LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE

For the Technical Direction of the LTPP Program

Program Area:	Traffic	**Directive Number:**	TDP-40
Date:	June 10, 2005	**Supersedes:**	N/A
Subject:	*Traffic Data Processing Software Performance Reports*		

Purpose

This directive provides a Traffic Data Processing Software Performance Report (T-SPR) form that shall be used to report all issues or changes related to traffic data processing and the LTPP Traffic Analysis Software (LTAS).

Completion and Distribution of T-SPRs

T-SPRs submitted by the regions should be reviewed by the Traffic Data Coordinator and approved by the database administrator. T-SPRs submitted by all other parties do not require approval. Attachment 1 describes the fields that must be completed on the T-SPR form along with a copy of the actual form. The T-SPR form shall be sent via e-mail to the persons listed at the top of the form. Please note that any T-SPRs submitted less than two weeks before an upload of the LTPP Pavement Performance Database (PPDB) may not be resolved until after the upload.

Archival of T-SPRs

The LTPP Technical Support Services Contractor (TSSC) will maintain a database for all the T-SPRs submitted along with their status. The database will be distributed with each software release and made available to the FHWA LTPP Team upon request.

Prepared by: TSSC

Approved by:

Aramis López, Jr.
Team Leader, LTPP Operations

ATTACHMENT 1
Traffic Data Processing
Software Performance Report (T-SPR) Form

T-SPR Fields

The following table describes the fields to be completed on the Traffic Data Processing Software Performance Report form. However, the table below does not describe the fields in the second part of the form titled "THIS SECTION FOR USE BY TSSC CUSTOMER SUPPORT TEAM."

Traffic Data Processing Software Performance Report Fields

Field Name	Description
Organization	Code for Organization submitting T-SPR: ♦ 1 for North Atlantic Regional Support Contractor ♦ 2 for North Central Regional Support Contractor ♦ 3 for Southern Regional Support Contractor ♦ 4 for Western Regional Support Contractor ♦ F for Federal Highway Administration ♦ M for Technical Support Services Contractor Traffic Team ♦ S for Technical Support Services Contractor Customer Support Team
T-SPR Number	Sequential numbers of T-SPRs submitted from the organization followed by the letter T. Maintain sequence in place prior to this directive and add T at the end. **EXAMPLE:** Prior to June 10, last number for SPR was 340. The next T-SPR submitted June 10 and later should be 341T.

Traffic Program Name	List one of the following traffic program names:
	♦ LTPP Traffic Analysis Software (LTAS)
	♦ TSSC-developed and maintained traffic data processing utilities such as:
	  • Traffic Data Diagnosis
	  • CTDB Data Processor
	  • ESALCalc
	
	Include the specific module being addressed by the T-SPR.

Version No. & Date	Software version number and date of the program being reported.
Description	Detailed description of the problem, comment, or change. If possible, include an attachment to the T-SPR form that illustrates the problem.
Problem, Comment, Change	Place a checkmark by the category to indicate the most appropriate type of issue being raised.
Priority	Indicate whether the issue is a high, medium or low priority using the following guidelines: ♦ High. *No data can be processed without resolution of the issue.* ♦ Medium. *Data from more than one site cannot be processed without resolution of the issue.* ♦ Low. *Data from, at most, one or two sites cannot be processed without resolution.*
Reported By	The FHWA Traffic Team Leader, RSC Traffic Coordinators, Traffic Data Processors, Program Managers, TSSC Traffic Team Leader, or the TSSC Customer Support Team can submit T-SPRs.
Approved By	The RSC database managers shall approve all T-SPRs submitted by the regions.
Date	The date the T-SPR was approved and submitted.

Long-Term Pavement Performance (LTPP)
Traffic Data Processing
SOFTWARE PERFORMANCE REPORT

Attention: TSSC Customer Support Team
TSSC Traffic Team Leader
FHWA Traffic Team Leader
cc: NARSC Traffic Coordinator
NCRSC Traffic Coordinator
SRSC Traffic Coordinator
WRSC Traffic Coordinator

Traffic Program Name:		Version No. & Date:
Description:		
Problem _____ Comment _____ Change _____		Priority: High / Med / Low
Reported By:		Date:
Approved By:		Date:

THIS SECTION FOR USE BY TSSC CUSTOMER SUPPORT TEAM

Date Received:	Referred To:	Date Referred:
	Approved By:	Date Approved:
Date Complete:	Analyst:	Time Expended:
Resolution:		
Notes: QC ___ DD		