MINUTES
PM&Q Task Force
July 27, 2016 1:20 PM – 2:51 PM

ATTENDEES
David Jared and Joe Horton, Chairs, Megan Swanson, Secretary
Members: Brad Overturf, Hua Xiang, Bill Barstis, Binh Bui, Darryl Dockstader, Donnie Williams, Hafiz Munir, Ned Parrish
Friends: Pat Casey, Ken Chambers, Joe Crabtree, Ann Scholz, Sue Sillick, Enid White,
Visiting: Jim Appleton, Walt Catlett, Sam Cooper, Lynn Hanus, Mary Huie, Dianne Kresich, John Moulden, Michelle Owens, Sidney Stecker, Randall Soderquist, Linda Taylor, Maina Tran,Joe Zissman

David Jared welcomed all attendees.

UPDATE
David Jared announced that he would be stepping down as chairman, and that Joe Horton will be leading the group beginning with our next meeting. This meeting, they are acting as co-chairs.

David pointed out that this transition would be a good time to discuss: (1) Where the Task Force should go with sub-groups; (2) dealing with issues of quality control in research reports; and (3) in general, where should the PM&Q Task Force go from here? How can we ensure that our goals match up with the AASHTO Strategic Plan?

Joe Horton is interested in surveying all of RAC and PM&Q on our future goals to determine where we go next and how we can be most effective. Joe is also interested in finding a co-chair for the group, and will send out additional information to the Task Force.

SUBGROUP ACTIVITIES

Research Implementation
Hafiz Munir and Ryan Culton are co-chairing this group. Hafiz discussed recent survey that they did of the states; they received 12-13 responses.

Pat Casey shared that there will be a TR News Theme issue on implementation published in Fall/Winter 2017. He is looking for feedback on the aspects of implementation that we would most like to see covered, and who would be willing to write an article. There may also be an opportunity to do an article for Public Roads magazine.

Sue Sillick reminded the group of the myriad implementation documents available on RPPM, and encouraged everyone to upload their implementation documents if they are not already posted.

David Kuehn discussed the Technology Readiness Level Assessment. He believes that NCHRP may look into this further through the Implementation Panel, but there are no discussions of making it a standard. He is working with the innovation deployment office, which may potentially use this for AID or similar programs. He noted the importance of looking at this throughout the project, not just at the end. David would be happy to discuss this with anyone one-on-one.

Program Management Tools
Tommy Nantung is coordinating this group and made a presentation at CUTC in June. Some RPM information is being transitioned into the RPPM site (rppm.transportation.org), which is handled by the AASHTO contractor. We will continue to use this for HVR submittals, and will also have some other HVR highlights (highvalueresearch.org – this will not be on the AASHTO server). The performance measured will still be available for the time being, but will not be accessible forever. Tommy will survey the states to gauge interest in who wants to continue to utilize this too.   RAC is trying to get more people involved in the RPPM site, including researchers, to make this a more effective tool for everyone to use.

The migration of information in the TPF website onto the AASHTO server will begin after this meeting, and should be completed by November 1. The new site will be up by the end of October. The previous tech consultant was not very responsive, and a new consultant will be used. Maina Tran has negotiated with the consultant to get a discount on maintenance, and will also have the ability to fix issues without going through the consultant. This will be a good benefit of the new site. Tommy and Maina will send out a listing of the changes that are pending, and there will also be a beta test for DOT users. The goal is to address any issues prior to finalization.

Discussion was held on interest in a research program management database. Louisiana and Washington have good working databases, California has a database, but it is a little unwieldy. Kentucky has its own web-based system. Sue Sillick has a survey out on what people are using. Joe Crabtree would be interested in a synthesis of what is available.

Intellectual Property
Barbara Harder and Enid White are working on this subgroup. The TRB webinar to discuss NCHRP 799 and how it affects intellectual property in research programs was very good, and everyone should watch it. Enid reiterated that states should talk to their own legal departments and their Attorney General. Joe Horton asked if this is a task that we can consider as completed, as we have raised awareness of this issue and there are several tools available to learn more. Discussion was held on the need for continued monitoring of the issue as states continue to work through it. Dave Huft shared that the NCHRP implementation group may

follow up with this issue, too. Enid and Dave will keep a finger on the pulse of this issue, but it will no longer be an official Task Force sub-group.

Research Problem Identification Practices
Martin Pietrucha has stepped down at the Larson Institute at Penn State and this sub-group is completed.

Personnel/Administration
David Jared leads this group. Barbara Harter is currently working on a presentation on the review of peer exchanges and best practices. The project will last for about a year.

There were several presentations at TRB in January regarding staffing levels and skill sets for research. They can be found in the conference materials for session 199.

Ned Parrish updated the group on Ahead of the Curve. There is a contract with ARA and TTI to create the curriculum. Two classes have been completed and three are underway. There will be 11 or 12 classes total, and there has been a discussion of possibly using some other sessions or conferences to fulfill these training needs, too. David shared that there is currently no need for specific support of Ahead of the Curve.

Open Discussion
The group agrees that it would be interesting to see feedback on the skill sets of a research unit/bureau.

Joe Crabtree brought up the quality of research deliverables. Have best practices been identified for preparation of high quality deliverables? Joe Horton asked about the timeliness of deliverables, and Hafiz Munir brought up the quantification of research deliverables. Sue discussed ensuring the quality or reports and the importance of addressing these issues in the contract and award stage of the project. It can be very difficult to effectively communicate research results in reports, as engineers and academics often "speak their own language" or use lingo that is difficult to understand. There is a strong overlap between Value of Research Task Force and PM&Q on this issue.

Ned Parrish is interested in identifying best practices for open data access, which the Task Force believes may be more effectively addressed in the TKN Task Force.

WRAP-UP
The next call will be September 8 and 10am CT.