

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 style="list-style-type: none">● Kick-off meeting● Established collaboration and management tools/processes● Negotiated and/or executed funding agreements● Prepared request for qualifications● Developed detailed technical work plan and revised budget● 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)
Task 2 - Network Supply	<ul style="list-style-type: none">● Reviewed network conflation options
Task 3 - Transit Demand	
Task 4 - Transit Rider Behavior	<ul style="list-style-type: none">● Researched estimation approach in existing Fast-Trips implementations
Task 5 - Transit System Performance	
Task 6 - Software Implementation	<ul style="list-style-type: none">● Reached agreement with Fast-Trips creators to use Apache software license

	<ul style="list-style-type: none"> 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, all 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 ¹
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
<i>Total</i>	<i>FHWA</i>	<i>\$700,000</i>	<i>\$1,520</i>
<i>Total</i>	<i>In-kind</i>	<i>\$253,000</i>	<i>\$3,340</i>
<i>Total</i>	<i>All</i>	<i>\$953,000</i>	<i>\$4,860</i>

¹ 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.

MEASURES

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.

