

AASHTOWare BrDR Service Request Management

1.0 Introduction

This document establishes the service request review process for AASHTOWare BrDR software issues.

2.0 Definitions

Jira Service Desk – web-based service portal used to create, manage, and track software issues

<https://aashtobrdr.atlassian.net/servicedesk/customer/portals>

Bug – a defect or error in the software that causes it to behave differently from its intended design

Urgent Bug – a bug which prevents users from performing critical business functions

Critical Bug – a bug which produces incorrect final results without warning the user

High Priority Bug – a bug which produces incorrect results or prevents portions of the program from functioning, however, the user is alerted to the error (e.g. the program crashes and an error window is displayed or a warning is issued)

Low Priority Bug – a bug which causes minor inconvenience to business process but has a known workaround

Maintenance – any update to the software that was not originally planned or scoped during development but is necessary to facilitate correct operation

Enhancement – an improvement or addition to the software that introduces new functionality and is not classified as a bug or maintenance

High Impact – one or more of the following are met: resolution would benefit many states/clients, address wide-spread issues, significantly improve software performance, provide significant improvements to existing features, or provide features that are in high demand.

Low Impact – not high impact.

3.0 Issue Type

Reported issues will be categorized into the following types:

1. Bug
2. Maintenance
3. Enhancement
4. Education
5. Support
6. Duplicate

4.0 Issue Status

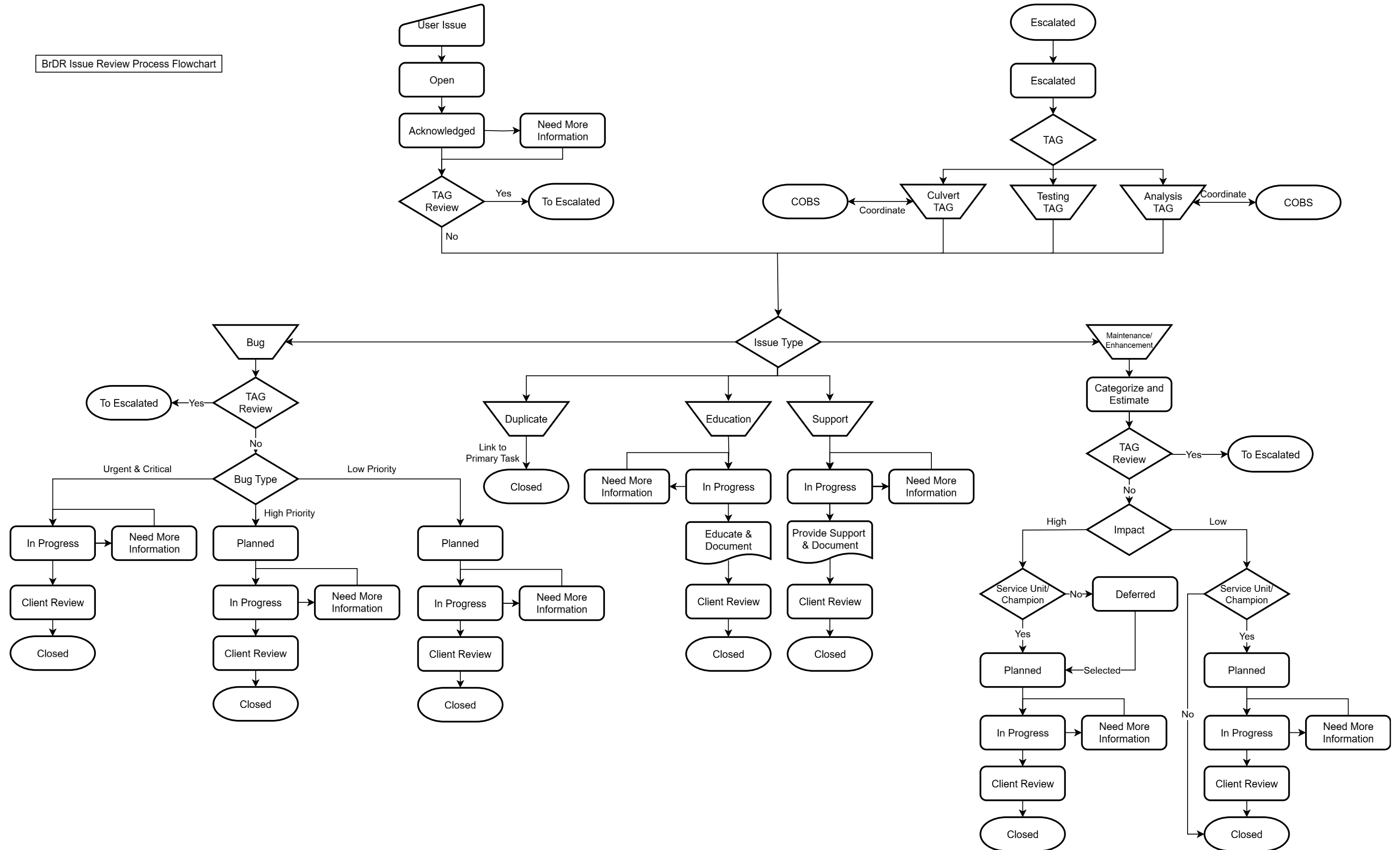
Status will be provided on all issues using the following status:

1. Open – New issue
2. Acknowledged – Issue has been received and response has been provided. Additional information may be needed. If user has not responded within two (2) days, change status to Need More Information.
3. In Progress – Issue is being addressed.
4. Client Review – Client review of proposed resolution.
5. Need More Information – Additional information needed from client.
6. Escalated – Issue will be reviewed and determination made regarding how to proceed.
 - a. Differences due to Specification interpretation/engineering approach or issue type assignment that cannot be resolved
 - b. Issue to be reviewed by the Backlog TAG and addressed. If appropriate, the Backlog TAG to assign to the Analysis TAG for further investigation
 - c. Analysis TAG to review the issue and provide a recommendation to the Task Force
 - d. If the issue must be addressed within the Specifications, the Analysis TAG will reach out to the responsible COBS Technical Committee for resolution
7. Planned – Issue has been added to a development work plan and will be delivered in an upcoming release.
8. Deferred – Issue may be addressed at a later date.
9. Closed – Issue has been resolved, culled, or closed due to non-responsiveness.
 - a. If submitter non-responsive after one (1) month, provide follow-up.
 - b. If submitter non-responsive after two (2) months, provide 2nd follow-up.
 - c. If submitter non-responsive after three (3) months, closeout task and note.

5.0 Issue Status Workflow

The following workflow will be used to track issues:

BrDR Issue Review Process Flowchart



6.0 Issue Evaluation Process

Issues will be triaged using the following matrix. The Backlog TAG will follow a predefined workflow based on the quadrant classification.

	Urgent	Not Urgent
High Impact	Quadrant 1 <ul style="list-style-type: none"> • Urgent Bug Fix • Critical Bug Fix 	Quadrant 2 <ul style="list-style-type: none"> • High Priority Bug Fix • Low Priority Bug Fix • Maintenance Item • Multi-State Enhancement • Task Force Directed Work
Low Impact	Quadrant 3 <ul style="list-style-type: none"> • State Specific Enhancement • Isolated Issues 	Quadrant 4 <ul style="list-style-type: none"> • Nice-to-Have Features • Nominal Improvement to Existing Features

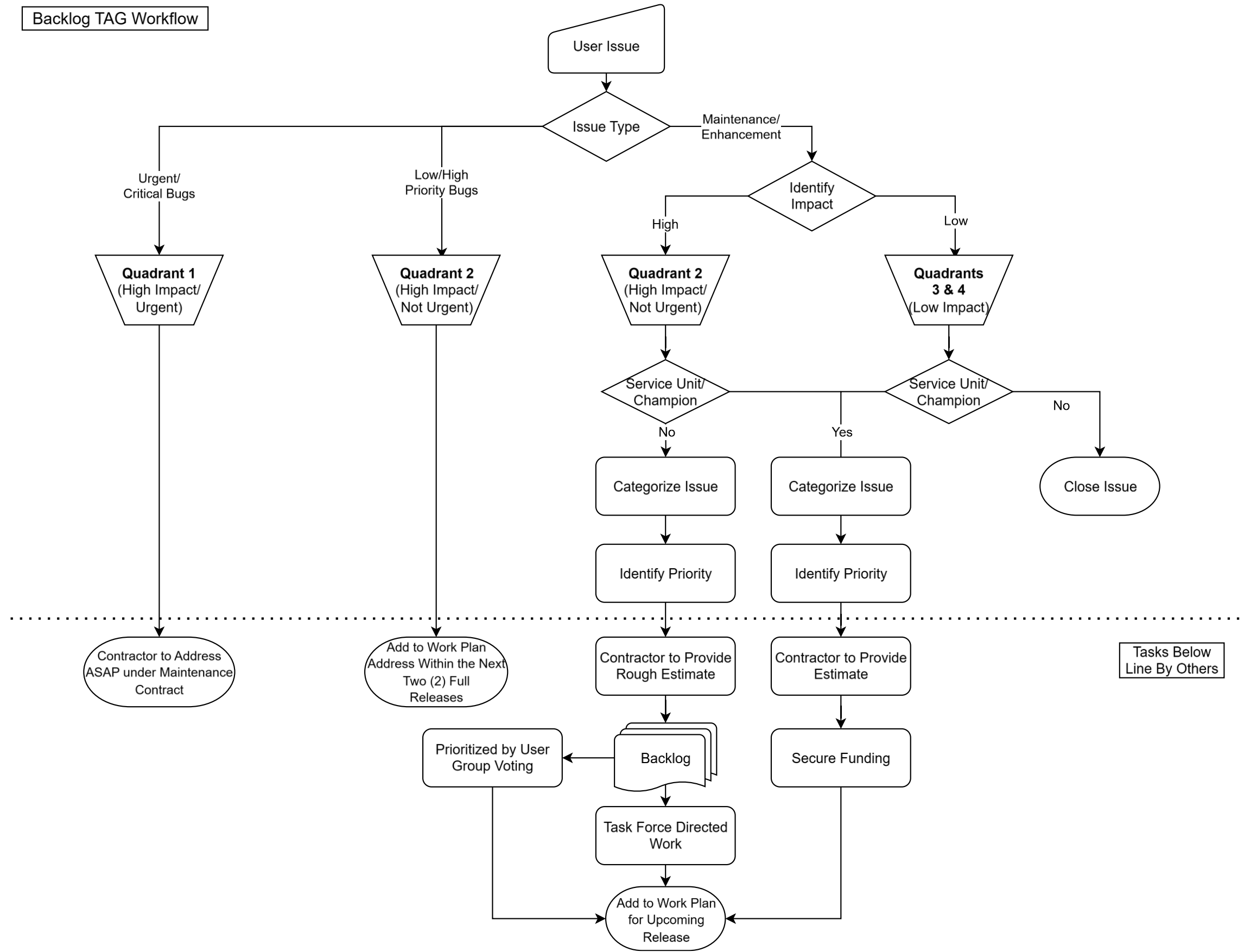
Quadrant 1 – issues will be fixed as soon as possible under the software maintenance contract.

Quadrant 2 – bugs will be fixed in upcoming release other items will be evaluated to identify potential implementation issues, identify related issues, establish a rough estimate, and prioritized based on User Group voting or through Task Force directed work.

Quadrants 3 & 4 – option will be provided for state funded service unit work or volunteer to champion effort to increase interest with other states. Otherwise, user will be notified that issue will not be incorporated and will be closed.

The Backlog TAG will use the following workflow to evaluate issues:

Backlog TAG Workflow



7.0 Issue Review Process

When a user identifies an issue with the software, the user shall enter the issue into Jira Service Desk. The developer will review the issue and update the issue type within 3 working days. During the review process if an issue must be reclassified to a different issue type, the submitter will be notified. All issues shall be closed upon completion. Each issue type will be resolved according to the following processes:

7.1 Bug

7.1.1 Urgent

1. Notify the submitter, AASHTOWare BrDR Project Manager, Task Force Chair, the Testing TAG Chair, and the Backlog TAG Chair that an issue has been classified as an urgent bug.
2. Directly notify all licensees (by email or phone call and a post will be created on the Customer Support Center) of the issue, state that a resolution is under development, and provide an estimated time frame to resolve the issue. At the discretion of the Task Force, depending upon the severity of the issue and the time frame to resolve the issue, this notification may be delayed to be released concurrently with the patch.
3. An emergency patch will be developed by the Contractor and distributed to the licensee who reported the problem.
4. Directly notify all licensees that a patch is available and will be provided by the Contractor upon request.
5. The Contractor shall incorporate the fix into the base software in the next scheduled release.

7.1.2 Critical

1. Notify the submitter, AASHTOWare BrDR Project Manager, Task Force Chair, the Testing TAG Chair, and the Backlog TAG Chair that the issue has been classified as a critical bug.
2. Directly notify all licensees on a monthly basis of the issue status and any known workarounds.
3. The Contractor will apply the resolution to the base software in the next scheduled release provided the bug is received six (6) months prior to the published release date to allow for proper testing or by patch at the discretion of the Task Force.
4. Technical Notes will be issued as soon as possible.

7.1.3 High Priority

1. Directly notify the submitter that the issue has been classified as a high priority bug.
2. The Contractor will apply the resolution to the base software within the next two (2) full releases.

7.1.4 Low Priority Bug

1. Directly notify the submitter that the issue has been classified as a low priority bug.
2. The Contractor will apply the resolution to the base software within the next two (2) full releases.

7.2 Maintenance and Enhancements

1. Directly notify the submitter that the issue has been classified as a maintenance item or an enhancement item.
2. The issue will be evaluated by the Backlog TAG and categorized as high impact or low impact.
3. High impact items will be deferred and reviewed by the Backlog TAG, tiered, categorized, and a rough estimate to implement will be provided by the contractor.
4. Submitters of items determined to be low impact, will be provided the option to incorporate the enhancement through agency funded service unit work or champion the issue to pool resources with other states to fund the effort. Agency funded work will be incorporated into a work plan as directed by the Task Force. If the submitter's agency is not interested in funding or championing the work, the issue will be closed and noted accordingly.
5. Deferred items may be added to a work plan through User Group voting or through Task Force directed work.

7.3 Education

1. Provide information to educate/inform the submitter as needed.
2. Incorporate additional documentation into the software help file as deemed appropriate.

7.4 Support

1. Provide technical support as needed.
2. Incorporated additional documentation with to assist with technical issues as deemed appropriate.

7.5 Duplicate

1. Add notes referencing the active service entry.
2. Add user of duplicate entry to receive updates for active service entry.
3. Close duplicate entry.

Revision History

	Date	Comment	Author
1.	September 17 th , 2024	Revised definitions of High Impact and Low Impact; Added BT Impact section and chart.	M.B.
2.	March 4 th , 2025	Revised BT Estimate table.	G.T.
3.	January 22 nd , 2026	Updated bug, maintenance, and enhancement definitions.	G.T.
4.	June 16 th , 2026	Updated Process Flowchart elevated path. Combined this document into single document	G.T.