

HANDOUTS

from previous meeting



March 20, 2007

COMMUTER CONNECTIONS TRANSPORTATION DEMAND MANAGEMENT SYSTEM SOFTWARE SYSTEM TIMELINE

March 12, 2007

I. AUGUST 2006

- August 23, 2006: Kickoff Meeting

II. OCTOBER 2006

- October 16, 2006: Initial Requirements Meeting held at MWCOG.
- October 25, 2006: Met with MWCOG CTO and Commuter Connections to discuss Hardware and Software platform.
- October Accomplishments - Requirements Analysis:
 - 1) Compiled a list of data elements identified from the existing Employer Data (100%), GRH (100%), and CCRS (75%) systems.
 - 2) Started Functional Requirements Analysis for GRH System and designing the User Interfaces.
 - 3) Completed the required field design for the GRH application.
 - 4) Completed rideshare program required fields.
 - 5) Completed screen-flow layout of GRH application

III. NOVEMBER 2006

- November 15, 2006: Technical Approach and Architecture Meeting -MWCOG Staff and BTI Team.
- November 29, 2006: Initial Weekly Project Meeting to discuss Project Status and Issues - All BTI staff, Indus Staff and MWCOG attending.
- November Accomplishments - Design and Requirements (cont.):
 - 1) High Level Flow design completed.
 - 2) Database design started.
 - 3) Data Migration Requirements Analysis.

IV. DECEMBER 2006

- December 6, 2006: Weekly Project Meeting
- December 8, 2006: Demo of Screen Flow to MWCOG

- December 13, 2006: Weekly Project Meeting
- December 19, 2006: Demo of GUI design to MWCOG Staff
- December 19, 2006: Commuter Connections Ridematching Committee Demo
- December 20, 2006: Weekly Project Meeting
- December 27, 2006: Weekly Project Meeting
- December 28, 2006: Demo with MWCOG
- December Accomplishments:
 - ❖ Based upon Feedback from November and December Meetings and Conference Calls the following was accomplished in the month of December 2006:
 - 1) Enhanced the Address Page of Commuter Application based on demo feedback.
 - 2) Modified to show just the elements of the address – street, apt., city, with a drop down list showing all the address types: Home, Mailing, Commute Start, and Commuter End.
 - 3) Once the address fields are entered and the address type is selected, the user can select to save the address.
 - 4) The screen will update by showing a table at the bottom that lists the addresses entered with a radio select option to edit as well.
 - 5) In Edit Mode – added an additional Status field for the Address, with the following options: Active (default), Inactive.
 - ❖ Completed User Interface requirements and developed prototype screens for Commuters, CCRS Administration, and GRH Administration. The screens provide a standard look and feel across the applications and include the following:
 - 1) UIs for Commuters:
 - User Registration (Create Account, Update Profile, Personal Info, Employer and Work Schedule Info, Commute Info, and Program Preferences).
 - Edit Profile (Edit screens to update all the above screens).
 - GRH (Request a Ride, Ride Request Confirmation, and Ride History).
 - CCRS (Request a Match, Match Request Confirmation, and Match History).
 - 2) UIs for GRH Administrators:

- Commuter Administration (includes User Registration and Edit Profile screens).
- Trip Administration (Process Ride Requests, Process Vouchers, Trip Requests).
- Provider Administration (Add Providers, Manage Providers, and Provider Reports).
- GRH Settings.
- GRH Reports (Under Construction).

3) UIs for CCRS Administration:

- Commuter Administration (includes User Registration and Edit Profile screens).
- Pool Administration
- Match Requests
- Process Match Requests
- CCRS Reports (Under Construction)

V. JANUARY 2007

- January 3, 2007: Weekly Project Meeting
- January 10, 2007: Weekly Project Meeting
- January 17, 2007: Weekly Project Meeting
- January 24, 2007: Weekly Project Meeting
- January 31, 2007: Project Meeting
- January Accomplishments:
 - 1) Administrative Screen Flow 90% completed. Based on demo, some minor enhancements were performed to these screens as well as some additional screens need to be added for the missing Provider function. Expectation is that these screens can now be reviewed for completeness and design. Feedback is required before the design is finalized for the base template. The template design can be adjusted in the future, but an initial baseline is desired prior to commencing with application logic development.
 - 2) Database Design – Focus is on completing the Functional Access Control structures – completed on 1/31/2007. Feedback from Ross about the initial design is being received on a daily basis. Updates are being done to accommodate the feedback as

necessary. Plan is to review the updated model with Ross on Feb 2, 2007 for completeness.

- 3) Development of Commuter registration and Edit functionality has started in preparation for the Focus group analysis on Feb. 7, 2007. Tables that will be used reflect the database model and guide design as of 12/19 demo.
- 4) Development of base class structure for the Functional Access control module will commence on Feb. 1, 2007, and run in parallel with the development of the Demo. Completion of this module is necessary to proceed further as this will define the base security infrastructure for the system, upon which all other modules will be built. Design/Development/testing completion is anticipated by the end of February.

VI. FEBRUARY 2007

- February 2, 2007: Conference Call to prepare for Focus Group Session
- February 7, 2007: TDM Focus Group Sessions in Bethesda, MD.
 - These sessions were one on one user testing of the new system. A feedback document was provided to BTI and MWCOG. Changes were made to the application based on this document.
- February 14, 2007: Weekly Project Meeting
- February 21, 2007: Weekly Project Meeting
- February 26, 2007: Conference call to prepare for Working Group Demo.
- February 28, 2007: TDM Working Group Demo and Meeting at MWCOG HQ
 - Demo of the CCRS and GRH application screens and quick registration functions.
- February Accomplishments:
 - 1) Incorporated feedback from numerous working groups and focus groups into the application.
 - 2) GIS development started.
 - 3) Application GUI design completed for CCRS and GRH
 - 4) Profile editor designed
 - 5) Production level JAVA classes designed
 - 6) Administration GUI development
 - 7) Project Staff brought to 7 people total.

VII. March 2007

- March 6, 2007: GIS meeting between MWCOG & BTI Team
 - Discussed GIS data requirements for final application Build including employer data for March 20th Demo.
- March 7, 2007: Weekly Project Meeting (focused on GIS and March 20th Demo)
- March 12, 2007: BTI and INDUS collaboration meeting to finalize GIS application programming.
- March 14, 2007: Weekly Project Meeting (preparation for March 20th demo).
- March 20, 2007: Commuter Connections Ridematching Committee Meeting
 - BTI will provide a presentation of the project status and demonstration of the current application build.
- March 21, 2007: Weekly Project Meeting
 - Debriefing: Commuter Connections Ridematching Committee Meeting (March 20th)
 - Schedule for April
 - GIS Data Status
- TBD: Administration Focus Group in Fairfax, VA
- March 28, 2007: Weekly Project Meeting

VIII. April 2007

- April 4, 2007: Weekly Project Meeting
- April 11, 2007: Weekly Project Meeting
- [April 16, 2007: User Feedback Freeze Date](#)
- April 18, 2007: Weekly Project Meeting
- April 25, 2007: Weekly Project Meeting
 - April Plan of Action:
 - 1) Database Migration Script Testing
 - 2) Begin UNIT testing
 - 3) Finalize Administration Screens
 - 4) CCRS Data Migration

- 5) GRH Data Migration
- 6) GIS/Spatial Data Load

IX. May 2007

- May 2, 2007: Weekly Project Meeting
- [May 7, 2007: Application GUI FREEZE Date](#)
- May 9, 2007: Weekly Project Meeting
- May 16, 2007: Weekly Project Meeting
- May 23, 2007: Weekly Project Meeting
- May 30, 2007: Weekly Project Meeting
 - May Plan of Action:
 - 1) Access Control testing
 - 2) GUI Finalization
 - 3) “Look & Feel” Integration
 - 4) Validation of GRH and CCRS Components
 - 5) GUI Flow Control testing for GRH and CCRS
 - 6) Administration Screen Finalization
 - 7) Build Production environment at Host

X. June 2007

- June 6, 2007: Weekly Project Meeting
- June 13, 2007: Weekly Project Meeting
- June 19, 2007: Commuter Connections Ridematching Committee Meeting
 - BTI will provide a presentation of the Final Application prior to deployment
- June 20, 2007: Weekly Project Meeting
- June 27, 2007: Weekly Project Meeting
 - June Plan of Action:
 - 1) Final testing

- 2) User and Administration Acceptance
- 3) Deployment (includes both old and new sites to be running at once until final cutover).

❖ JUNE 29, 2007 – GO LIVE!