



U.S. Department of Transportation

# ITS 4 US

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**IT'S TRANSPORTATION FOR ALL OF US**

**Task 2-F:**  
Participant and Staff Training



## Elina Zlotchenko

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ITS Joint Program Office

# ITS4US Program Overview

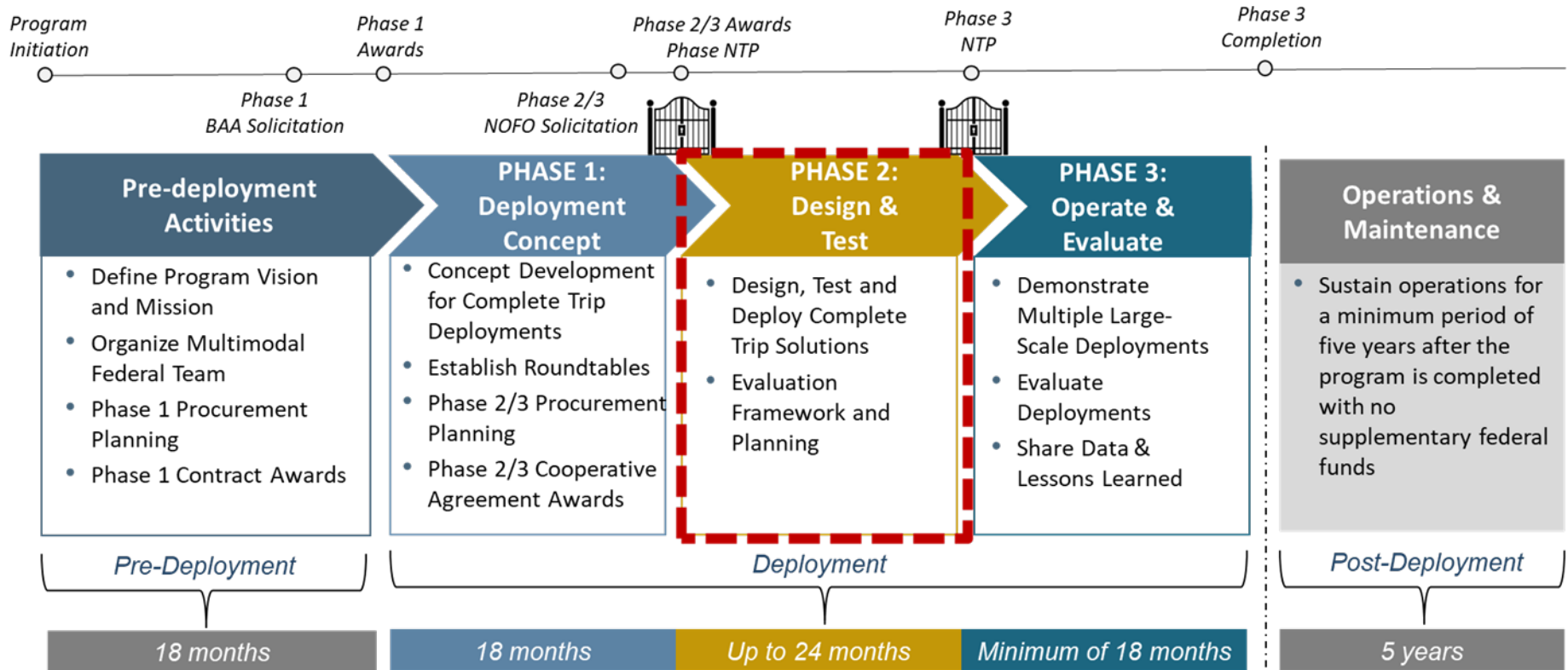
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- A USDOT Multimodal Deployment effort, led by ITS JPO and supported by OST, FHWA and FTA
- Supports multiple large-scale replicable deployments to address the challenges of planning and executing all segments of a complete trip

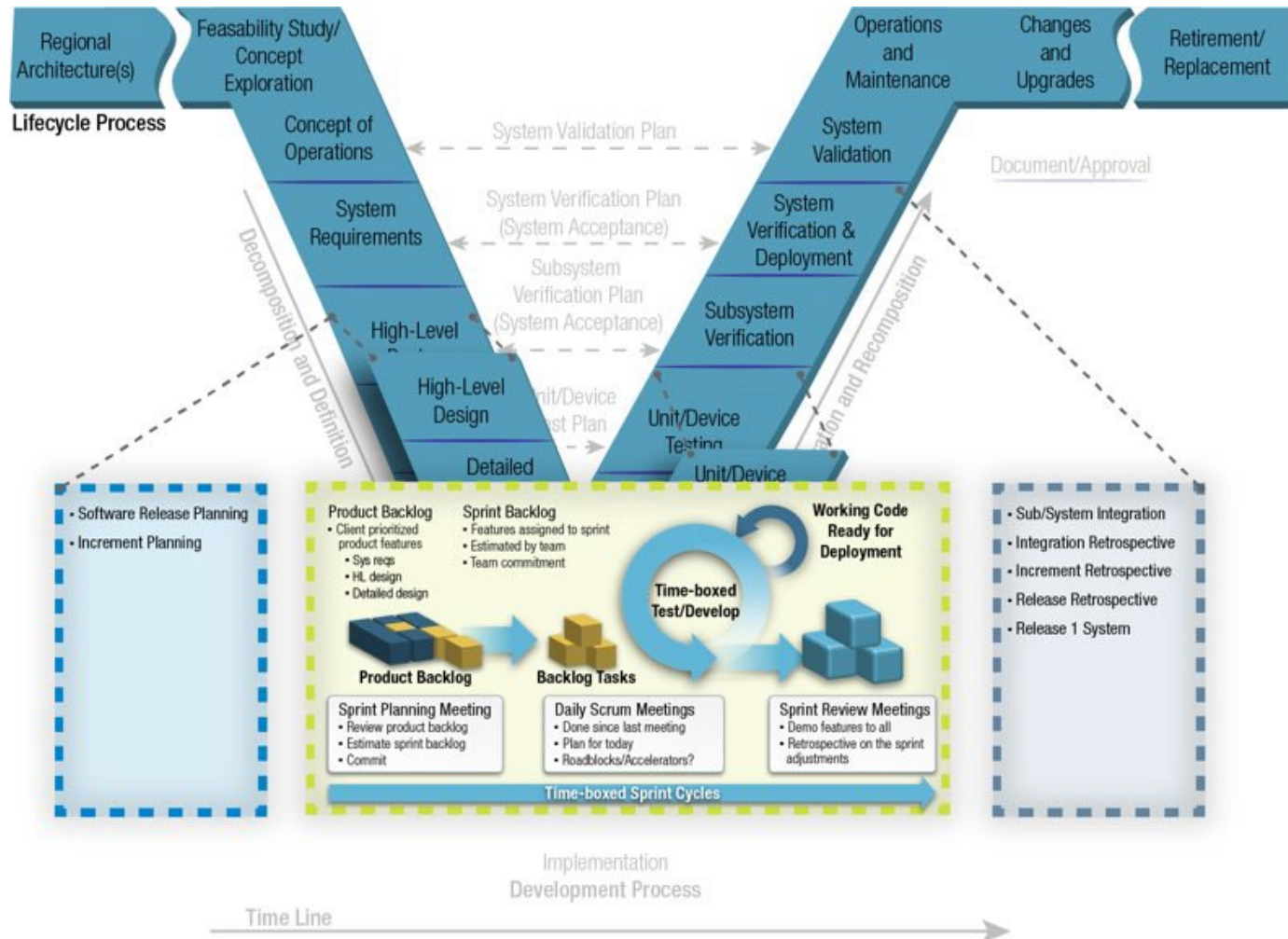


**Vision:** Innovative and integrated complete trip deployments to support seamless travel for all users across all modes, regardless of location, income, or disability

# Deployment Phases



# Systems Engineering “Vee” Diagram



(Source: FHWA 2007 and modified by Noblis 2017)

# Participant and Staff Training



## Dawn Sweet

Headquarters Director, Federal  
Transit Administration (FTA)  
Office of Civil Rights

ITS4US Subject Matter Expert (SME)

# Participant and Staff Training:

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Task 2-F is performed throughout the duration of Phase 2. This task involves training participants, operators, and other personnel to install, operate, and maintain the deployed system. As part of this task, teams will develop a Training Implementation Schedule (TIS) and provide monthly status updates. The activities in this task will be guided by the Phase 1 PTSEP and subject to the HUAS.

## ***Deliverables***

1. TIS
2. TIS monthly updates
3. Training Materials
4. Human Use Approval Confirmation Materials



# Participant and Staff Training Objectives

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- In this task, relevant participants, operators, installers, maintenance staff, and other personnel are trained to install, interact with, operate, maintain, and/or repair the deployed system.
  - This activity is guided by the Participant Training and Stakeholder Education Plan (PTSEP) prepared in Phase 1.
- This includes the development and/or acquisition of recruitment and training materials, recruiting, and the delivery of training to all required personnel.
- An update to the PTSEP developed in Phase 1 may be required as an initial step in this task.
- Activities as discussed in the Phase 1 Human Use Approval Summary are needed to confirm approval by IRB with suitable timing.

# TIS Template & Monthly Updates (Part 1)

WBS	Task Name	Duration	Start	Finish	% Complete	Contractual Deliverables	SDS	TIS	IORS	OIS	PMESS	Notes
2.F	2-F Participant and Staff Training	523 days	Wed 6/15/22	Fri 6/14/24	0%							
2.F.2	Updated Participant Training and Stakeholder Education Plan				0%			✓				As needed, per NOFO
2.F.1	Initial Training Implementation Schedule (TIS)				0%	✓		✓				Timing determined via PTSEP
2.F.5	Monthly updates to TIS				0%	✓		✓				Monthly updates at the time of progress
2.F.3	Training Materials				0%	✓		✓				Timing per PTSEP and
2.F.4	Human Use Approval Confirmation Materials				0%	✓		✓				Timing per HUAS

# TIS Template & Monthly Updates (Part 2)

The screenshot shows the Microsoft Project Professional interface. The 'View' tab is active, and the 'Data' column is selected. A dropdown menu is open, showing various task categories. The 'TIS' option is highlighted with a red circle.

WBS	Task Name	Duration	Start	Finish	% Complete	Cont Deliv	Notes
22	2.F 2-F Participant and Staff Training	523 days	Wed 6/15/22	Fri 6/14/24	0%		
23	2.F.2 Updated Participant Training and Stakeholder Education Plan				0%	TIS	As needed, per NOFO
24	2.F.1 Intitial Training Implementation Schedule (TIS)				0%		Timing determined via PTSEP
25	2.F.5 Monthly updates to TIS				0%		Monthly updates at the time of progress
26	2.F.3 Training Materials				0%		Timing per PTSEP and
27	2.F.4 Human Use Approval Confirmation Materials				0%		Timing per HUAS



# Technical Support

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- Proposed technical support/coordination opportunities:

Schedule Item	Date
Roundtable on Performance Measurement, Evaluation, and Human Use Approval	TBD
Training-relevant topics in Technical and Outreach Roundtables	TBD

- Get help by:
  - Bringing up issues at biweekly meetings and suggest topics for roundtables
  - Contacting your site AOR to reach the Human Use Approval or Training Leads

# Lessons Learned from the CV Pilots (Training)

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- Treat recruitment activities separately from training task.
- Implement training using Phase 1 PTSEP and HUAS noting the team's fleshed out and more informed deployment concept.

Source: [Connected vehicle pilot deployment program phase 1 : lessons learned : final report. \(bts.gov\)](#)

- Consider providing appropriate level training for partners that have their own equipment installers.
- Maintaining system documentation is critical when vendor and admin documentation is missing or lacking.
- Ensure individuals with access to PII have received the required training in protecting PII

Source: Connected Vehicle Pilot Deployment Lessons Learned Logbook Synthesis, FHWA-JPO-22-927, to be published

# ITS4US Contact Information

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Visit the ITS4US Deployment Program Website:

<https://its.dot.gov/its4us/>

ITS4US Deployment Program Video

<https://youtu.be/pztl1lRyXAc>

