



U.S. Department  
Of Transportation

**Federal Highway  
Administration**

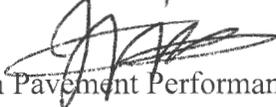
# Memorandum

6300 Georgetown Pike  
McLean, Virginia 22101

---

Subject: **ACTION:** LTPP Directive I-155  
Software Performance Reports

Date: December 19, 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. Tim Martin, PM - LTPP Southern Regional Contract  
Mr. Kevin Senn, PM - LTPP Western Regional Contract

Attached is the Long-Term Pavement Performance (LTPP) Program Directive I-155: Software Performance Reports. This directive supersedes directive I-152. 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:493-3149:12/19/11

File: c:/mdeeney/directive/ims/I-155dir.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-155

**Date:** December 16, 2011

**Supersedes:** I-152

**Subject:** Software Performance Reports

This directive updates instructions on using the web based Software Performance Report (SPR) form. The form is available at <https://portal.ltp.org/group/ltp/redmine>. The on-line 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.

## LTPP Directive I-155 Software Performance Reports

The following fields should be populated by LTPP Regional Support Contractors (RSC):

Field	Description
Tracker	There are four choices for this field: Bug - used for problems in the system, when something isn't working correctly. Feature - used to identify new features that don't currently exist or modify an existing feature to improve usability. Support - used solely to address issues of documentation like the data dictionary or user guides. Data Issue - not used for SPR.
Subject	A brief title explaining the issue and 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 needed 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'. TSSC will set the status to closed when in its opinion a satisfactory explanation has been provided or a required change has been implemented. In cases where RSC have remaining concerns over how the issue was addressed, they can reopen an issue by selecting the 'Feedback' option.
Priority	Priority is either 'Normal', 'Low' or 'High'. This field defaults to Normal indicating that the action is needed to fix a problem but workarounds exist. 'High' should be selected when a bug requires a fix in a short time frame to permit data entry and review, when no work around exists. 'Low' should be selected for fixes which would improve efficiency of data entry and review activities.
Submitting Organization	This field indicates the program participant submitting the issue – North Atlantic Regional Office (NARO), North Central Regional Office (NCRO), Western Regional Office (WRO), Southern Regional Office (SRO), 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 information entry is completed, 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.

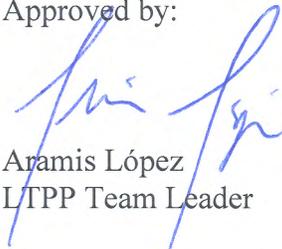
The resolution of posted issues will be tracked by this online reporting system. The previous SPR tracking database and status reports has been discontinued.

LTPP Directive I-155 Software Performance Reports

If Regional Support Contractors (RSC) disagrees with decisions taken to correct an issue or closeout of an issue, they should first contact the TSSC to discuss the issue. If a mutually satisfactory outcome cannot be agreed upon, then the RSC or TSSC should contact the FHWA staff responsible for database management to decide upon the resolution process.

Prepared by: TSSC

Approved by:

A handwritten signature in blue ink, appearing to read 'Aramis López', is written over the printed name and title.

Aramis López  
LTPP Team Leader