general Trns•port proposal, letting and award functionality

The main support will fall into the following categories:

- Pre-Ballot Preparation: Review, Contractor Comments, Scope Assessment and Recommendation on all Ballot Items two months prior to the Trns•port Users Group (TUG) Conference and a summary review the week prior to the TUG

- Participation in one or two TAG meetings via conference call to help facilitate understanding of business and technical aspects of the TMRs under review and understanding of the complexity of the TMR.
- Monthly review of new ballot items using the automated ballot system (ABS). Look for potential duplicate, related, or unclear TMR descriptions and ensure contractor comment is in place or in progress
- Monthly review of Next Generation Trns•port (NGT). Review NGT preview site user stories, functionality and test cases related to their subject matter area. Review NGT Message Board posting and provide comments, questions and recommendations.
- On-call assistance to TAG Coordinator or TUG Chair with questions on base product functionality related to enhancements or maintenance TMRs under review by the TAG. On average, one call or e-mail per month is anticipated with most activity occurring during the two to three months prior to the TUG.
- Participation in the TUG Conference by attending TAG sessions as deemed appropriate, providing support in the demo room, and by attending the TUG Business Session to provide support for any questions related to items approved for the ballot.

The Info Tech TAG Representative can provide useful information to assist in ranking of TMRs, review and comment on NGT forum postings, formulation of resolutions, and assessment of scope. For example, items that impact multiple functional (business) areas or that impact shared infrastructure components. Another example includes assessment of potential database impacts. The Info Tech TAG Representative may also be aware of planned TMRs, which may relate to errors or enhancements under review by the TAG.

The following table provides a high level view of the activities during a typical fiscal year when the Info Tech TAG Representative provides support to the TAGs.

Fiscal Year Activity	Time Frame
TUG Chair Conference with TAG Coordinators	June/July
Next Generation Trns•port (NGT) <ul style="list-style-type: none"> • ITI posts latest NGT software to Preview site • TAGs, ITI SMEs and Users review user stories, functionality and test cases related to their subject matter area • Users post comments, questions, recommendations to NGT Message Board • TAGs and Users identify ballot items to recommend be added to NGT backlog 	Throughout the fiscal year

Fiscal Year Activity	Time Frame
Ballot Item Submittal <ul style="list-style-type: none"> • Agency logs enhancement TMR • ITI reviews enhancement TMR and logs comment on development approach then assesses complexity • Enhancement TMR is added to pre-ballot 	Throughout the fiscal year
Pre-Ballot Preparation <ul style="list-style-type: none"> • TAGs review the ballot items and make recommendations on endorsements, removal, revisions 	July - October
TUG Conference	October/Early November
Ballot Voting	November
TUG Chair and TTF Review of Ballot Results	November
TTF takes Ballot Results into consideration for future enhancements and new development in the MSE Work Plan	Ongoing during fiscal year with focus December - January
Ballot Results Reflected in Next Fiscal Year LRWP Appendix	April

The ITI Transport Product Manager provides guidance and oversight of the ITI TAG Representatives in a similar manner in which the TUG Chairperson provides for the TAG Coordinators.