

TSMO SCOPING FORM

By Florida Department of Transportation District 4

IN THIS CASE STUDY YOU WILL LEARN:

- 1 How a Florida DOT District Office developed a way to make sure that recommended TSMO features didn't fall through the cracks on projects.
- 2 How FDOT District 4 revamped their TSMO Scoping Form to work efficiently with their project planning process.
- 3 How the TSMO facilitator uses the scoping form to proactively coordinate discussions or meetings with the Project Manager to discuss TSMO scope elements to be included in the project.

BACKGROUND

Previously, prioritization for TSMO projects used to be an afterthought. It was a complex process, which would begin after the five-year work program by which the Florida Department of Transportation's projects are funded through, was already set. At times, many of the planned capital improvement projects did not include any TSMO strategies necessary to further regional safety and mobility goals. At which time, the District Four TSMO program would begin working with other offices within District Four to document a process in which an assessment of planned projects could be evaluated to include TSMO scope as per the District's master plan. The procedure included to submit recommendations through a scoping form; however, due

to coordination issues, many of the recommended TSMO features would fall through the cracks and were ultimately not included in projects. Thus, the District Four TSMO program took initiative and redeveloped the scoping form to better address and implement program strategies for future work-program deployments.

Florida Department of Transportation (FDOT) District Four Transportation System Management and Operation (TSM&O) Scoping Checklist

General Project Information	
Project Manager:	FM#:
Project Limits (Project Length):	Project Description:
County:	Production Date: Letting Date:
Date TSM&O Scoping Form was uploaded to PSEE:	
Preservation of Existing Infrastructure	
Is this project within the existing TSM&O Network? LINK	
What are the existing devices or infrastructure in place? (Is there an ITS hub site within the project limits?)	
Will the existing infrastructure require additional coordination?	
Incorporate new ITS Infrastructure or TSM&O Strategies	
Are the project limits on the TSM&O Strategic Network? LINK	
What type of implementation strategies are recommended from the District 4 TSM&O Master Plan? (Check all that apply)	<input type="checkbox"/> Traffic Management <input type="checkbox"/> Transit Management <input type="checkbox"/> Safety and Emergency Management
What new devices or infrastructure are currently being proposed through this project?	
TSM&O Contact Information	
Freeway Operations Manager	Nicole Forester
Arterial Operations Manager	

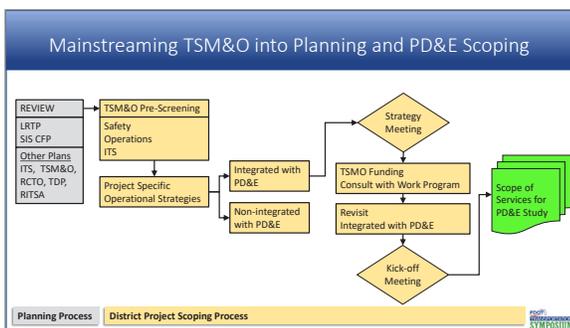
TSMO PLANNING, STRATEGIES AND DEPLOYMENT

The new scoping form was developed with efficiency in mind. During a monthly review of the work program, the enhanced scoping implementation process begins with a member of the TSMO program, also known as a TSMO facilitator, providing each department (e.g. maintenance, arterial management and freeway management) the opportunity to review future projects in the five-year work program and make suggestions for the addition of TSMO strategies within these projects' limits. The TSMO Master

TSMO SCOPING FORM

Plan for District Four is used as a roadmap, to ensure the additions of scope fit within the “big-picture.”

If a project coincides with the corridor sections listed in the TSMO Master Plan, then the TSMO program group determines the additional resources needed to enhance the original project scope. The TSMO facilitator gathers the supporting documents and provides them to the Florida Department of Transportation (FDOT) Project Design Manager. It is the responsibility of the TSMO facilitator to then proactively coordinate discussions or meetings with the Project Manager to discuss scope elements to be included in the specific project. Lastly, if the recommendation is approved, scope language for the TSMO inclusion is drafted into the project scope document. Currently, this process has been finalized and documented in a process map, which has been reviewed and approved by all office involved. The process map will be accompanied by backup procedures and documentation to facilitate use of the process.



COMMUNICATIONS PLANNING AND EXECUTION

The communications plan for scoping projects involves several cost centers internally within FDOT District Four. For projects being developed from the Master Plan, the planning department is involved. For projects already in the Work Program, they involve the Program Management/ Work Program group and the Design Office. The updated TSMO scoping form is submitted to the design engineer/ project manager of the Work Program project. Coordination with each respective department is needed based on the recommendation submitted through the scoping form. The overall process solidifies a communication loop fo-

cused on implementing TSMO strategies. All departments involved work together to reach the common goal.

TSMO also takes the lead in communicating this process to other agencies outside of FDOT, such as signal maintaining agencies. District Four TSMO facilitators act as the gate keepers for TSMO scope for all projects along roadways managed by FDOT. They conduct and participate in several recurring coordination committees in the region to ensure awareness of TSMO projects.

OUTCOME, LEARNINGS AND PUBLIC BENEFIT

The outcome from using the new scoping form was a heightened sense of accountability. It allowed for better follow through with TSMO initiatives and strategies. Most importantly, the TSMO program now has to the ability to be proactive versus reactive during work program deployments. The improved procedure created by District Four’s TSMO program, demonstrates how TSMO strategies are being considered during multiple stages of the capital infrastructure program processes.