

**PM&Q Task Force Minutes**  
**July 25, 2018, 1 PM (CDT) – 3 PM**

**ATTENDEES**

Joe Crabtree, Kentucky Transportation Center, Co-Chair

Members:

Jen Harper, Missouri DOT  
Meredith Heaps, South Carolina DOT  
Dave Huft, South Dakota DOT  
Hafiz Munir, Minnesota DOT  
Tommy Nantung, Indiana DOT  
Emily Parkany, Vermont AOT  
David Jared, Georgia DOT

Friends:

Jason Bittner, Applied Research Associates, Inc.  
Pat Casey, CTC & Associates  
David Kuehn, FHWA  
Ann Scholz, New Hampshire DOT  
Sue Sillick, Montana DOT  
Enid White, Wyoming DOT  
Rhea Vincent, Mississippi DOT

Participating remotely:

Joe Horton, CalTrans, Co-Chair  
Hua Xiang, Maryland DOT, Secretary  
Barb Harder, B.T. Harder & Associates

Joe Crabtree welcomed all attendees and asked for self-introductions around the room.

**GENERAL UPDATE**

The current PM&Q roster was passed around for updates. The group identified new and outgoing members.

New Members: Joe Crabtree (co-chair) is on the roster but not listed as a PM&Q member or friend on the RAC website.

Outgoing members: Scott Bower, Ryan Culton, and Brad Overturf.

*Question by Emily Parkany:* how a friend can become a member? Are there any membership guidelines?

Joe Horton discussed that the only difference between members and friends is voting rights. The actual vote does not come up very often. Member composition is controlled so that there is distributed participation from each AASHTO region. Friend composition is not distributed. There is no need to ensure a balance of friends by region. The PM&Q Action Plan may be the only thing coming up in the near future for a vote. We will leave the current roster as it. Everyone (both friends and members) can voice their concern.

**SUBGROUP ACTIVITIES**

**Research Implementation:**

Joe: the group charter and a roster of current members were developed and reviewed and approved by the Subgroup membership.

*Action:* to enhance this group's visibility through an improved web presence. Should this be a new website, or should we leverage the RPPM website (working with Sue Sillick)?

New subgroup members to add to roster: Patrick Casey and Sid Mohan.

Below is a side note after the meeting:

Ned Parrish: suggested to monitor an NCHRP's new study, 20-44(09), "Capturing the value of NCHRP research" led by Sid. The first panel meeting is in October.

Binh: I was approached by Sid for interest to become a panel member for the study; but nothing is finalized yet.

#### **Program Management Tools:**

Frances Harrison, Chief Technical Officer of SpyPond Partners, LLC, gave an update on the TPF-5(181) Research Program Management Database (RPMD). The report will be shared soon and posted to the RPPM website by Binh Bui.

A reminder was raised on the clean-up of old contacts on the TPF's website.

#### **Personnel/Administration:**

##### Peer Exchange Project

20-111G NCHRP report on Peer Exchange was done, and recommendations for implementation are pending.

##### Staffing Levels Project

- NCHRP Synthesis 49-07 "Managing Transportation Research Programs" Staffing Level study—to be wrapped up soon.
- Ahead of the Curve Curriculum (original study NCHRP 20-105): see David's update to the Conduct of Research Committee; elective courses are to be offered through webinar.

#### **Quality and Timeliness of Research Deliverables:**

\*\* Note – The Quality and Timeliness of Deliverables subgroup may or may not be a current item. The initial goal of this group was to focus on finding ways to improve the research deliverables. This may have been handled by a one-time meeting. Joe asked the PM&Q group to decide if this is a topic that we want to devote more time to. This focus area received 85% interest in the PM&Q survey (See page 5 of survey).

After some discussion, it was determined that this effort should continue as a subgroup with new leadership. Jen Harper, Enid White, and Binh Bui volunteered to be part of this group.

*Action:* to look at the AOTC's module that is related to this topic and provide comments.

#### **Monitoring Activities:**

##### Intellectual Property and Copyright Issues

Enid provided some updates and recommended we form a subgroup for this subject.

Leadership: Dave Huft, Enid White, Jason Bittner, and Barbara Harder.

Contact Enid for her brief update on the General Data Protection Regulation (GDPR), and EU researchers involved in US research.

##### Research Performance Measures (Value of Research Topic): Ann Scholz

Survey pending for 20-111J—Compliance with 2 CFR 200

Jason Bittner & Enid White: COFAR web mentioned some changes pending for this CFR, including training.

New Jersey & Montana: had some training on this CFR earlier.

#### **Task Force Participation**

- Remind people attending the meeting to volunteer if they can help
- Jason Bittner has completed research on Peer Exchanges. Need a team to help implement the results into the existing guidance documents.
- PM&Q Action Plan – Review Document (The 2012 Document is attached)

#### PM&Q Action Plan – Review Document

- The 2012 Document is attached.
- PM&Q will discuss the Action Plan at the next task force conference call.

#### PM&Q overview and goals (Needed for report out)

- What did we accomplish this year?
  - Surveyed PM&Q and reaffirmed Task Force Focus Areas
  - Subgroups:
    - Research Implementation: Subgroup (Refocused, Charter)
    - Program Management Tools (TPF and RAC webpages)
    - Personnel/Administration (AOTC, Peer Exchange Guidance, Staffing Levels)
    - Quality and Timeliness of Research Deliverables (Refocused with new leadership)
    - Intellectual Property (New subgroup)
  - Monitoring
    - Research Performance Measures
    - NCHRP 20-111J (New)
  - Completed Peer Exchange Report 20-111G
    - Working with FHWA to add information to the Peer Exchange Guidance
  - Completed move of TPF website
- What do we want to accomplish this year?
  - Update PM&Q Action Plan
  - Continue Subgroup Work
  - Continue Monitoring Activities
  - Implement Peer Exchange Report
  - Continue supporting AOTC

#### Open Discussion

#### Wrap-up and next meeting

- Our next PM&Q meeting will be a webex on **Thursday, September 20, 2018, 1 PM Eastern**