

APPENDIX D. SAMPLE QUARTERLY PROGRAM STATUS REPORT

Below is a sample Quarterly Report prepared by the Program Manager one of the CVISN Pilot States. It is at the level of an executive briefing, covering all the projects that make up the CVISN program in the state. The target audience members were FMCSA and the CVISN state Program Managers. It can be delivered orally or distributed via e-mail.

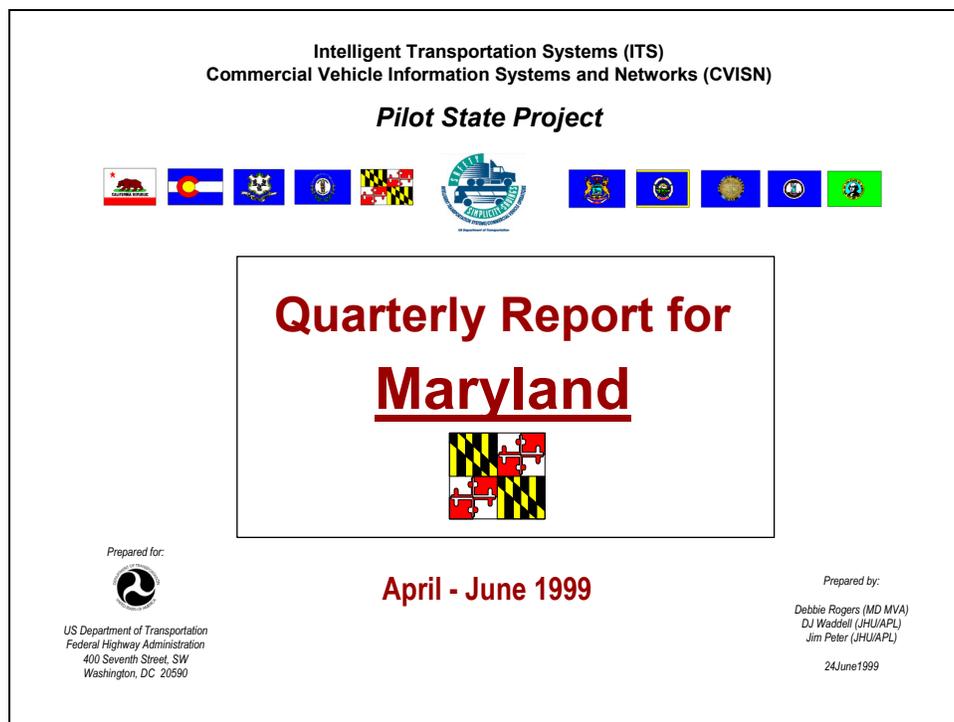


Figure D-1. Sample State Quarterly Report Format

MD News Items

- ◆ Developed MD Integrated Master Schedule of strategic and visibility milestones, and interface tasks, for all state and vendor activities.
- ◆ Established forum for EDI technical interchange, via NetMeeting and teleconference phone connections (APL, IDT, LM IMS, WebCritical, EDI Consultant).
- ◆ Schedule goal is Level 1 implementation by December 1999.
- ◆ Director of MDOT Office of Transportation Technology Services (Guy Reihl) is now participating in weekly status teleconference meetings with MD Project Manager, JHU/APL, IDT, and LMIMS. MD network infrastructure tasks now moving swiftly.
- ◆ IRP Round 1 acceptance tests underway.
- ◆ New project to deploy electronic screening at I-95 Perryville Southbound weigh station (target December 1999).

Figure D-2. Presentation Leads Off with News Bulletins

Safety Information Exchange

- ◆ Accomplishments ~ Last Quarter
 - CVIEW 1.6.5 released to states, with comprehensive release notes and software licensing strategies.
 - This version had already been running smoothly in MD.
- ◆ Key Activities ~ Next Quarter
 - CVIEW 2.0 development and testing.
 - Complete intrastate vehicle LSI. (Needed to populate snapshot database with intrastate vehicle credentials data.)
- ◆ Issues
 - Authoritative source for cross-referencing FEIN to US DOT number not determined. (Need for inclusion of IFTA data in carrier snapshots.)

Figure D-3. Accomplishments, Plans, and Issues for Safety Information Exchange

Credentials Administration

- ◆ Accomplishments ~ Last Quarter
 - IDT, LMIMS, and Maryland began acceptance tests for initial IRP functions (CAT - CI - VISTA/RS) implemented in “Round 1” of the schedule.
 - Delivered design documentation for IFTA registration, tax filing, and new fuel types, for review.
- ◆ Key Activities ~ Next Quarter
 - Complete “Rounds 1 and 2” of IRP acceptance tests.
 - Initiate development of IFTA design.
 - Publish *MD EDI Interface Control Document*, for complete description of credentials EDI implementation in MD. (Includes protocols, security issues, EDI design options.)
- ◆ Issues
 - Network interconnect between VISTA/RS and CI, but should be resolved next quarter.

Figure D-4. Accomplishments, Plans, and Issues for Credentials Administration

Roadside & Electronic Screening

- ◆ Accomplishments ~ Last Quarter
 - ROC 2.0 in operation at West Friendship and Perryville Southbound; evaluation process fully supported.
 - New project to deploy electronic screening at I-95 Perryville Southbound weigh station (target December 1999).
- ◆ Key Activities ~ Next Quarter
 - Establish routine subscription updates for vehicle and carrier data; then install ROC at Perryville Northbound.
 - Complete Intrastate Vehicle baseline (one-time bulk load).
 - Implement network connections and production process for daily Intrastate Vehicle updates.
- ◆ Issues
 - None.

Figure D-5. Accomplishments, Plans, and Issues for Roadside & Electronic Screening

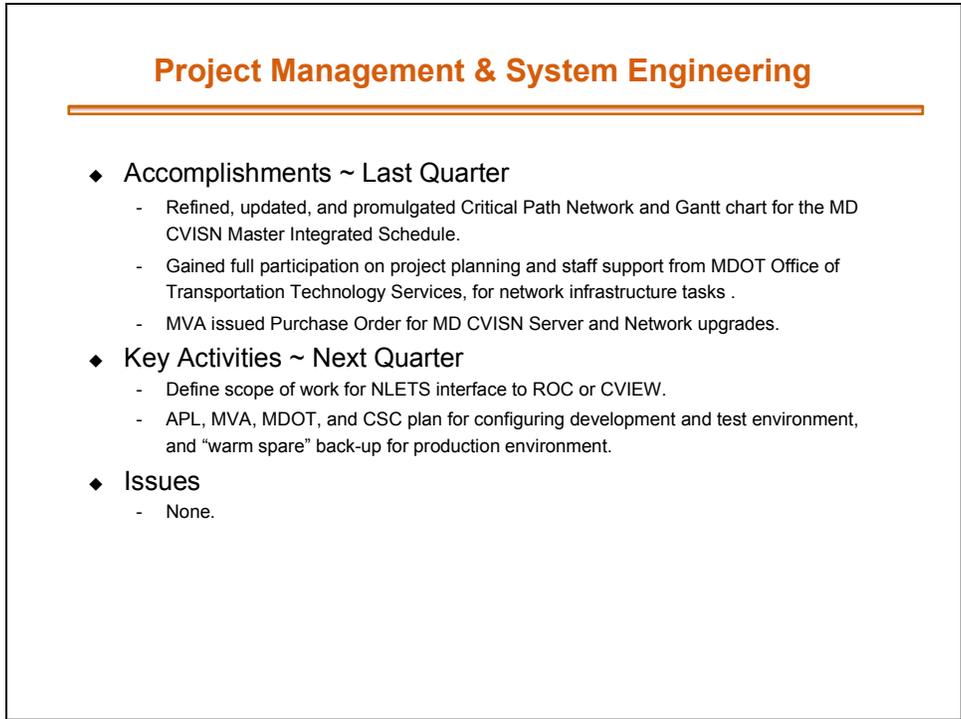


Figure D-6. Accomplishments, Plans, and Issues for Project Management & System Engineering

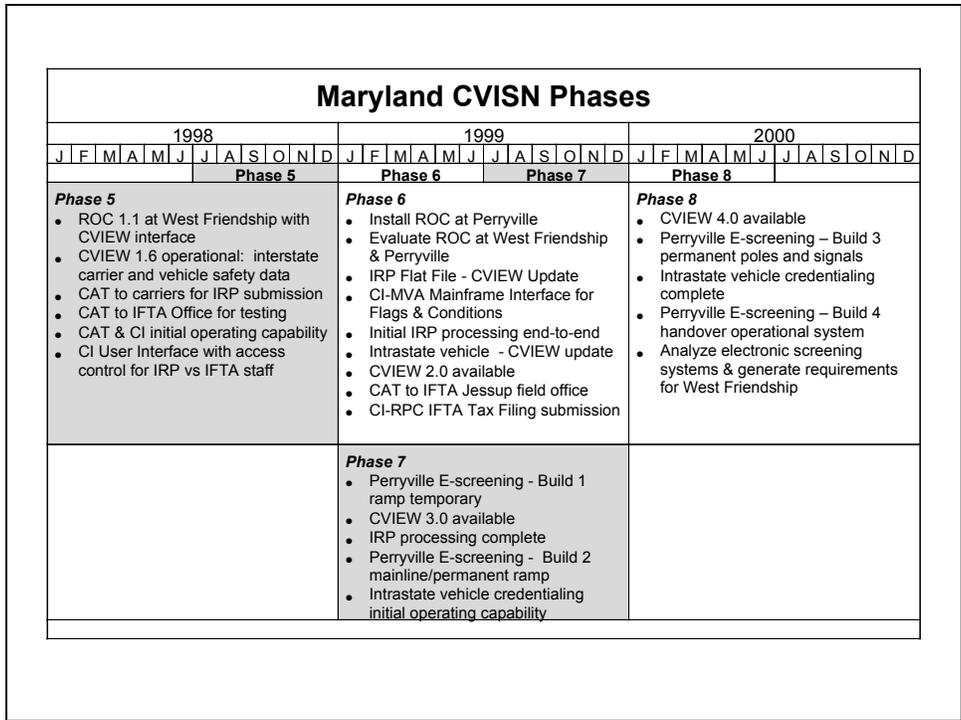


Figure D-7. Maryland Phase Chart

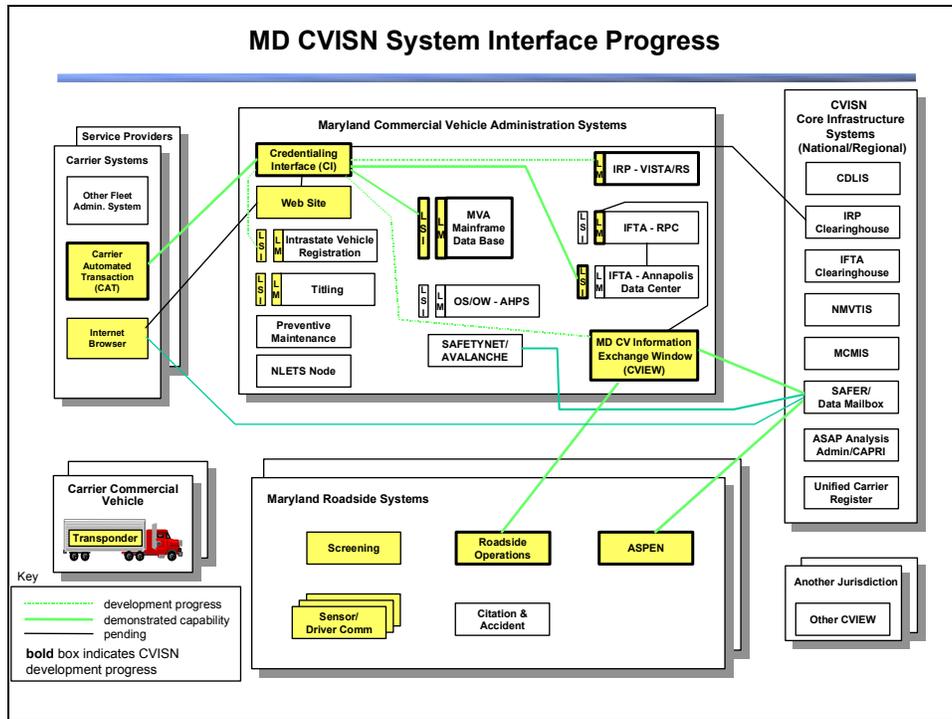


Figure D-8. System Interface Diagram with Progress Noted

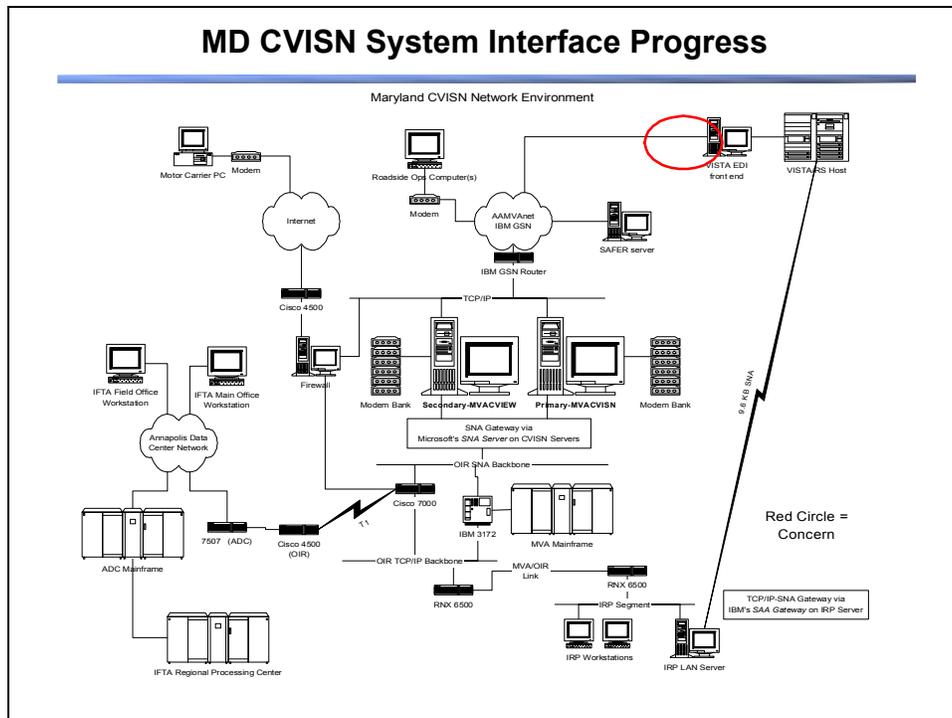


Figure D-9. A Different View of the System, with Issue Noted

MD CVISN Work Breakdown Structure (1 of 3)

Cost Sched Item	WBS Item	Cost	Sched	Tech	Dates	Notes
1	Project Management					
1.1	Project Plan (revise)	Y				
1.2	Phase Plans					
1.3	Integrated Master Schedule					
1.4	Review Subsystem Detailed Development Schedules					
1.5	Project Progress Facilitation (Action Item lists, etc)					
1.6	Liaison & Coordination with Agencies (FHWA, MDT, IACC, MVA, SVA, MetA, MDSP)					
1.7	Liaison & Coordination with Contractors (IDT, LMMS)					
1.8	Liaison & Coordination with Related Projects (CVIEW, SAVER, ASPEN)					
1.9	Status Reporting (APL monthly, MDVA quarterly, FHWA quarterly)					
1.10	Subcontract Management (IDT, procurements)					
1.11	Presentations at Conferences & Seminars					
2	System Engineering					
2.1	System Design Description (revise)	Y				
2.2	Requirements Analysis					
2.3	Support Interoperability Test Development					Includes data sets (example: fictitious carriers), and scenarios
2.4	Support Acceptance Test Development					Includes data sets (example: fictitious carriers), and scenarios
2.5	MD Credentialing EDI Interface Control Document					
2.6	Networking Issues (security, protocols, connectivity)					
3	Credentials					
3.1	VISTA/RS Interface	Y				
3.2	IRP LSI					
3.3	Intrastate Reg & Tiling LSI (ultimately bi-directional)					
3.4	IFTA RPC Interface					
3.5	IFTA Reg LSI					
3.6	InterCAT					
3.7	CI	Y				
3.8	CyberCAT (including RECON server interface)					
3.9	MVA Mainframe DB Retrieval / Update					CI needs to update mainframe, like IRP flat file does now.
3.10	IRP Deployment					
3.10.1	CAT for All IRP Staff					Replaces 3270-emulation mode
3.10.2	CI User Interface for IRP Administrators					Only Sharon Hopkins has this now.
3.11	IFTA Deployment					
3.11.1	CAT on One System for MFTU Staff					Replaces 3270-emulation mode
3.11.2	CAT on One System for Messag Field Office Staff					Replaces 3270-emulation mode
3.11.3	CI User Interface for IFTA Administrators					IFTA office has this.
3.12	Intrastate Registration Deployment					
3.13	Intrastate Tiling Deployment					

Note: See MD Master Integration Schedule for all dates.

Figure D-10. MD WBS Annotated for Technical, Schedule, and Cost Status

MD CVISN Work Breakdown Structure (2 of 3)

Cost Sched Item	WBS Item	Cost	Sched	Tech	Dates	Notes
4	Electronic Screening					
4.1	ROC					
4.2	Perryville Site Deployment					E-Screening being developed.
4.3	West Friendship Site Specifications					Ron Char will continue to develop the spec.
5	Safety Information Exchange					
5.1	CVIEW					
5.2	Intrastate Vehicle LSI					
5.3	IRP LSI				Complete	VISTA/RS flat file created manually by MVA IRP staff, then sent to MVA mainframe. Also sent manually via FTP to CVIEW host. Needs to be automated. Desire flat file created automatically but at least simply so it only needs to be sent manually once.
6	Electronic Funds Transfer					Capability
7	Network Infrastructure					
7.1	General Configuration, Growth Strategy, Migration Path					
7.2	MDOT SNA Network (Mainframe)					Ops & maintenance.
7.3	MDOT TCP/IP Network					Ops & maintenance.
7.3.1	Dual-Homing (Internet & AAMVAnet)	Y				Stalled, possibly due to new firewall currently being installed.
7.3.2	Access Control					Could be PPTP (Microsoft proprietary), or IPsec (open).
7.3.3	Virtual Private Networking					
7.4	AAMVAnet					
7.4.1	Long-Term State Contract					
7.4.2	Local Dial-Up Connectivity from ASPEN Sites	Y				
7.4.3	Op & Maint of Network Node					Router for AAMVAnet frame relay network, located at MVA. Administrative tasks for the IBM Global Svcs account.

Note: See MD Master Integration Schedule for all dates.

Figure D-11. MD WBS Annotated for Technical, Schedule, and Cost Status

MD CVISN Work Breakdown Structure (3 of 3)

Cost	Sched	Item	WBS Item	Cost	Sched	Item	Dates	Notes
		8	Acceptance Tests					
		8.1	MD Staff Involvement for Review, Evaluation, Acceptance					
		8.2	CAT-CI-VISTA/RS Round 1					One of these must include CI-mainframe flags & conditions. Also CI-CVIEW.
		8.3	CAT-CI-VISTA/RS Round 2					
		8.4	CAT-CI-VISTA/RS Round 3					
		8.5	CAT-CI-VISTA/RS Round 4					
		8.6	(obsolete)					
		8.7	Perryville Build 1					
		8.8	Perryville Build 2					
		8.9	Perryville Build 3					
		8.10	Perryville Build 4					
		9	Interoperability Tests					Assume Mary Stuart is Test Conductor. Not to be confused with Interop Test project at APL. We use the plans/procedures produced by that project to conduct these tests.
		9.1	Conduct Part 1					
		9.2	Report Part 1					
		9.3	Conduct Part 2					
		9.4	Report Part 2					
		9.5	Conduct Part 2					
		9.6	Report Part 2					

Note: See MD Master Integration Schedule for all dates.

Figure D-12. MD WBS Annotated for Technical, Schedule, and Cost Status

MD COACH Part 1

Control Level (FPN)	Item #	Compatibility Criteria	Req Level (L-MEC)	Op Test Date	IOC Date	FOC Date	Comments
F	5.1.1	Adopt standard identifiers for carriers, vehicles, drivers, and transponders to support information exchange	L1	ignore	ignore	ignore	Need USDOT source for intrastate carriers
F	5.1.2	Use open standards for exchange of information with other jurisdictions and with the public.	L1	ignore	ignore	ignore	
F	5.1.3	Ensure that all information transfers, fee payments, and money transfers are authorized and secure.	L1	ignore	ignore	ignore	
F	5.1.4	Exchange safety and credentials data electronically within the state to support credentialing, safety, and other roadside functions. Where useful, exchange snapshots.	L1	ignore	Feb-99	Dec-99	Snapshots available at West Friendship weigh station.
F	5.1.5	Demonstrate technical interoperability by performing Interoperability Tests.	L1	ignore	Jul-99	Dec-99	
F	5.1.6	Support electronic payments.	E	ignore	ignore	ignore	

Figure D-13. MD COACH Part 1 Tables

MD COACH Part 1							
Commit Level (FP/N)	Item #	Compatibility Criteria	Req Level (L/T/E/C)	Op Test Date	IOC Date	FOC Date	Comments
F	5.2.1	Use ASPEN (or equivalent) at all major inspection sites	L1	~Oct-98	Apr-99	Unk	JJP will confirm dates with P.North
F	5.2.2	SAFETYNET 2000 submits interstate and intrastate inspection reports to SAFER	L1	Unk	Unk	Unk	MD waiting to receive. JJP will confirm with P.North.
P	5.2.3	Use CAPRI (or equivalent) for compliance reviews. <i>(Indicate what your state uses.)</i>	L1	Unk	Unk	Unk	MD has its own preventive maint program.
N	5.2.4	Collect, store, analyze, and distribute citation data electronically.	E	N/A	N/A	N/A	
F	5.2.5	Collect, store, analyze, and distribute crash data electronically.	E	Unk	Unk	Unk	Will support when available.
N	5.2.6	Compute carrier safety risk rating for intrastate carriers based on safety data collected.	E	N/A	N/A	N/A	No intrastate operating licensing req'd in MD.
F	5.2.7	Identify high-risk drivers based in the state through regular performance evaluation of various factors such as license status, points, and inspections.	C	Unk	Unk	Unk	MD participates in CDLIS.

Figure D-14. MD COACH Part 1 Tables

MD COACH Part 1							
Commit Level (FP/N)	Item #	Compatibility Criteria	Req Level (L/T/E/C)	Op Test Date	IOC Date	FOC Date	Comments
F	5.3.1	Support electronic credentialing (electronic submission of applications, evaluation, processing, and application response) for IRP using EDI standards.	L1	Unk	Jun-98	Dec-99	2 large carriers (Rollins & Penske) using routinely, 4 others occasionally.
F	5.3.2	Proactively provide updates to vehicle snapshots as needed when IRP credentials actions are taken, using EDI standards.	L1	Unk	Nov-98	Jan-99	LSI flat file to CVIEW; CVIEW to SAFER is EDI. (Does LSI gen 285?)
F	5.3.3	Proactively provide updates to carrier snapshots as needed when IRP credentials actions are taken, using EDI standards.	L1	Unk	Unk	Unk	USDOT number not reliably captured; cross ref vehicle to carrier not established.
F	5.3.4	Provide IRP Clearinghouse with IRP credential application information (recaps).	L1	Unk	Unk	Dec-98	
F	5.3.5	Use date provided by the IRP Clearinghouse to review fees billed and/or collected by a jurisdiction and the portion due other jurisdictions (transmittals).	L1	Apr-98	Apr-98	Apr-98	MD in first wave of states to use Clearinghouse.
F	5.3.6	Support electronic state-to-state fee payments via IRP Clearinghouse.	L1	Nov98?	Nov98?	Nov98?	JJP check with S.Hopkins
F	5.3.7	Support electronic credentialing (electronic submission of applications, evaluation, processing, and application response) for IFTA registration using EDI standards.	L1	Nov-99	Dec-99	Apr-00	
F	5.3.8	Proactively provide updates to carrier snapshots as needed when IFTA credentials actions are taken or tax payments are made, using EDI standards.	L1	Oct-99	Dec-99	Apr-00	
F	5.3.9	Provide IFTA Clearinghouse with IFTA credential application information using EDI standards.	L1	Unk	Unk	Unk	IFTA RPC is MD's agent now. Clearinghouse may not accept EDI.
F	5.3.10	Support electronic tax filing for IFTA quarterly fuel tax returns using EDI standards.	L1	Dec-99	Feb-00	Apr-00	
F	5.3.11	Provide information on taxes collected by own jurisdiction and the portion due other jurisdictions (transmittals) to the IFTA Clearinghouse using EDI standards.	L1	Unk	Unk	Unk	IFTA RPC is MD's agent now. RPC reports to Clearinghouse in legacy format.
F	5.3.12	Download for automated (preferably) review the demographic (eg address) information from the IFTA Clearinghouse using EDI standards. (Public information.)	L1	Unk	Unk	Unk	Is IFTA Clearinghouse inviting new states yet? What does "automated review" mean?
F	5.3.13	Download for automated (preferably) review the transmittal information from the IFTA Clearinghouse using EDI standards. (Privileged information.)	L1	Unk	Unk	Unk	
F	5.3.14	Retrieve IFTA tax rate information electronically from IFTA, Inc.	L1	Dec-99	Feb-99	Apr-00	
F	5.3.15	Support electronic credentialing (electronic submission of applications, evaluation, processing, and application response) for other credentials using EDI standards.	E	Unk	Unk	Unk	MD does not require registration for intrastate carriers, except for flammables and passenger carriers.
F	5.3.16	Proactively provide updates to vehicle snapshots as needed when credentials actions are taken, using EDI standards.	E	Dec-98	Feb-99	Mar-99	Already doing daily snapshot updates of IRP vehicle data.

Figure D-15. MD COACH Part 1 Tables

MD COACH Part 1							
Commet Level (FP/N)	Item #	Compatibility Criteria	Req Level (L1/EC)	Op Test Date	IOC Date	FOC Date	Comments
F	5.3.17	Proactively provide updates to carrier snapshots as needed when credentials actions are taken, using EDI standards.	E	Dec-99	Feb-99	Apr-00	Need way to map MVA vehicle data to carriers.
F	5.3.18	Record transponder number and default carrier ID for each vehicle that intends to participate in electronic screening.	E	Unk	Unk	Unk	Just give us a system that does it.
F	5.3.19	Collect from the registrant a list of jurisdictions in which the vehicle chooses to participate in electronic screening, and inform those jurisdictions.	E	Unk	Unk	Unk	
P	5.3.20	Allow CV operators, government-operated systems, or third party systems to submit one or more applications in a single EDI transmission structure.	E	Unk	Unk	Unk	We will do this when MD usage of EDI is more mature.
F	5.3.21	Provide commercial driver information to other jurisdictions via CDLIS.	L1	OK	OK	Unk	MD utilizes CDLIS.
F	5.3.22	Evaluate safety performance prior to issuing credentials (i.e. support PRISM processes or equivalent).	E	Unk	Unk	Unk	
F	5.3.23	Allow carriers to provide information for safety audits and compliance reviews electronically.	C	Unk	Unk	Unk	
F	5.3.24	Provide titling information to other jurisdictions via NMVTIS.	C	Unk	Unk	Unk	Status of NMVTIS unclear.
F	5.3.25	Provide revoked IFTA motor carrier information to other jurisdictions via STOLEN.	C	Unk	Unk	Unk	
F	5.3.26	Accept electronic credential and supporting electronic documentation, in lieu of paper versions.	C	Unk	Unk	Unk	Regulatory processes outside MD's control need to change. Example: IRS requires HVUT form on file.
N	5.3.27	Proactively provide updates to driver snapshots as needed when credentials actions are taken, using EDI standards.	C	Unk	Unk	Unk	Data privacy concerns to be resolved.

Figure D-16. MD COACH Part 1 Tables

MD COACH Part 1							
Commet Level (FP/N)	Item #	Compatibility Criteria	Req Level (L1/EC)	Op Test Date	IOC Date	FOC Date	Comments
F	5.4.1	Follow FHWA guidelines for Dedicated Short Range Communications (DSRC) equipment. Details below extracted from coach Reference 35.	L1	ignore	ignore	ignore	
F	5.4.2	Use snapshots to support screening decisions.	L1	Sep-99	Dec-99	Jun-00	
F	5.4.3	Implement interoperability policies as they are developed by ITS America, the American Association of State Highway Transportation Officials, HELP, Inc., MAPS, Advantage CVO, I-95 Corridor Coalition, and the Commercial Vehicle Safety Alliance.	L1	ignore	ignore	ignore	
F	5.4.4	Provide electronic mainline or ramp screening for transponder-equipped vehicles, and clear for bypass if carrier & vehicle were properly identified and screening criteria were passed.	L1	Sep-99	Dec-99	Jun-00	
F	5.4.5	Verify credentials/safety information with authoritative source prior to issuing citation.	L1	ignore	ignore	ignore	Done via existing communications methods.
F	5.4.6	If a vehicle illegally bypasses or leaves the CV check station, alert law enforcement for possible apprehension.	C	Sep-99	Dec-99	Jun-00	
F	5.4.7	Report periodically to State safety information system on the activities conducted at each station (e.g. statistics).	C	ignore	ignore	Jun-00	

Figure D-17. MD COACH Part 1 Tables

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