

## Minutes

### **Program Management & Quality (PM&Q)**

#### **Task Force Meeting**

**Thursday, June 14, 2012**

**11:00 - noon EST**

#### **Attendees**

David Jared, Co-Chair

Glenn Roberts, NHDOT

Ned Parrish, IDT Dave Huft, SDDOT

Dave Huft, SDDOT

Martin Pietrucha, Penn State

Sue Sillick, MDT

#### **Welcome and Introductions**

- Minutes from 3/8/12 meeting have been posted. Minor edit on page 1 needed. Motion made to approve minutes pending correction. Minutes were approved pending correction.

#### **Review of Task Force Activities**

- Implementation of NCHRP Products (Bonini). David noted that this subject may be covered in the summer RAC meeting (hereafter "Burlington") session on July 24 ("Adding More Good Ideas than You Can Handle...Implementation of National Initiatives"), since TRB Cooperative Research Programs were mentioned.
- Coordination of Website Development Activities (Nantung/Jared)
  - Next Generation Transportation Pooled Fund (TPF) program website
    - The commitment page on this website has been corrected, and the website should be able to pull all the previous commitments from any state.
    - Nanda Srinivasan is to demonstrate the website at Burlington on July 26 (morning concurrent session on "Research Program Management Tools," though this demonstration is not explicitly mentioned in the agenda.
    - Since the website is a mature product now, PM&Q will likely stop tracking its development under this subgroup's activities.
  - Research Performance Measurement website (NCHRP 20-63B)
    - As of June 12, 2012, the website is already in "soft launch" status and entering production environment status.
    - The NCHPR project panel members are asked to keep testing the website.

- The website is to be demonstrated at Burlington (July 26 morning concurrent session on “Research Program Management Tools”), and per Glenn Roberts it will also be discussed at the Value of Research Task Force meeting.
- David Jared and J.T. Rabun (GDOT) volunteered to assist with testing, since both of them are familiar with it.
- RITA Research Program and Project Management (RPPM) website
  - It should be noted that this site is not competing with the RPM site.
  - The Coordination and Collaboration Task Force is asking the RAC community to populate RPPM with “practices/best practices” and general information about state DOT research programs (i.e. all aspects of managing it). RPM, on the other hand, is designed for project-oriented inputs to assess the *benefits or performance measures* of research projects.
  - State DOTs are encouraged to populate RPPM, especially with research program management practices. There should not be substantial overlap between the two sites.
  - RPPM is to be demonstrated at Burlington (July 26 morning concurrent session on “Research Program Management Tools”). The distinction between RPM and RPPM will be discussed.
- Intellectual Property (Jared)
  - 2012 TRB workshop update
    - The Session 128 summary has been posted on the general RAC website (top link under “What’s New”) and on the PM&Q page (under “Subgroup Activities and Publications”). It may also be posted on the TRB Conduct of Research Committee website (pending).
    - Special thanks to Barbara Harder, who led the workshop, and David Kuehn (FHWA) who arranged for the summary to be written by a third party. There is some very relevant material on intellectual property (IP) in this document, from a variety of viewpoints.
  - NCHRP 20-89 update
    - Results of the state DOT survey were due the end of April. About 12-16 states responded, not necessarily due to the length of survey, but perhaps due to unfamiliarity with IP (hence the need for this study).
    - The next step would be disseminating the survey results. Dave Huft said that the results might be out within a month.
- Research Problem Identification Practices (Pietrucha)
  - Martin Pietrucha (Penn State) collected the results of his survey on this in early April, and received 24 responses.
  - The data is being reduced now, and a white paper is pending, tentatively before before Burlington. The results will be discussed at the PM&Q breakout session and perhaps in other sessions too.

### **Pending New Initiatives**

- SP&R Part II Outreach (FHWA). Leslie Wright said that this initiative has been deferred for now. Her team is working through some internal issues at present, and she will report on progress after that.
- Revision of SP&R Guide (FHWA). Same as above.
- Brainstorm new initiatives for PM&Q.
  - David encouraged the group to think of some new PM&Q initiatives, since the scope of the activities has become somewhat static, though progress within them continues. A few examples of possible new activities:
    - *Managing the R&D Branch of the future*. What will R&D branches look like several years down the road?
    - *Sorting out research program management tools*. Sue Sillick provided a very helpful presentation to TRB Committee Research Coordinators via webinar recently, summarizing various resources for CRC's. A short document explaining the scope/applications/benefits of those and other resources related to research program management would be helpful.

### **Other Items of Interest/Other Business**

- 2012 summer meeting
  - Agenda for PM&Q breakout at 2012 summer meeting. Please send your ideas to Michael Bonini and David Jared.
  - David noted that there a good deal of agenda space given to research program management.
    - PM&Q task force meeting (July 23, 1:00 p.m.)
    - Implementation of National Initiatives (July 24, 1:00 p.m.)
    - Hot Topics in Research Program Mgt. (July 24, 3:00 p.m.)
    - State of the State session (July 25, 1:00 p.m.)
      - 2-3 presentations per region on “new, innovative, research management methods, processes, techniques, etc.”
      - Region 2 had four submittals (David can provide as examples, upon request)
    - Concurrent session on Research Program Management Tools (July 26, 8:00 a.m.)

### **Next meeting**

- July 23, 2012, 1:00 – 2:30 EST (Burlington)

### **Adjourn**