Memorandum

U.S. Department
Of Transportation

**Federal Highway
Administration**

6300 Georgetown Pike
McLean, Virginia 22101

Subject: **ACTION**: LTPP Directive I-152
Software Performance Reports

Date: August 15, 2011

From: Jane Jiang
Long Term Pavement Performance Team

Reply to
Attn of: HRDI-30

To: Dr. Frank Meyer, PM - LTPP North Atlantic Regional Contract
Dr. Frank Meyer, PM - LTPP North Central Regional Contract
Mr. Mark Gardner, PM - LTPP Southern Regional Contract
Mr. Kevin Senn, PM - LTPP Western Regional Contract

Attached is the Long-Term Pavement Performance (LTPP) Program Directive I-152: Software Performance Reports. This directive supersedes directives I-123 and TDP-40. Please ensure that all personnel are aware of this new directive.

Should you have any questions or would like to discuss this directive, please do not hesitate to contact me at 202-493-3149.

Attachment (1)

FHWA:HRDI-30:JJiang:mdeeney:493-3149:8/15/11
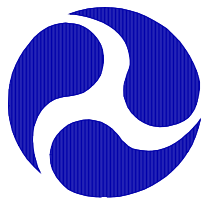File: c:/mdeeney/directive/ims/I-152dir.doc
cc:
Jonathan Groeger
Directive Binder
LTPP Team
Official file
Chron

LONG TERM PAVEMENT PERFORMANCE
PROGRAM DIRECTIVE

For the Technical Direction of the LTPP Program

Program Area: IMS   **Directive Number**: I-152

Date: August 10, 2011   **Supersedes**: I-123, TDP-40

Subject: Software Performance Reports

This directive provides instructions on using the web based Software Performance Report (SPR) form. The form is available at https://portal.ltpp.org/group/ltpp/redmine. The on-line form replaces the paper SPR forms issued by Directives I-123 and TDP-40. The form should be used to report problems, comments, change requests, or to document changes made to the database management software or software used to enter, load, or perform quality assurance checks associated with the Pavement Performance Database (PPDB). This form should also be used to report all issues and changes associated with traffic data processing and the LTPP Traffic Analysis Software (LTAS).

Questions regarding the details of accessing the site should be sent to the Technical Support Services Contractor (TSSC).

After logging in, and selecting Issues/SPRs from the tab at the top of the page the user is presented with a number of available projects. For problems related to the PPDB, the PPDB project should be selected. To enter problems related to traffic data processing or the LTAS software, select LTAS. Other projects can be accessed as they are implemented within the LTPP program in the future.

To create a new SPR, select the 'New Issue' tab. Selecting this tab presents a new issue form with multiple fields.

The following fields should be populated:

Field	Description
Tracker	There are four choices for this field, but only two are used for SPR: Bug - used for problems in the system - when something isn't working correctly Feature - used to identify new features that don't currently exist Support - not used for SPR Data Issue - not used for SPR The other choices are for other types of report tracking.
Subject	A brief title explaining the location or reference to the nature of the problem should be entered. Something like "Data entry issue form MNT-07." This helps readily identify the problem without the need to read through the detailed description.
Description	This field should contain a detailed explanation of the problem, comment, or change.

Status	The status should be "New" when an issue is initiated. New is the default for this field. Only the TSSC should change the status to something other than 'New'.
Priority	Priority is either 'Normal', 'High', 'Urgent', or 'Immediate'. This field defaults to Normal, and consideration should be made before selecting one of the elevated levels of priority.
Submitting Organization	This field includes a selection for each program participant – NCRO, NARO, WRO, SRO, MACTEC/AMEC, SAIC, and FHWA.
Regional ID	Sequential number of the SPR submitted from the organization. Maintain the sequence in use prior to the issuance of this directive.
Start	Start is the date of submittal for the issue. The date in this field defaults to the current date, which should typically be used.
Files	Files should be attached which contain further details on the problem, such as screen shots or file output messages. Files may be attached up to the current 1 GB size limitation. Additional attachments may be added after a SPR has been created.

The remaining fields are used for tracking the resolution and completion of the reported issue, and should only be populated by the TSSC.
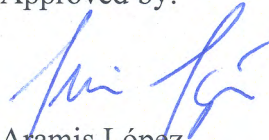
When the information is entered, click the 'create' button at the bottom of the form and the issue will be entered into the system.

All issues submitted by the regions must be approved by the regional database manager. Regional submissions to the LTAS project should also be reviewed by the regional traffic coordinator.

The resolution of posted issues will be tracked by this online reporting system. The previous SPR tracking database and status reports will no longer be distributed to team members on a scheduled basis.

Prepared by: TSSC

Approved by:

Aramis López
LTPP Team Leader