PM&Q Task Force Minutes
September 20, 2018, 1:03 PM (EDT) – 2:13 PM

ATTENDEES
> Joe Horton, CalTrans, Co-Chair
> Joe Crabtree, Kentucky Transportation Center, Co-Chair
> Hua Xiang, Maryland DOT, Secretary

Members:
> Meredith Heaps, South Carolina DOT
> Tommy Nantung, Indiana DOT
> Emily Parkany, Vermont AOT
> David Jared, Georgia DOT

Friends:
> Kimbrali Davis, New Jersey DOT
> Jason Bittner, Applied Research Associates, Inc.
> Enid White, Wyoming DOT

Meeting started @1:03PM
Welcome -- Joe Horton

July 25 Task Force Meeting Minutes – Will make the following three changes and send to Natassja to post on RAC website: [*Follow-up item #1 – Hua Xiang*]
1. change COFA to COFAR
2. add David Jared as attending
3. change 40-07 to 49-07

Reflections on the Wichita meeting
- Meeting room was too large
- Difficult taking notes remotely
- Joe asked whether the presentation in the meeting was a good idea.
    - Emily complimented Binh Bui's presentation on Georgia's program management database two years ago.
    - 49-07 would be good to present next year. This should probably be presented to all RAC, not just to PM&Q
- Emily asked a question about the best way to find out what happened to projects, such as 20-111J. Will this info be disseminated through PM&Q?
    - Jason Bittner said the 20-111J (2 CFR200) survey was just sent out and there will be a TRB webinar on this topic in February/March 2019, after the TRB Annual Meeting
    - Joe Horton will add this topic to the list for PM&Q or full RAC meeting agenda in 2019. *[Follow-up item #2 – Joe Horton]*
- David talked about the overall 20-111 project series. This is NCHRP's support for RAC and will last a few years. There are multiple projects under it and RAC will add more topics.
- Emily is interested in getting periodic updates on those and will contact Chris Hedges or Lori Sundstrom.
- Joe Horton agreed that 20-111 is research for RAC, so the project coordinator should update whole RAC on project progress.

July 25 Task Force Meeting Minutes were approved.

PM&Q ACTION PLAN
- The Action Plan was developed in 2012.
- Joe Horton sent out an updated Action Plan and emphasized that he wanted this to be a living document.
- He asked each subgroup to update their own page. He will also add a section for Chair and Co-Chair (their roles and responsible actions).
- Joe's desire is to break the task force activities into small steps, small pieces, so it's not too intimidating and we can celebrate small accomplishments.
- Joe clarified the purpose of "Assisting" line under each subgroup (to solicit help from volunteers on subgroup activities).
- Meredith wants to volunteer to help on some of these projects.
- HOMEWORK *[Follow-up item #3 – Joe Horton]*
    - Everyone to review and comment page 1 by October 19th.
    - Each group leadership to take a look at your section. Please add or delete, and update.
- Joe will be glad to sit in on meetings/calls of the various subgroups and help with keeping this living document up-to-date
- NOT LOOKING FOR PERFECTION -- just make this a working document

SUBGROUP ACTIVITIES

Research Implementation – Joe C.:
- Next meeting on October 10
- Joe C. and Binh Bui are currently reviewing the subgroup's web presence.
    - Found 60 implementation-related documents on RPPM. Also documents/information elsewhere.
    - Want to have a single location for implementation
- Working on implementation-related sessions at both RAC summer meeting and TRB annual meeting
- Two sessions at 2019 TRB Annual Meeting.

Program Management Tools – Tommy:
- Both HVR Research Submission and transportation pooled fund websites are running very well, and we have enough money for the maintenance
- There is no request to resurrect the RPM (Research Performance Measures) website.
- This group is currently just waiting for next marching orders. They are in a maintenance mode.
- David mentioned the project management tool they have developed at GDOT.
    - Finished the Implementation Tracking Tool
    - Piloted on 20 projects. The pilot went well.
    - Presented to Leadership. An Annual Implementation Report is in process.
    - Hope to combine this tracking tool with a project management database.
- Looking to take this to be able to do program-level analysis and can produce a return-on-investment report.
- David will get back to PM&Q with update after talking with Binh Bui. *[Follow-up item #4]*
- David answered Enid's question about whether the tool is Excel-based. The implementation tracking tool is Excel-based for now. The combined Research Program Management Database will be in Access eventually.
- David confirmed that the tool will track projects both in-progress and after completion (Joe C.'s question).

Personnel/Administration – David Jared:

Peer Exchange Project 20-111G

Small group formed to review, distill, and provide recommendations to FHWA; about 2/3 done; will transmit to John Moulden soon.

Staffing Levels Project 49-07 "Managing Transportation Research Programs"

-- waiting for the posting of the final report. Panel met for the last time in June.

- May present this at the winter RAC meeting or at next summer's RAC meeting.
- Original intent was to look at staffing levels and skill sets for research managers. Then was broadened to include research performance measures. Should be wrapping up really soon.
- David thinks there is a lot in there about performance measures, but less on staffing level side in the final report.

Ahead of the Curve Curriculum (ATOC)

- Getting really close to a decision on a final home for AOTC.
- Before moving ahead with training modules, we want to decide where this program should reside.

**David considering handing this subgroup over to someone else and switching over to C&C.

- Won't do that until he has someone ready to pick this up.
- Joe H. asked David if he has suggestions for who would be good to pick up this subgroup.

Quality and Timeliness of Research Deliverables:

- Jen, Binh, and Enid said in July meeting that they would pick up this group.
- Nothing has happened on this yet.
- Jen shared through email that Missouri DOT has published guidelines for researchers. https://www.modot.org/sites/default/files/documents/Publication%20Guidelines%20for%20MoDOT%20Research%20Reports.pdf
- The subgroup will fill out their portion of the action plan
- Anyone else interested in being part of this?

Monitoring Activities:

Intellectual Property and Copyright Issues – Enid

Nothing to report at this time.

Research Performance Measures (Value of Research Topic)

No report

OPEN DISCUSSION – No issues.

Date of Next Meeting - move back to December 20th due to conflict with RAC Leadership call on the 13th.

There was some further discussion on the relationship between "value of research" and "research performance measures." - There are differences and there is overlap.

Joe H. -- we will wait for the NCHRP report to come out, see what's in it, then let RAC leadership know that we think there are some PM&Q issues in it. We may poll RAC on PM&Q's role in performance measures. This may end up leading to another 20-111 project.

The meeting ended @2:13PM

Next meeting will be a webex on **Thursday, December 20, 2018, 1 PM Eastern.**