



# FOT-Net seminar FESTA for beginners

Pisa, May 9<sup>th</sup> 2012

## FOTIP and how to use the handbook

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The word "FESTA" in white, bold, sans-serif font, set against a dark blue triangle that is part of a larger graphic element consisting of several overlapping, curved, light blue and white shapes.



FOT-Net is a support action co-funded by the European Commission to network FOT activities at European, national and international level.

# The FESTA Handbook



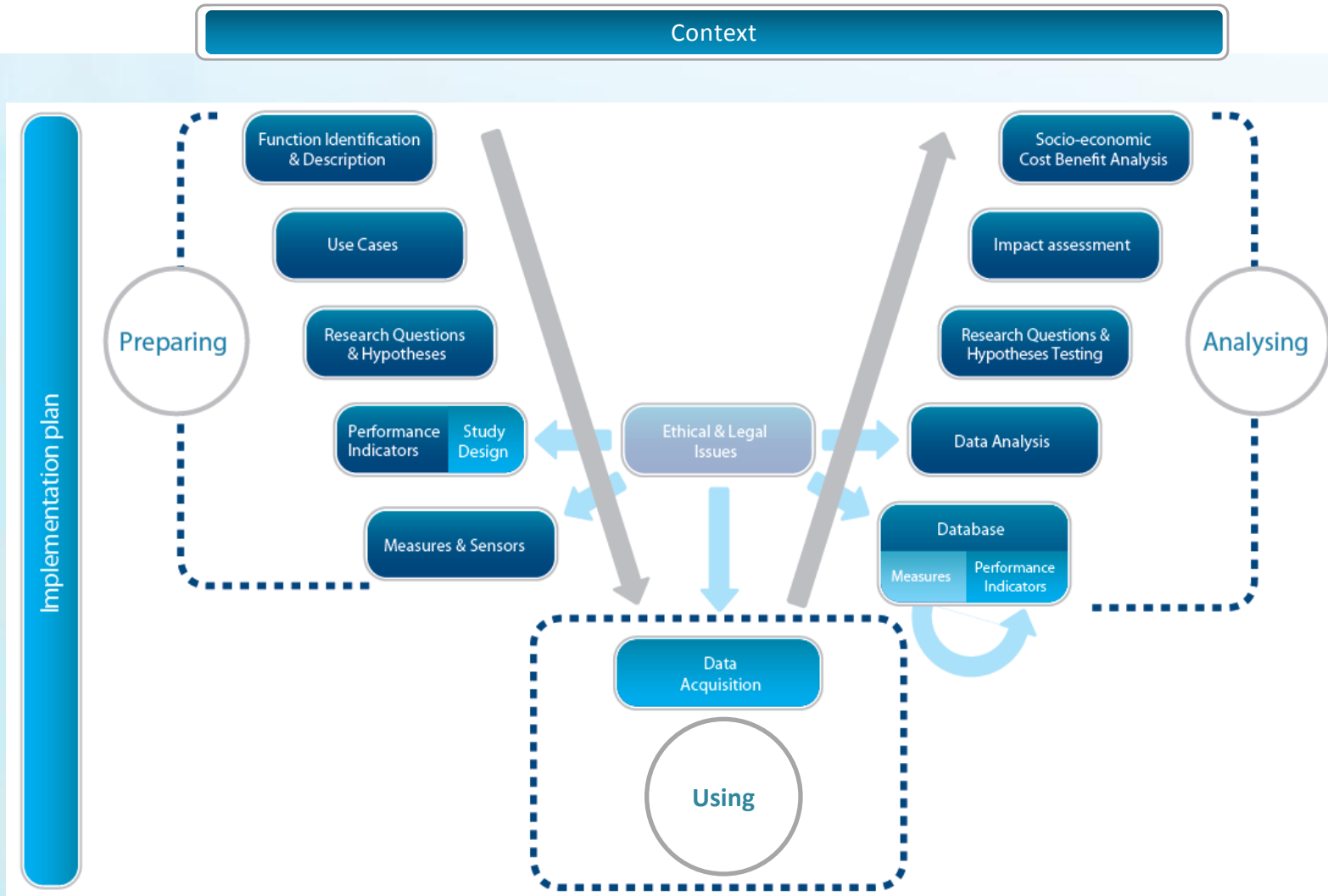
The Handbook is a support to design, conduct & evaluate Field Operational Tests (FOT)

- The organization and deployment of the FOT involve a wide number of domains (psychology, database, statistics, law....).
- The Handbook is intended to support both management and technical aspects.
- The FESTA methodology organizes activities according a V Cycle.

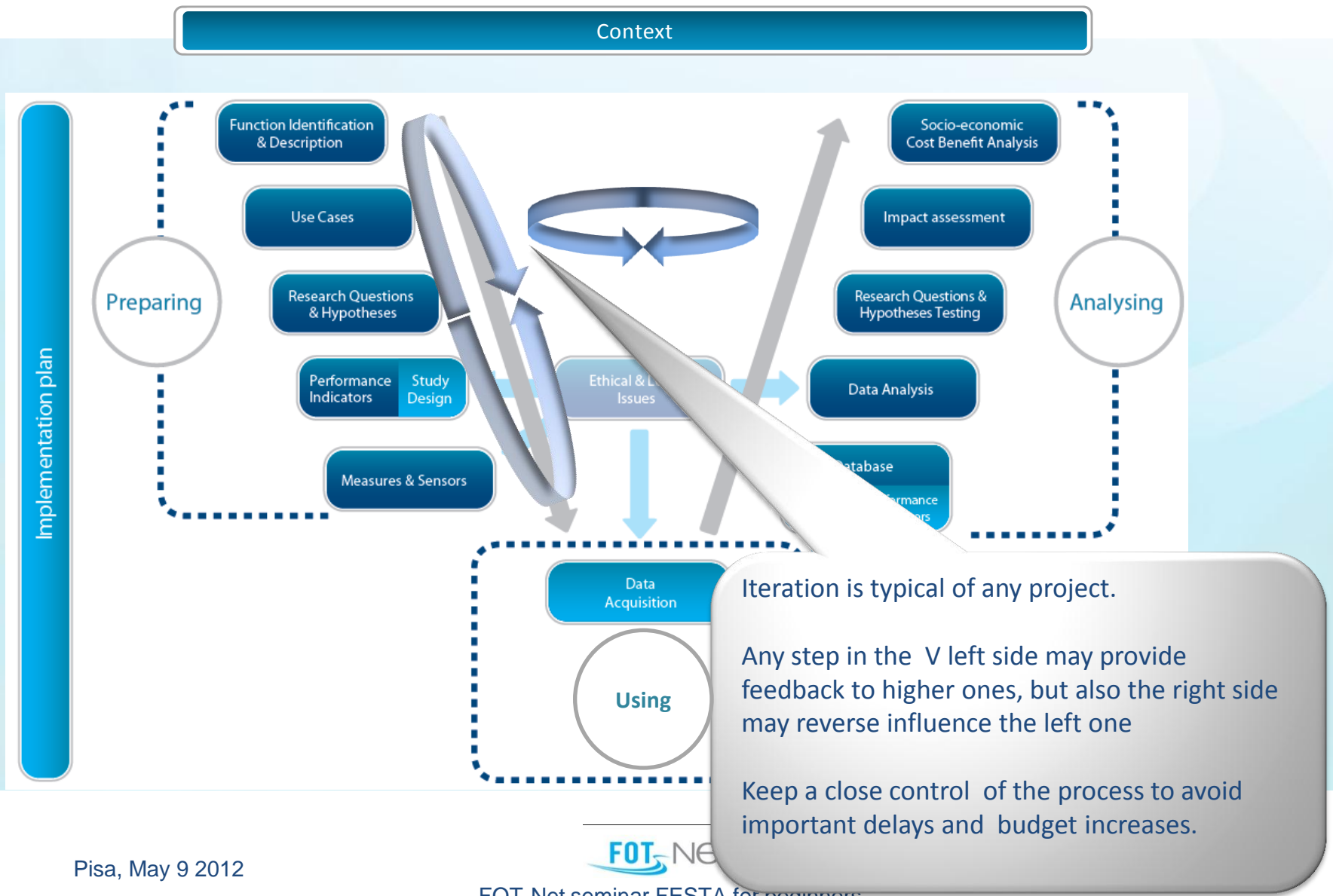
The handbook is mainly structured in three parts:

- The main body which describes each activity of the V cycle, proposing the methodology to use and discussing the possible alternatives.
- A special Annex dedicated to Ethical and Legal issues.
- The Field Operational Test Implementation Plan (FOTIP) which is a support to the planning ( sequence, scheduling, professional skill required) and deployment of the activities.

# The V Cycle



# Iteration




# The FESTA Handbook



## Use of the FESTA Handbook

- Three practical way to consult/study the handbook:
  - Pdf Version ([http://www.fot-net.eu/download/festa\\_handbook\\_rev4.pdf](http://www.fot-net.eu/download/festa_handbook_rev4.pdf))
  - Paper version
  - FOT-NET Wiki

## Hyperlinks

- Internal → Reference to internal chapters and definitions for an easier navigation
  - Press **Alt**  to come back to the calling link.
- External → FOT-Net Wiki or Wikipedia, when existing, have priority except for projects and organization.
- [FW] → links to FOT-Net Wiki definitions as alternative for ensuring updating in the future. Example:
  - .....with the aim of proving that such [systems](#) [FW] can deliver real-world benefits. In Europe too,.....

# The FESTA Handbook



The FESTA page on Wiki ([http://wiki.fot-net.eu/index.php?title=FESTA handbook](http://wiki.fot-net.eu/index.php?title=FESTA_handbook))

Available options:

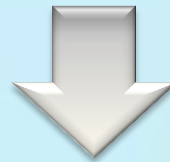
- [FESTA handbook](#) downloading
- See [main modifications](#) introduced in the Version 4 by the FOT-NET working group
- Full [list of publications](#) complementing the FESTA handbook
- [Browse the FESTA V](#) in this Wiki
- Browse the handbook by Chapter in this Wiki

# The FOTIP

By their very nature FOTs are major projects.

→ They are normally **extensive and expensive**.

- A very **accurate planning** and project **management** are fundamental.
- The **experience and lessons learnt** in previous FOTs are precious to avoid repeating errors.
- **Budget and timing overspending** may easily happen.



**The FOTIP attempts to map out all known critical issues that need to be taken into account in planning and undertaking an FOT.**

# The FOTIP



The FOTIP is intended to serve primarily as a checklist for planning and running FOTs:

- to highlight the main Activities and Tasks that would normally be undertaken in successfully completing a FOT;
- to ensure that, in running a FOT, researchers and support teams are aware of critical issues that influence the success of the FOT;
- by drawing on the experiences of previous FOTs, to highlight the “dos” and “don’ts” of running a FOT; and
- to provide a consistent framework for planning, running and decommissioning FOTs



## FOT Teams and People

- **Research Institute contracted to run FOT**
- **Project Manager**
- **Research Team**
- **Technical Support Team**
- **Administrative Support Team**
- **Project Steering Committee**
- **Project Management Team**
- **Accounting/Auditing Advisor**
- **Legal and Ethical Advisors**
- **Sub-Contractors**
- **Public Relations and Communications advisor**
- **Project Sponsor(s)**



# The FOTIP



	Set Up & Design		Preparation			Data Collection			Completion	
Convene teams and people	█	█								
Define aims, objectives, research questions & hypotheses		█								
Develop project management plan		█								
Implement procedures and protocols for communicating with stakeholders		█								
Design the study		█								
Identify and resolve legal and ethical issues		█	█	█	█					
Select and obtain FOT test platforms (vehicles, mobile devices, road side units, ....)		█	█	█						
Select and obtain systems and functions to be evaluated	█	█	█	█						
Select and obtain data collection and transfer systems		█	█	█						
Select and obtain support systems for FOT platforms		█	█	█						
Equip FOT test platforms with all systems			█	█	█					
Implement driver feedback and reporting systems			█	█	█	█	█	█		
Select / implement relational database for storing FOT data		█	█	█		█	█	█		
Test all systems against functional requirements and performance specifications				█						
Develop recruitment strategy and materials		█	█	█	█					
Develop driver training and briefing materials			█	█	█					
Pilot test FOT equipment, methods and procedures				█	█					
Run the FOT					█	█	█	█	█	█
Analyse FOT data						█	█	█	█	
Write minutes and reports	█	█	█	█	█	█	█	█	█	█
Disseminate the FOT findings						█	█	█	█	█
Decommission the FOT										█

**Activity 10:**

*Select and obtain support systems for FOT platforms*

Tasks and Sub-Tasks	Person/ Team/ Organisation Responsible for Activity	Done
<b>10.1 Define the support systems needed (see General Advice Column)</b>	Project Manager, Research Team, Technical Support Team and (if appropriate) consultant	<input type="checkbox"/>
<b>10.2 Develop functional requirements and performance specifications for systems needed to support the study</b>	Project Manager, Research Team, Technical Support Team and (if appropriate) consultant	<input type="checkbox"/>
<b>10.3 Where appropriate, develop functional requirements and performance specifications for the HMI, to ensure that the HMI for support systems is safe and user-friendly</b>	Project Manager, Research Team, Technical Support Team and (if appropriate) consultant	<input type="checkbox"/>
<b>10.4 Source, purchase and/or develop support systems that meet above functional requirements and performance specifications</b>	Project Manager, Technical Support Team and (if appropriate) sub-contractors.	<input type="checkbox"/>
<b>10.5 Sign off on selection and obtaining of support systems for test platforms</b>	Project Manager, Project Management Team, Project Sponsor(s)	<input type="checkbox"/>

**Critical Considerations (the “dos” and “don’ts”)**

- ✓ If possible, support systems should be capable of remote operation to allow, for example, remote system reboot.
- ✓ In the case of very large naturalistic studies it may not be practicable to intervene manually. In these cases do attempt to automate as much as possible.
- ✓ Anticipate data analysis requirements before specifying data to be logged (e. g., rates and resolution)
- ✓ Ensure that missing data are clearly indicated – e. g., if the data collection system malfunctions, missing data should NOT be indicated with a zero, where zero is a valid measure (e. g., speed).
- ✓ If in doubt about the final list of measures to be logged, log more parameters if performance of the data logging system or storage capacity are not affected. Consider the opportunities for ad-hoc and post-hoc interrogation of raw data files to answer additional questions. This may not be possible if data collection is triggered.

**General Advice**

- ✓ Support systems have multiple purposes: e. g., to display information to users; to automatically turn systems on and off where multiple systems are being tested and exposure to each is kept constant across drivers; for manually disabling systems in the event of malfunctions (i.e., “panic buttons”); for preventing use of systems by non-participants; for diagnosing system status and faults; etc.

# FOT Wiki

The FOT-Net Wiki is the Free Living Encyclopedia of FOTs that anyone can edit:  
it is the tool “for and by” the FOT community.

It can be accessed via: [www.wiki.fot-net.eu](http://www.wiki.fot-net.eu)

## What can I do?

- Create an account
- Update and upload information about your FOT
- Monitor FOTs in your geographical area/field of expertise and edit the Wiki directly or contact

[info@fot-net.eu](mailto:info@fot-net.eu)



The screenshot shows the homepage of the FOT-Net Wiki. At the top, there is a navigation bar with links for 'page', 'discussion', 'view source', and 'history'. Below this, a welcome message reads 'Welcome to the wiki of Field Operational Tests'. A yellow box contains the text 'Welcome to the FOT-Net Wiki, the free encyclopaedia of Field Operational Tests that anyone can edit!' along with statistics: '161 articles and 1,951 edits by 71 registered contributors.' To the right of this box are links for 'Create an account', 'Write the article of a new FOT', and 'Request an article about a new FOT'. Below the welcome message, there is a section titled 'This wiki intends to be a resource for anyone interested in Field Operational Tests, their organisation, their set up and their results. We strongly encourage you to contribute to this online resource.' This is followed by a 'Sign up to FOT Wiki here' link and a note about experiencing problems. A 'This month's featured FOT: sim<sup>TD</sup>' section highlights a project in Frankfurt am Main. To the right is a 'The FOT Catalogue' section. A sidebar on the left contains a 'navigation' menu with links to 'Main Page', 'FOT Catalogue', 'List of FOTs', 'List of Fields', 'List of Methodology projects', 'List of Test Sites', 'FOT Glossary', 'Who's who in FOTs?', 'Recent changes', and 'Help'. Below the navigation menu is a 'search' box with 'Go' and 'Search' buttons, and a 'toolbox' with links for 'What links here', 'Related changes', 'Special pages', 'Printable version', and 'Permanent link'.