

MINUTES

Program Management & Quality (PM&Q) Task Force Meeting

Wednesday, September 17, 2015

2:00 p.m. – 3:00 p.m. EST

ATTENDEES

Members: David Jared (Chair), Jennifer Harper, Dave Huft, Tommy Nantung, Megan Swanson, Hua Xiang, and Ned Parrish (Secretary)

Friends: William Barstis, Joe Crabtree, Barbara Harder, Natassja Linzau (TRB), Skip Paul, Martin Pietrucha, Sue Sillick, and Enid White

TASK FORCE MEMBERSHIP

Jared said that Darryll Dockstader from Region 2 and Jennifer Harper from Region 3 are new members of the task force. In addition, Jared said Hua Xiang from Maryland SHA and Michael Connors from CT DOT have recently become task force members from Region 1, and Amanullah Mommandi from CO DOT has joined from Region 4.

TASK FORCE MINUTES

The minutes from the July task force meeting were approved.

REVIEW OF TASK FORCE ACTIVITIES

Jared said there was a high turnout at the July task force meeting and participants had a good discussion of the task force mission and focus areas.

Research Implementation

Jared said PM&Q established a subgroup several years ago focusing on National Cooperative Highway Research Program (NCHRP) implementation. He said the task force members/friends decided to refocus work in this area to include a broader focus on implementation best practices.

Several task force members/friends volunteered to be involved in this area including Harper, Mommandi, and Crabtree. In addition, the Implementation Facilitators Group (IFG) expressed an interest in joining PM&Q and will be incorporated in these efforts. Jared will talk to Binh Bui, the Implementation Facilitator at GDOT who was part of the IFG, to see if he would be interested in taking a leadership role with the subgroup.

Coordination of Website Development

Jared said another focus area of PM&Q has been encouraging and coordinating development of several websites including the Research Performance Measures (RPM) website, the Research Program and Project Management (RPPM) website, and the Transportation

Pooled Fund (TPF) Website. Nantung said the consultants involved in developing the RPM and TPF websites have been paid to maintain the website until July 2016. Linzau confirmed this. Nantung has been investigating moving the sites to the AASHTO website. The TPF website is the top priority because it receives a lot of use. Chris Hedges of TRB agreed to talk to David Pamplin (FHWA) about this. The RPM website use has been limited primarily to submitting projects for High Value Research consideration. Nantung said AASHTO is willing to host the website, but the cost to migrate the site to the AASHTO website is the issue.

At the July meeting, the task force members and friends decided to add a new focus on development of program and project management software tools. Nantung leads this subgroup. Several task force members and friends expressed an interest in working in this area including Xiang, Steve Henson (WSDOT), and Virgil Valdez (NMDOT). Nantung will follow-up with them.

Jared said there have been some past efforts facilitate development of program and project management software tools. He indicated that CalTrans developed its own server-based system. WSDOT led a pooled fund effort to adapt CalTrans system for broader use. In addition, LDOTD and MnDOT have developed systems. PM&Q efforts would focus on keeping DOT's informed of these efforts and encouraging efforts to develop useful tools like these.

Intellectual Property

Jared talked about NCHRP 799, the [Intellectual Property Guide for State Departments of Transportation](#). He said that Harder is working with Joe Bradley (Applied Research Associates) to set up a TRB webinar about the study findings for next year. Harder said that the webinar would likely include Dave Huft, a representative from PennDOT, and Enid White. Harder said there may also be an IP workshop at the 2017 TRB Annual Meeting.

White thinks it would be beneficial to have something on intellectual property at the RAC meeting next summer. She also talked briefly about copyright issues. She said there have been instances where people have made copyright claims for material they weren't involved in developing. She feels that it is important to keep copyright issues at the forefront and not limit focus to patent issues. She said a primer on copyright issues has been developed and approved for publication as a circular. Jared encouraged White to pursue the issue of copyright best practices for the task force. White and Harder agreed to discuss this further and see what's available to share. Hafiz Munir (MnDOT) and Dockstader also expressed an interest in being involved in the IP area.

Research Problem Identification Practices

Pietrucha previously completed a survey of DOT's regarding their satisfaction with their practices for identifying research needs. He said he and a Ph.D. student will conduct a similar survey of the academic community and may also redo/update the survey of the state DOT's. Pietrucha agreed to send the results of the DOT survey to Linzau for inclusion on the SCOR/RAC webpage. Sillick said this information might also be good to include on the RPPM website.

Personnel

- Ahead of the Curve Training (AOTC) Program – Harder said there will be another workshop at the 2016 TRB Annual Meeting about the Ahead of the Curve training

program. It will be Thursday, January 14, 8:00 – noon. The purpose of the workshop will be to share details about the content envisioned for the core classes and to seek feedback to better shape the courses. Harder encouraged PM&Q members/friends to participate.

- Personnel – Jared talked briefly about a new focus area on skills sets for research program staff. Leni Oman (WSDOT), Parrish, and Harder said they would like to be involved in this area. Jared said that Jason Bittner helped to put together a workshop/session proposal for the TRB Annual Meeting about research program staffing. Jared suggested that it would be good to involve Bittner in this work area.

OTHER ITEMS

The PM&Q task force will meet next from 11:00 a.m. – noon EST on Thursday, December 10.

2015 Task Force Conference Call Dates
(all times 11 – noon EST; phone 404.631.1009)

December 10