

Status Report Memorandum

TO: Mr. James Cheeks

FROM: G. Curtis Herrick, P.E.

DATE: December 12, 2002

SUBJECT: ITS Cabinet Standard Status Report

CC: Mr. Brian van De Walle, Mr. Ron Johnson and Mr. Al Kosik

Work Activities

G. C. Herrick & Associates, Inc. is pleased to submit this status report highlighting the progress of work on the ITS Cabinet Standard Expedited Project over the past month. Work activities have included:

- Prepared the proposed User Comment Draft Standard
 - Resolution of comments on initial draft standard and drawings
 - Conducted Working Group balloting
 - Transmitted proposed User Comment Draft Standard to ATC Joint Committee

Progress Assessment

The second page of this progress report reflects the current status of the project. The ITS Cabinet WG met in St. Louis, MO on October 9-10, 2002 WG. Since that time, the WG has worked through all of the comments received on the Working Group Draft document. Afterwards, a proposed User Comment Draft Standard was developed to reflect the resolution of comments received. The full document was posted for review on November 27, 2002, with email notification sent to the WG. The WG subsequently voted to move the document to the ATC Joint Committee for circulation as a User Comment Draft.

List of Deliverables

- Proposed User Comment Draft Standard (previously submitted to ATC reflector)

ID	Task Name	Duration	Work	Start	Finish	2003				2004					
						Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1		
1	Cabinet Development	274 days	837.97 hrs	Tue 7/9/02	Fri 7/25/03										
2	Project Management	274 days	96 hrs	Tue 7/9/02	Fri 7/25/03										
3	Prepare schedule	10 days	16 hrs	Tue 7/9/02	Mon 7/22/02										
4	Schedule Meetings	274 days	16 hrs	Tue 7/9/02	Fri 7/25/03										
5	Prepare monthly updates	274 days	64 hrs	Tue 7/9/02	Fri 7/25/03										
6	Initial Draft Compilation	52 days	136 hrs	Tue 7/9/02	Wed 9/18/02										
7	Review cabinet prototypes	20 days	0 hrs	Tue 7/9/02	Mon 8/5/02										
8	Caltrans review of cabinet protot	20 days	0 hrs	Tue 7/9/02	Mon 8/5/02										
9	Harris County review of cabinet	20 days	0 hrs	Tue 7/9/02	Mon 8/5/02										
10	Prepare cabinet document outline an	2 days	16 hrs	Mon 7/29/02	Tue 7/30/02										
11	Write initial draft	25 days	80 hrs	Tue 7/30/02	Mon 9/2/02										
12	Meeting to resolve conflicts	3 days	40 hrs	Mon 9/16/02	Wed 9/18/02										
13	Working Group Draft	73 days	251.97 hrs	Thu 9/19/02	Mon 12/30/02										
14	Compile doc changes/edits	25 days	88 hrs	Thu 9/19/02	Wed 10/23/02										
15	Group electronic review	10 days	3.97 hrs	Thu 10/24/02	Wed 11/6/02										
16	Meeting to build consensus	3 days	40 hrs	Thu 11/7/02	Mon 11/11/02										
17	User Comment document preparator	20 days	80 hrs	Tue 11/12/02	Mon 12/9/02										
18	Final Review (electronic)	15 days	40 hrs	Tue 12/10/02	Mon 12/30/02										
19	User Comment Draft	87 days	262 hrs	Tue 12/31/02	Wed 4/30/03										
20	Present to Steering Committee	2 days	32 hrs	Tue 12/31/02	Wed 1/1/03										
21	Send out for user comment	10 days	12 hrs	Thu 1/2/03	Wed 1/15/03										
22	User comment period	30 days	18 hrs	Thu 1/16/03	Wed 2/26/03										
23	Collect & summarize comments	25 days	120 hrs	Thu 2/27/03	Wed 4/2/03										
24	Meeting to dispose of comments	5 days	40 hrs	Thu 4/3/03	Wed 4/9/03										
25	Finalize document	15 days	40 hrs	Thu 4/10/03	Wed 4/30/03										
26	Recommended Standard	52 days	92 hrs	Thu 5/1/03	Fri 7/11/03										
27	SDR Preparation	4 days	24 hrs	Thu 5/1/03	Tue 5/6/03										
28	Present to Steering Committee	3 days	24 hrs	Wed 5/7/03	Fri 5/9/03										
29	Prepare for final balloting	5 days	24 hrs	Mon 5/12/03	Fri 5/16/03										
30	Final ballot	30 days	0 hrs	Mon 5/19/03	Fri 6/27/03										
31	Letter ballot comment disposition	10 days	20 hrs	Mon 6/30/03	Fri 7/11/03										
32	Publish standard (primarily electronic)	2 wks	0 hrs	Mon 7/14/03	Fri 7/25/03										

Project: ITS Cabinet 072202 Date: Thu 12/12/02	Task		Milestone		External Tasks	
	Split		Summary		External Milestone	
	Progress		Project Summary		Deadline	