

DDI Preparation Checklist (XX/XX/XX)

?? at ?? – District 5

Anticipated Date for Opening – ??/?? to ??/??

Preparation for shifting traffic to the DDI Configuration (Month Prior):

Required	Completed (Red = Pending)	Task
		Provide DDI Design Checklist to design firm. Reference in source documents as much as possible.
		MOT Kickoff Meeting with Traffic Ops/TSM&O and Construction. Goal is to iron out signal phasing, ped crosswalk/signals, advanced signing and pavement markings. Be sure to provide proper review time. Require ERC comment responses from the design firm.
		Traffic Operations/RTMC to review Signalization and SAPM plans for DDI.
		Provide channel assignments and SOP to CEI/RTMC
		Review Timings/Phasing for DDI intersections and surrounding intersections that may be in coordination.
		Verify the viewing of the existing CCTVs around the interchange.
		Program the controller and MMU and bench test them. Maintaining Agency and FDOT to observe.
		Coordinate with First Responders through TIM Manager from RTMC.
		Ensure signal communications is functional.
		Ensure that the MMU is appropriately programmed for the new phasing.
		Coordinate DMS messages with RTMC
		Verify that the UPS is functional.
		Implement signalization and signing and pavement marking comments.
		Ensure very tight barrel spacing (5 feet) to provide traffic guidance.
		Verify all detection is functional.
		Ensure PIO Outreach
		Verify ped movements
		Verify all pavement markings and signs are in place prior to opening
		Ensure all CCTVs are functional back to the RTMC including Smart Work Zone

Prior to shifting traffic to the DDI configuration (Night of):

Required	Completed (Red = Pending)	Task
		RTMC to post DMSs as appropriate
		PIO Outreach
		Coordinate with First Responders
		Run a TEAMS meeting with video showing the DDI for viewing by CEI, Traffic Ops and Leadership
		Review of all signing and markings in place by Traffic Ops and CEI.
		Ensure very tight barrel spacing (5 feet) to provide traffic guidance.
		Arterial staff available the night of the change and implement changes once the intersections come out of flash
		Ensure signal communications is functional
		Ensure all CCTVs are functional back to the RTMC
		24-hour surveillance from RTMC. Provide feedback to CEI with findings each day. RTMC to provide screenshots as appropriate.
		Provide volume counts and queue data if available to leadership
		Verify stop bar locations – distances and driver expectancy
		Arterial support/TIM Support/Drone Team to be in the field the morning of opening

Maintaining the DDI once changeover is complete (2 to 3 days after shifting traffic to DDI).

Required	Completed (Red = Pending)	Task
Y		Run a TEAMS meeting with video showing the DDI for viewing by CEI, Traffic Ops and Leadership for the morning of the opening
Y		Drive the intersection and provide dash cam front and rear recordings to Traffic Ops, CEI and leadership the morning of the opening
N		Fly drones and pipe the video to the TEAM meeting display for morning of opening
Y		Consider Smart Work Zone trailers for monitoring peds for the morning of the opening
Y		RTMC to post DMSs as appropriate
Y		Make timing and schedule adjustments as needed
Y		24-hour surveillance from RTMC. Provide feedback to CEI with findings each day. RTMC to provide screenshots as appropriate.
Y		RTMC to provide volume counts and queue data if available to leadership

Maintaining the DDI once changeover is complete (1 week after shifting traffic to DDI):

Required	Completed (Red = Pending)	Task
Y		RTMC to post DMSs as appropriate
Y		Observe traffic and report findings to District Leadership
Y		Monitor and fine-tune timings the week following the change to DDI configuration.
Y		24-hour surveillance from RTMC. Provide feedback to CEI with findings each day. RTMC to provide screenshots as appropriate.
Y		RTMC to provide volume counts and queue data if available to leadership