

A. Trns•port Task Force Purpose

The Trns•port Task Force provides for the strategic direction for the Trns•port products, which include

- Long term vision for the Trns•port suite of products
- Product Objectives
- Annual goals

The Trns•port Task Force manages the current Trns•port products by

- Determining when new products should be developed or added as Trns•port products
- Preparing a Long Range Work Plan (LRWP)
- Preparing and submitting a budget for the product line and TTF
- Determining appropriate platforms and how long to support each platform and/or version
- Preparing an annual Maintenance, Support and Enhancement (MSE) workplan to be executed with the Trns•port contractor that includes levels of support, levels of maintenance, and what enhancement items will be developed and included in the product
- Manage and direct contractor by modifying and approving the contractor's budget, and approving or rejecting the contractor tasks

B. Trns•port Task Force Membership

The Task Force includes seven members from member agencies, but no more than one from each agency. Appointments are for 3-year terms, and approved by SCOJD. Terms are staggered so at most 3 members are up for appointment/reappointment any year. A member may serve two full terms (plus the completion of uncompleted term of a member who has left the Task Force)

The members select a chair and vice-chair, which does not automatically ascend to the chair. The chair typically maintains the minutes of the executive session and business actions. Another member, other than the chair, normally takes minutes of the open session and maintains the Action and Pending Items list. Subgroup of the TTF is often assigned tasks of overseeing on-going issues or special assignments to be completed between meetings.

C. AASHTO Project Manager

An AASHTO staff member is assigned as the Project Manager for the Trns•port products. The AASHTO Project Manager provides a liaison for the TTF with AASHTO staff. This staff member executes the contract between AASHTO and the contractor, and performs contract administration on the MSE. (e.g. contractor payments and execution of contract modifications).

TTF travel expenses are submitted on AASHTO's expense reimbursement form and submitted to AASHTO.

D. SCOJD Liaison

SCOJD provides a liaison to server as the link between the TTF and the SCOJD. The SCOJD Liaison:

- Carries information to the TTF from SCOJD
- Presents to the TTF and the contractor the AASHTOWare strategic directions early enough in the annual LRWP and MSE development processes to ensure the direction of the Trns•port product is consistent with AASHTOWare strategic direction. This discussion is normally during the September Task Force Meeting
- Carries back to SCOJD appropriate issues and actions of the Task Force

The SCOJD Liaison attends both the Open and Executive Session of the meeting. However, the SCOJD Liaison does not vote on Task Force motions

E. T&AA Liaison

A T&AA Task Force liaison provides link between the TTF and T&AA. The T&AA liaison:

- Brings information from T&AA to the TTF
- Carries TTF issues to T&AA
- Performs consultation and technical research as appropriate to the AASHTOWare environment
- Maintains (along with all T&AA members) AASHTOWare Standards and Guideline
- Gives updates to TTF on Standards and Guideline.
- Performs coordination role such as contractor workshops, on technical issues affecting AASHTOWare, such as XML

F. Technical Review Teams

The Task Force, or an assigned subgroup of the TTF, normally oversees the development work on enhancements or new project development. However, for larger projects the TTF may assign a TRT to oversee the development. Members of the TRT do not normally attend TTF meetings.

G. Trns•port Contractor

The quality of the Trns•port product is largely dependent on the day-to-day activities of the Trns•port contractor. The contractor:

- Provides maintenance, support and enhancement in accord with the executed contract
- Provides technical expertise in the development of the strategic direction of the product
- Prepares proposals, cost estimates and workplan for work proposed by the TTF

H. Task Force Meetings

September Task Force Meeting (normally a 4-day meeting). - This meeting is normally held in Gainesville, or location near Gainesville, to allow greater attendance by the contractor's staff. The primary object of this meeting is Strategic Planning where the contractor presents their viewpoints to Task Force

December Task Force Meeting (normally a 4-day meeting) - The primary objects of this meeting is to start the preparation of the new LRWP and MSE. The TUG Chair presents the results of the annual enhancement vote to the Task Force. The Task Force reviews the results of TUG enhancement ballot for potential enhancements, and asks the contractor to provide more refined estimates on selected enhancement items. The first drafts of MSE and LRWP are also reviewed at this meeting and comments are provided to the contractor for the next drafts.

January Task Force Meeting (normally a 4-day meeting)- The primary objects of this meeting are to finalize the MSE and LRWP, determine enhancements for next MSE, finalize the AASHTO catalog, and determine what the Trns•port Chair will present at Annual Chairs Meeting

April Task Force Meeting (3 or 4 day meeting based on work items to be discussed) - The primary objects of this meeting are to discuss any direct received at the SCOJD Chairs Meeting, review status of the current year's MSE, and discussion of general business items

June Task Force Meeting (3 or 4 day meeting based on work items to be discussed) - The primary objects of this meeting are to discuss the year-end Maintenance and Enhancement software releases, discussion of general business items, and begin the discussions of the Strategic Plan update,

I. Task Force Meeting Format

Task Force meeting dates are normally set one year in advance. Meeting locations are typically determined 4-8 weeks prior to the meeting. The meetings generally start at 8:00 AM and conclude around 5:00 PM each day. The dress attire for the meetings is business casual.

Attendees at the Task Force meetings should bring a laptop computer. The meetings are normally paperless, with reports distributed by e-mail prior to the meeting or on a diskette at the meeting. The Contractors' standard reports are to be sent to the TTF members, AASHTO, TUG Chair, SCOJD representative, and T&AA representative at least one week prior to the meeting. These reports are sent out as early as possible so the TTF members can review them prior to the meeting.

The Task Force normally meets in Executive Session the first morning of the meeting to discuss the agenda and any questions on the materials that had been sent out. The TUG Chair is invited to participate in the review of the Standard Reports, starting at 10:00 AM. The open session normally begins at 1:00 PM on the first day. The contractor's staff and the TUG Chair are normally in attendance. The licensee representative(s) of the agency where the meeting is being held in is invited to participate in the open session. The agenda items normally covered the first afternoon are:

1. Introductions if guests are present
2. Listing of major objective of the meeting
3. Future meeting dates
4. Review of Pending/Action Items From previous meetings
5. Trns•port User Group Report (by TUG Chair)
6. Comments to contractor on Standard Report items
7. AASHTO Reports
8. SCOJD Reports
9. T&AA Reports
10. Presentation on proposals by the contractor

The Task Force is normally in open session the afternoon of the first day and most of the second day (covering routine business with the contractor). The Task Force normally spends most of the last day (or two) in Executive Session. The meeting concludes with last afternoon in an open session with the contractor and TUG chair where the TTF provides an electronic document with the written directions from the Task Force.

Minutes of the meeting are normally approved via e-mail within a week after the meeting and then posted on the Cloverleaf website by the Contractor for users to view

J. Other Meetings

Annual Trns•port User Group Meeting is normally hosted by a user agency during the month of October. TAG meeting are normally held during the TUG meeting. Individual agencies make presentations on new innovations being implemented their agency. The users also discuss enhancement items and new enhancement items may be added. The Task Force Chair and contractor make presentation at the TUG of the highlights of the past year and present upcoming activities. Task Force Members are expected to attend the TUG Meeting and be available to meet with the Trns•port users.

Task Force Chairs Meeting with SCOJD is normally in February or March. The chair of each AASHTO Task Force attends this meeting. Chairs of each Task Force present MSE, LRWP, etc.

Presentations are often requested by individual agencies interested in Trns•port products. The contractor normally presents these presentations. However, a TTF member attendance often desirable

K. Trns•port-nvms

- CIRT – Construction Issues Review Team assigned to review outstanding SiteManager construction TMRs
- MSE – The annual Maintenance, Support and Enhancement contract to Trns•port
- LRWP – The five year Long Range Work Plan for Trns•port
- MIRT – Materials Issues Review Team assigned to review outstanding SiteManager materials TMRs
- SCOJD – AASHTO's Special Committee on Joint Development, which oversees project Task Forces
- T&AA – AASHTO's Technical and Application Architecture Task Force
- TAG – Technical Advisory Group of the TUG
- TEA – Transportation Estimators Association, a group transportation estimators who normally hold their annual meeting in conjunction with the annual TUG meeting
- TMR – Trns•port Maintenance Report, a report to ITI of a potential error in the software
- TRT – Technical Review Team appointed by the TTF to review Trns•port development projects
- TUG – Trns•port Users Group which consists of Trns•port users from each Trns•port agency



Introduction to

Trns•port Task Force Meetings

September 2002

New members are appointed periodically to the Trns•port Task Force. Also, each year the new TUG Chair attends the Task Force meetings. The primary object of this pamphlet is to acquaint these individuals with the purpose and the typical meeting structure of the Trns•port Task Force.