# SHRP2 C10: Metropolitan Transportation Commission

Quarterly Report for January 2015 - March 2015

#### SUMMARY

On the administrative front, we executed funding agreements with the Puget Sound Regional Council (on January 13, 2015, for \$100,000) and amended our agreement with the San Francisco County Transportation Authority (on April 1, 2015, increasing the value by \$40,000 to \$310,000). We are working through contract details with the University of Texas at Austin's Center for Transportation Research; we hope to execute a contract next quarter. We will also release a request for qualifications in the next quarter to procure additional resources.

The formal project kick-off meeting was held on February 3, 2015 in San Francisco. FHWA and FTA staff attended via teleconference. Our first deliverable, "Technical Memorandum: Proposed Work Plan", is attached. The majority of the effort expended in this quarter was devoted to refining the work plan, which entailed refining the budget and clarifying the scope.

#### **IMPLEMENTATION**

## Work accomplished for the period:

Task	Activities						
Task 1 - Project Mgmt / Tech Oversight	<ul> <li>Kick-off meeting</li> <li>Established collaboration and management tools/processes</li> <li>Negotiated and/or executed funding agreements</li> <li>Prepared request for qualifications</li> <li>Developed detailed technical work plan and revised budget</li> <li>Developed decision-making framework, QA/QC plan, contingency plan, performance measures, and overall management plan (all of which is included in the work plan deliverable)</li> </ul>						
Task 2 - Network Supply	Reviewed network conflation options						
Task 3 - Transit Demand							
Task 4 - Transit Rider Behavior	Researched estimation approach in existing Fast-Trips implementations						
Task 5 - Transit System Performance							
Task 6 - Software Implementation	Reached agreement with Fast-Trips creators to use Apache software license						

	Original Fast-Trips code base now uploaded and ready for modification
Task 7 - Test Case Development	
Task 8 - Agency Implementation & Testing	
Task 9 - Communications and Outreach	

In addition to task-specific efforts called out above, <u>all</u> Task Leaders revised their staffing plans and technical approaches to reflect current staffing availability and the scope discussion from the February kick-off meeting. The details were converted to a technical memo, and the labor estimates were compiled into a revised budget.

#### **Schedule status:**

All activities are on schedule.

# **Expenditures and budget status:**

Resource	FHWA or In-kind	Encumbered / Committed	Invoiced to Date / Expended
SFCTA	FHWA	\$310,000	\$0
SFCTA	In-kind	\$80,000	\$0 <sup>1</sup>
PSRC	FHWA	\$100,000	\$0
PSRC	In-kind	\$77,000	\$0
MTC	FHWA	\$213,000	\$1,520
MTC	In-kind	\$85,000	\$3,340
Univ. of Texas, Austin	FHWA	\$0	\$0
Mark Hickman (Univ. of Queensland)	In-kind	\$10,500	\$0
To be determined	FHWA	\$77,000	\$0
Total	FHWA	\$700,000	\$1,520
Total	In-kind	\$253,000	\$3,340
Total	All	\$953,000	\$4,860

<sup>&</sup>lt;sup>1</sup> In-kind expenditures will be estimated as reimbursed expenses are invoiced.

### **Summary of the quarter ahead:**

The technical work will begin in earnest in the next quarter.

## Risks/Challenges/Obstacles:

The main challenge in the past quarter was the simultaneous coordination of work plan revisions across all technical tasks, which took more effort than originally planned. This was an important step to ensure a shared understanding of the planned sequencing of work activities and the dependencies between tasks and across partner agencies. The revised work plan has now been affirmed by both the Task Leaders and the Management Team. The Technical Lead and the Project Manager will continue to monitor our progress and will elevate any concerns to the Management Team for resolution using our structured Decision-Making Framework.

An obstacle overcome was licensing issues with the original Fast-Trips code. The creators of Fast-Trips released the code under an open source Apache License, which will allow the project team to release updated code under Apache, which should allow commercial entities to adopt the technology.

#### **M**EASURES

Our performance measures tracking tool shows current values for all metrics, including the developments in the past quarter specifically noted below.

## **Implementation:**

The full project team held its formal kickoff meeting, and several team members participated in the C10 coordination call. We are submitting our first deliverable with this quarterly report.

## **Partnership:**

A total of 15 people are currently using the Asana project management system, and all technical staff are working with other online collaboration tools including Google Drive, Box, and Github. The process of collaboratively revising the work plan has facilitated a broad understanding of the technical plan for executing the project.

#### **Dissemination:**

None to date

CATEGORY	DE	FINITIONS		TOTAL	Jan-Mar 2015	Apr-Jun 2015	Jul-Sep 2015	Oct-Dec 2015	Jan-Mar 2016	Apr-Jun 2016	Jul-Sep 2016	Oct-Dec 2016
	OUTPUT MEASURE	METRIC 1	TARGET 1									
Tool Implemen- tation and Deployment	Agency and project partners participate in all required calls/meetings.	Number of calls/meetings attended	Minimum: Participation in group kick-off, project kick- off, and 2 additional	2	2							
	Project deliverables are submitted to Volpe/FHWA on time and on schedule.	Quarterly progress reports submitted by specified due date	Quarterly progress reports submitted by specified due date.	1	1							
		Final deliverables submitted by due date	Final deliverables submitted by due date.	1	1							
	Agency identifies desireable refinements (i.e., suggestions for future research) for tools created from the C10 project.	Documentation of desireable refinements within existing project deliverables	Information about desireable refinements included within final report.	0	n/a							
	Agency supplies lessons learned from participating as a C10 grantee.	Documentation of lessons learned	Information about grantee experience included within final report.	0	n/a							
	OUTCOME MEASURE	METRIC 2	TARGET 2									
	Travel demand model contains new sensititivities suitable for policy analysis.	Number of progress reports that document new variables / modeling options available	At least one	0	0							
	Methodologies, work processes, key decisions, problems encountered, & lessons learned are sufficiently well documented that peers can follow	Number of issues and lessons documented in on-line tools	At least one	0	0							
	OUTPUT MEASURE	METRIC 1	TARGET 1									
	Agency practitioners (staff, contractors, consultants) and assigned partner staff are engaged with project and familiar with results.		Staff from each partner agency makes contributions to archive of project	15	15							
Capacity	OUTCOME MEASURE	METRIC 2	TARGET 2									
Partnerships	Agency and partner staff acquire additional skills and expertise.	Number of progress reports that document new skills / expertise acquired	At least one	0	0							
	Improved work processes, data, analysis tools, and decision information are in use by our agencies.	Number of progress reports that document uptake of new processes, data, tools,	At least one	0	0							
	OUTPUT MEASURE	METRIC 1	TARGET 1									
	Project data and information is shared with the academic and practitioner communities.	Number of presentations delivered (conferences, technical meetings, TRB)	1 TRB paper or poster, or participation in a panel/workshop that	0	0							
		Number of papers/memos/articles written about the project	1 Presentation prior to project closeout to FHWA or other interested	0	0							
	OUTCOME MEASURE	METRIC 2	TARGET 2									
	Peer agencies in the state/region expresss interest in or begin to deploy C10 tools.	contact C10 team about the project and/or express plans	At least one	0	0							