

MINUTES

Program Management & Quality (PM&Q) Task Force Meeting
Thursday, March 13, 2014
11:00 a.m. – noon EST

✓ **WELCOME AND INTRODUCTIONS**

Members: David Jared (Chair), Glenn Roberts, Tommy Nantung, Shannon Crum (Secretary), Dave Huft, Robert McCoy, Ned Parrish

Friends: Barbara Harder, David Kuehn, John Moulden, Skip Paul, Juan Pava, Sue Sillick, Megan Swanson

- **Membership news:** Mike Bonini will not be serving as co-chair but will remain a member and continue to lead the Implementation subgroup. Clint Adler, a Task Force member from Region 4, is leaving Alaska DOT&PF.

✓ **REVIEW OF TASK FORCE ACTIVITIES**

▪ **Implementation of NCHRP Products (Bonini)**

CTC and Associates is under contract with TRB to review implementation of NCHRP projects. A draft report is under review by TRB staff and a couple of PM&Q members. This report may be released by the RAC summer meeting or by fall 2014.

On another implementation subject, state DOT research implementation facilitators met during the 2014 TRB Annual Meeting. Linda Narigon from Iowa DOT organized and led the meeting. The group has just begun to form. If you are interested in participating, contact Linda or David Jared.

▪ **Coordination of Website Development Activities (Nantung)**

The Research Performance Measures (RPM) website received an hosting extension from TRB for 2 more years. Tommy and David are working to get support from RAC leadership to approach AASHTO for hosting. By mid-year, they hope to have an answer from RAC leadership about how the site will be hosted hereafter. Tommy emailed FHWA proposed modifications to the Transportation Pooled-Fund (TPF) website (<http://www.pooledfund.org>) but is standing by re: a new TPF manager at FHWA. Per John, that person had not been named yet. The RPPM migration process is complete, per Sue, and a small group is meeting monthly to look at that website's structure and make modifications, with the intent of having everything complete before the RAC summer meeting in July. A RAC summer meeting session is planned on the various program/project management e-tools (first day, 8:00 - 9:45 a.m., tentatively).

▪ **Intellectual Property (Jared)**

Per Skip, the NCHRP 20-89 project panel received the latest draft final report recently and will turn in comments by April 8. PM&Q will review the final draft before publication. Andy Lemer is the NCHRP project manager now, and Skip will coordinate with him re: PM&Q review pre-publication. Barbara mentioned that some webinars and/or workshops might be arranged based on the 20-89 final report content.

- **Research Problem Identification Practices (Pietrucha)**

Per David, Martin Pietrucha is getting input from academia to round out the feedback he received earlier from state DOT's. David will follow up with Martin about possibly having something to report on at the RAC summer meeting.

- **National activities (FHWA; et al.)**

- *Ahead of the Curve* Training Program (Bonini/Harder)

Per Barbara, this is a TRB-sponsored program to better prepare research managers to do the work they need to do. The task force created to develop it has three different focus areas (quality and credibility; curriculum; marketing and communications). A workshop was held at the 2014 TRB annual meeting, and great feedback was received from the research community re: objectives and the path forward, and the framework may be reshaped based on this feedback. The task force is now at a point where they are ready to put together a curriculum (core courses and elective courses). This is not a certification program, but it is an important initiative, since many RAC members are relatively new to their positions, and this program will be helpful for them to quickly get up to speed in doing their jobs. Barbara's co-chair in developing the program is Cynthia Gerst from Ohio DOT, and an update on the program will be on RAC summer meeting agenda.

- *Peer Exchange Review/Successes* (Jared/Harder)

Per David, it's been over 10 years since a review has been done of peer exchanges' deliverables and successes. Host states post peer exchange reports online, per FHWA regulations, but there is not a synthesis or summary of the good things coming out of these exchanges. Summer RAC meetings have had some open discussions/testimonials about peer exchange successes, but this effort would be to document and disseminate these successes. David will keep everyone posted on this. Right now, he is talking to TRB about how to move forward.

- *Other National Activities*

Per John, FHWA let a contract to create a "Research 101" curriculum, which should be completed and tested by end of this year. In the meantime, webinars will be held for FHWA division research coordinators, emphasizing FHWA's research agenda and asking the coordinators to play a more active role. One feature of this overall effort will be annual solicitation from division staff of their top 5-10 transportation issues amenable to research, to ensure engagement of division staff and adjust the national program accordingly. John also advised RAC members via list serve re: addressing implementation of safety performance measures under MAP-21. Webcasts, etc. on this are pending FHWA has also made progress in putting together an internal evaluation program for FHWA R&T. Under this program each year, a couple of projects will be evaluated in depth to monitor the overall effectiveness of the R&T program.

David Kuehn advised that a Broad Agency Announcement was released on solicitations for funding applications to the InfraVation program (<http://www.infravation.net>). David Jared enquired if universities in the U.S. wanting to get involved need to go through state

DOT' and/or FHWA. David Kuehn strongly advised that researchers go through state DOT's, since InfraVation proposals are expected to take near-market technologies to field pilots, so universities will have to partner with someone who owns something (such as a state DOT). FHWA will be looking for partnerships between researchers/industry/asset owners. Whether the state wants to participate as a funding recipient or in a non-funded advisory role is up to the state. David Kuehn has heard from a handful of states already about possible participation.

✓ **Possible, New Initiatives**

- **Successful Research Programs Spotlight (Jared)**
Per David, the RAC summer meeting session on this last year was interesting, but it focused on large programs. It would be nice to hear from successful smaller programs. Tommy advised that a session at this summer's RAC meeting will touch on this, and he is currently recruiting speakers.
- **Others (All)**
Per Dave Huft, a possible new initiative might be the SHRP-2 implementation effort and the work of identifying which opportunities apply. Per David, this harmonizes with earlier discussions he had with Crawford Jencks (former NCHRP manager) about how PM&Q's implementation subgroup could be broader than just NCHRP implementation, as could the new research implementation facilitators group that is forming. Barbara expressed interest in participating in a group that scopes out what PM&Q might investigate re: SHRP-2 implementation. David is to follow up with Michael Bonini on this to see if his subgroup could absorb this and perhaps enable PM&Q to provide guidance to RAC on best practices for implementation of SHRP-2 products. SHRP-2 implementation is a topic on the summer meeting agenda on Tuesday from 10:00 a.m. -noon. Skip added that LDOTD is handling planning for the SASHTO summer meeting this year, which will include a session with three states speaking on their experiences with SHRP-2 implementation.

✓ **AASHTO-RAC Summer Meeting**

- **PM&Q-related sessions (Jared)**
See references to this above. RAC Summer meeting is 3rd week of July.

<p style="text-align: center;">2014 Task Force Meeting Dates (all times 11 – noon EST; phone 404.608.4705)</p> <p style="text-align: center;">June 12 September 11 December 11</p>
