

PM&Q Task Force Minutes
March 16, 2017, 12:00 noon – 1:00 pm (CT)

ATTENDEES

Joe Horton, Chair

Megan Swanson, Secretary

Members: Bill Barstis, Binh Bui, Darryl Dockstader, Jen Harper, Dave Huft Ned Parrish, Hafiz Munir, Brad Overturf, Hua Xiang,

Friends: Ken Chambers, Joe Crabtree, Chris Hedges, Sue Sillick, Maina Tran, Enid White

Visiting: Ron Johnson (In process of being appointed to RAC), Dale Peabody

Joe Horton welcomed all attendees.

GENERAL UPDATE

Transportation Knowledge Network (TKN) Status – TKN is in flux. RAC is looking for a chair for the task force. If they cannot find one, it may become a sub-group under Coordination & Collaboration. This impacts PM&Q because we have several items more applicable to TKN that we may suggest that group take the lead on.

PM&Q Survey – PM&Q has been working on the survey for several months, and have surveyed both PM&Q and RAC. The highest scoring item is Research Implementation, followed by Quality and Timeliness, Program Management Tools, and Research Performance Measures.

The topic Peer Exchange is also remaining active, as there is a project ongoing. David Jared and Joe H. are the lead on this issue. David is also working on a project that encompasses strategic staffing, so PM&Q will want to keep our finger on the pulse of that issue.

Enid White suggests that we combine IP and Copyright Issues. Enid has volunteered to take the lead on monitoring this issue. The primer on Patentability, “NCHRP Legal Research Digest 73” has come out, and there will be a webinar upcoming. Sue Sillick asked that the primer and webinar are added to the RPPM. Hua Xiang and Enid will discuss some questions that Hua has about how involved the patentability process needs to be.

Joe Crabtree mentioned that it is difficult for research departments that are already stretched thin to define practical performance measures and track them. Research Performance Measures are being addressed by Value of Research, so we may be able to “follow” this item instead of leading it. White volunteered to track this topic.

Dale Peabody shared that Region 2 had a survey of interests for discussion at the summer meeting and that Quality and Timeliness was a high scorer there, as well. Enid suggested that this may be combined with Research Performance Measures. For Quality and Timeliness, Brad Overturf will lead the subgroup. Ned Parrish, Jen Harper, Sue Sillick and Megan Swanson will assist. Cynthia Jones may already have a

survey that could be used as a baseline. This is also something that could be a topic at the RAC Summer Meeting.

The original focus of Program Management Tools was about identifying tools such as databases. The problem is that this is not broadly applicable. Caltrans is doing a report on best practices for project management databases, but that has been let only recently. The most useful output will likely be a survey of what other states are using, what is useful, and what is not. Tommy Nantung mentioned that there was a survey for the TPF database several years ago, and this can be updated. Binh Bui will lead this; Joe Crabtree, Bill Barstis will assist.

PM&Q will keep working on Research Implementation, with Hafiz Munir and Ryan Culton leading. Sharing reports is also a part of implementation, and could be included in this area. Bill is especially interested in how to effectively quantify the benefit of research.

The question of “How do we want the task force sub groups to work? Do we want them to just have meetings, or do we want them to have defined deliverables? What is the best way to move forward?” was discussed. Several suggest that the sub-groups are re-established and re-invigorated, and that they determine the path forward in sharing information and providing deliverables. We will also need to identify the responsibilities of the sub group leaders and members. Joe H. stated that the sub group leaders should identify what issues they would like to address, and move forward. Joe H. suggested that it would be beneficial to request time on the agenda for the summer meeting.

The sub groups can put together a list of topics in their area and get feedback from RAC or from the task force about which items to address. Once the items have been addressed, the sub group could choose to take on new topics or dissolve and reconstitute to address other topics.

Joe H. will create an action plan to be reviewed by each sub group. PM&Q members should flesh out the goals and tasks, and pay special attention to the deliverables area to ensure that we are able to provide useful outputs.

SUBGROUP ACTIVITIES

Research Implementation

Contact Hafiz with questions about the documents that he sent out this morning. The paper for the TR News theme issue, Pat Casey from CTC is coordinating. If you have any additional ideas that you want to share, reach out to Hafiz or Pat. Joe H. will check with Pat on the print date.

Program Management Tools - Tommy shared that everything is going well with RPPM and the HVR website is up and running. Maina Tran stated that there have been a few minor hiccups with HVR, but nothing major. Sue shared that RPPM is adding another page for unfunded or partially funded research needs. This will include information for the Cooperative Research Programs, too.

Intellectual Property - Jason Bittner has been hired to do a paper NCHRP28-111G project, and Joe H. anticipates a presentation on the topic at the Summer RAC Meeting

Personnel/Administration - Peer Exchange Project – David is working on this and on the Staffing Levels Project. There will be a synthesis underway on this issue.

Research Deliverables – Due to lack of time, this will be discussed at the next meeting.

WRAP-UP

The meeting adjourned at 1:05 pm CT, and the next call will be on Thursday, June 15, 2017, 1:00 PM Eastern.