Minutes

Program Management & Quality (PM&Q)
Task Force Meeting
Thursday, March 8, 2012
11:00 - noon EST

Welcome and Introductions

- A motion was made to approve the minutes of 12/8/11 meeting. These will be posted on-line, if anyone needs to review later. The motion was seconded and the minutes approved.

Review of Task Force Activities

- Implementation of NCHRP Products (Bonini). The TF and TRB staff will be working together throughout 2012 to support the implementation of NCHRP products. Crawford Jencks, TRB, participated in a discussion of how the TF can support some of the implementation efforts of NCHRP project findings.

- Coordination of Website Development Activities (Nantung/Jared)

  o Next Generation Transportation Pooled Fund (TPF) program website. Lisa Williams posted the updated TPF Program Procedures Manual to RAC listserve on 3/6/12, and it is available for download on the new TPF site. Updates are listed in the email. Also "Improved Step-by-Step Guidance" provided re: financial tracking, project closeout, etc.

  o Research Performance Measurement system (NCHRP 20-63B). A demonstration was held on 2/14/12, and the next teleconference is March 15. Per the 2/14 minutes, development is nearing completion; one thing that's been added is "the High Value Research Report and allowing it to be exported as a Word document.; Mark Morvant advised that the RPM site will be the platform for High Value Research entries beginning next year (not ready this year). If anyone would like to see the minutes, please ask David Jared. In a related effort, the Southeast Transportation Consortium (administrative/project development pooled-fund for the southeastern DOT's) recently awarded a synthesis study on calculating benefit/cost ratios for transportation research projects. Mark Morvant is the lead on this, and David Jared served on the selection panel. David thinks that this will be a good complement to the Performance Measures effort and is hopeful that it will enable researchers and managers to better estimate benefits/costs on both ends of the project.

  o Research Program and Project Management (RPPM) website. Tommy Nantung is working with Sue Sillick (Montana DOT) on this. If anyone in PM&Q has input, please send it to both of them. A related item is the new release of RITA's Research Hub (http://ntlsearch.bts.gov/researchhub/index.do), which is a searchable database of the latest USDOT-sponsored research, development and technology projects. Alasdair Cain (RITA) made a presentation at TRB on this (LIST—Library and Information Services for Transportation—Committee). It provides a snapshot of research across USDOT.

- Intellectual Property (Jared)

    o TRB workshop update. TRB Workshop 128, "Information, Images, and Data: Practical Guidance for Using and Owning Intellectual Property" (1/22/12) provided a very good cross-section of speakers (lawyer, publisher, and state DOT), plus an update re: NCHRP 20-89 (see below). David Kuehn (FHWA) arranged for a technical writer to prepare a summary of this session, which David Kuehn, Barbara Harder, and David Jared are currently reviewing. The summary will be posted on the TRB Conduct of Research and PM&Q pages, and David Jared may distribute it through the RAC listserve as well.

    o NCHRP 20-89 update. The last speaker in Workshop 128 was Joe Bradley from Applied Research Associates, who is project director for NCHRP 20-89, "Intellectual Property Management Guide for State Departments of Transportation" (Skip Paul panel chair). Dr. Bradley provided update on project, which began 8/31/11 and ends 2/28/13. David Jared has the slides that Dr. Bradley presented, if any PM&Q member/friend would like to see them. The project deliverable is to be a guide for IP-related issues facing DOTs and outreach and training materials for both state DOT and contractor audiences.

    o FHWA update. At the TRB annual meeting in January, Michael Trentacoste (Associate Director for Research, FHWA) reminded everyone of the FHWA circular distributed 11/29/11 re: Patented and Proprietary Product Approvals, which David Jared forwarded to the RAC listserve on 12/16/11. State DOT's may specify proprietary products when they certify that there is no suitable alternative product (such as an innovative product offering better performance) or that the product is needed for synchronization. This circular supports FHWA's overall Every Day Counts initiative to accelerate project delivery.

- Research Problem Identification Practices (Pietrucha). Martin Pietrucha (Penn State University) is working through institutional permissions at Penn State to release a survey to RAC membership on this, hopefully in the near future.

Possible, New Initiatives
- SP&R Part II Outreach (FHWA). Leslie Wright joined Region 2 for its breakout session at the TRB annual meeting in January and said that she would be working on this and the revision to the SP&R Guide.
- Distribution of State Research Reports/TKN Task Force (Jared). David Jared was working with Leni Oman, chair of the Transportation Knowledge Networks (TKN) Task Force, on behalf of PM&Q. He asked her to find someone within her group to handle this, but a volunteer from PM&Q would be great. That person would work with FHWA re: report formatting issues, e.g. technical abstract page (weblinks therein) etc.

Other Items of Interest/Other Business
- Updates to PM&Q Website (Jared). David/Michael still need to update PM&Q's activity matrix, though other parts of our site are fairly up to date.
- Engaging new RAC members to join PM&Q. If anyone in your region that you know has joined RAC recently, maybe they'd be interested in joining a Task Force, including PM&Q.

Next meeting

- June 14, 2012, 11 – noon EST. PM&Q now meets the second Thursday of each quarter from 11 – noon EST.

Adjourn