

**New Mexico Statewide Traffic Records Coordinating Committee
TraCS Evaluation Pilot Project - Monthly Progress Report**

Meetings/Tasks/Activities Completed during May, 2004

Technical Project Manager for the TraCS Evaluation Pilot Project hired on May 3, 2004.

Meetings

May 13, 2004 – STRCC Meeting

- Meeting minutes are posted at:
http://www.nmtrafficrecords.com/strcc/meet_notes_04.html

May 13, 2004 – Incident/Offense Form Subcommittee Meeting

- Meeting minutes are posted at
<http://strcc.nmcourts.com/twiki/bin/view/Tracs/OffenseIncidentSubcommittee>

TraCS Requirements Analysis

- Prepared interview materials to gather and document requirements. These profiles are posted at :
<http://strcc.nmcourts.com/twiki/bin/view/Tracs/TracsRequirementManagement>
- Conducted requirements meetings with (3) of the STRCC Pilot Law Enforcement Agencies. We are scheduled to meet with Albuquerque Police Dept. on June 3rd, Dona Ana on June 2nd and will schedule with DPS, MTD in early June as well.
 - ◆ May 18, 2004, May 21, 2004 - Santa Fe Police Department
 - ◆ May 19, 2004, May 27, 2004 – DPS, State Police
 - ◆ May 20, 2004 – Rio Rancho DPS

May 17, 2004 - TraCS Forms Developer Team Meeting

- With 6 agencies involved in the TraCS pilot project and several developers working on forms, the team agreed to meet more regularly to discuss development issues, form management. The team agreed that we need to design our configuration management process for the software. We would like to use a web-based tool (i.e. TwIKI) to accomplish this.

May 25, 2004 - DWI Citation Subcommittee Meeting

- We continue to standardized each of the forms that make up the DWI citation package. Ragha Mulakala Ragha presented a format for a standardized “Tow Sheet” which initiated good discussion and feedback. He also presented the consolidated “Criminal Complaint” form. The next meeting will be scheduled in July where we will review the updates to these 2 forms and walk through the

DWI citation form. Representatives from Rio Rancho, MTD, State Police, DPS, MVD and AOC attended.

TraCS Evaluation Pilot – Test Center

- Drafted the Test Center plan and schedule. This will be distributed in each LEA TraCS pilot project plan.
- Storage boxes in Test Center have been cleaned out. Furniture will be moved into the room in early June.
- Evaluation equipment has been ordered and will arrive early June for setup.

Vendor	Evaluation Equipment Ordered
Technology Information Group (TIG) Albuquerque, NM	Xplorer ruggedized tablet PC HP ruggedized PC
ACS Denver, Colorado	Panasonic ruggedized PC notebook, Panasonic wireless unit with ruggedized PC Panasonic ruggedized PC/tablet
L-tron	Handheld scanner
Pentax	Mobile printers

Deliverables

TraCS Project Repository

- The TraCS project collaboration website has been setup. Working project documentation and deliverables will be published to:
<http://strcc.nmcourts.com/twiki/bin/view/Tracs/WebHome>

Uniform Traffic Citation(UTC) Requirements - in progress. To be completed in June, 2004.

UTC Test plan – will begin developing in June 2004.

TraCS Evaluation Pilot Project Plans – in progress. To be completed in early June, 2004.

OCIO Monthly Project Report – submitted on May 10, 2004.

Planned activities for June 2004

Meetings

- June 10, 2004 – STRCC Meeting
- June 10, 2004 – Incident/Offense Report Subcommittee Meeting
- Pilot LEA participant project plan meetings
- Pilot LEA participants begin attending testing sessions starting on June 28th.

Other Tasks/Activities

- Install and configure equipment and software into Test Center.
- Prepare Test Plans for LEA testing.
- Finalize testing configuration of Uniform Traffic Citation in TraCS software.

Project Issues

Beginning next month, the TraCS Pilot Project issues will be posted at:

<http://strcc.nmcourts.com/twiki/bin/view/Tracs/TracsDirectory>