

STIP RMS Team Charter

Objective

NH Department of Transportation's mission: To create a multi-agency project initiative composed of agencies involved with planning, coordinating, and managing of Federal authorized transportation projects to achieve transportation excellence enhancing the quality of life in New Hampshire.

The three tier project initiative encompasses staff from the:

NH Department of Transportation (DOT)
NH Department of Information Technology (DoIT)
Metropolitan Planning Organizations
Rural Regional Planning Commissions
Federal Highway Administration

The project initiative will include an executive stakeholder committee to provide strategic oversight and support, a project team comprising of agency leaders and project managers, and a working stakeholder committee comprised of professional technical staff.

Mission

To improve the current Statewide Transportation Improvement Program data system and Record Management System (STIP-RMS), improve the current billing process, update business logic to meet new requirements, provide enhanced functionality, and update the processing, sharing, and integration of information.

Process Overview and Problem Statement

The STIP-RMS project will replace the existing legacy DOT STIP, and Ten Year Plan record management and reporting system. The STIP is a federally mandated program of transportation improvement projects, which governs federal project authorization and Federal-Aid reimbursement for all states. DOT administers the New Hampshire STIP with participation from Metropolitan Planning Organizations, Rural Regional Planning Commissions, Municipalities, Federal Highway Administration, and Federal Transit Administration. DOT and external customers rely on the STIP management system for financial decision support.

DOT's administration of the STIP depends on manual processing for internal and external inputs, database administration, and report writing. The existing application technology (MS Access) is stressed beyond its capability, making it difficult to meet current business requirements and demands.

Memorandum of Understanding

Participation

- Department heads will participate in an executive stakeholder committee, which sponsors the STIP-RMS initiative and supports the project management team and working stakeholder committee.
- Agency/Bureau leaders will participate in a project team, which will report to the executive stakeholder committee the project status, allocate stakeholder's time to participate in working groups, coordinate and facilitate stakeholder working groups, and oversee application planning, design, development, training, and implementation.
- Professional and technical staff will participate in a working stakeholder committee, which will actively participate in working groups (Business Rules, Data Processing and Work Flow, User Interface Format and Functionality, IT Architecture, and User Reference Manual and Training), and participate in user acceptance testing.

Approach

- DoIT's System Development Life Cycle (SDLC) guidelines for Functional Design Business Requirements, System Design, Construction and Unit Testing, Integrated Testing, System Testing, User Acceptance Testing, and Deployment will guide the development of this project.
- This project will take a two-phase approach. Phase I will focus on requirement gathering and Phase II will focus on design, development, testing, implementation, and training. Phase II is reliant on evaluations of Phase-I's required technical skills, available development staff from DOT and DoIT (data warehouse modifications), needed IT infrastructure, Department priorities, and cost-benefit analyses.

Project Turnover

- DoIT will accept the turnover of this project for maintenance and support at the completion of the project.

Department Heads (Executive Steering Committee):

Chris Clement, DOT	Bill Cass, DOT	John Cater, FHWA
Peter Hastings, DoIT	Cynthia Copeland, MPO	

Project Team:

William Watson, DOT	Leigh Levine, FHWA	Dane Prescott, DoIT
Tom Martin, DOT	Steve Dubois, DOT	Nicholas Alexander
Gail Hambleton, DoIT	Glenn Davison, DOT	

Budget:

State Planning and Research – Part 1 funds to cover salaries for outside regulars, hardware and software.

Time Frame:

Phase I - Requirement Gathering
Phase II - Development

Starting Date:

November 2008
July 2009

Completion Date:

June 2009
July 2010

Budget:

990 hours
3690 hours

Authority or responsibility of the Project Team:

Project team is responsible to the Executive Stakeholder Committee and the DOT Commissioners. Authority is provided by FHWA /DOT stewardship and oversight agreement and SPR Part 1 work program.

Timing of Progress Reports:

Progress reports will be delivered to the Executive Stakeholder Committee on scheduled milestones.

Follow-Up Responsibility:

Project Team will present Phase-I findings to the Executive Stakeholders Committee for review and comments. Executive Stakeholder Committee will assess Phase-I findings and decide the course of phase-II.