

**PM&Q Task Force Minutes**  
**December 20, 2018, 1:02 PM (EDT) – 2:04 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  
David Jared, Georgia DOT  
Hafiz Munir, Minnesota DOT  
Tommy Nantung, Indiana DOT  
Emily Parkany, Vermont AOT

**Friends:**

Ken Chambers, Nevada DOT  
Sue Sillick, Montana DOT  
Jason Bittner, Applied Research Associates, Inc.  
Pat Casey, CTC & Associates  
Sid Mohan, TRB

Meeting started @1:02PM

Welcome – Joe Horton  
Roll call – Hua Xiang

**PM&Q ACTION PLAN – Joe H.**

- We want to make this a real living document, and plan to update it every time we have a task force meeting.
- We will publish a summary of accomplishments/activities each year around the RAC mid-year conference.
- Joe C. – Suggest we mark it as “approved” instead of “final.” Joe H. agreed.
- David Jared has a couple of updates to his subgroup page. He will make the change and share with the group.
- Ken Chambers inquired about the IP subgroup’s page in the action plan. Will there be an item on collecting and gathering State DOT practices related to IP and posting the results on RPPM?  
*[Follow-up item #1 – Convey the request to Enid and ask her to clarify]*
- From Ken’s comment, it was discussed that for any reports that are created by PM&Q, these reports should be tied to RPPM. It should be practice that we should post PM&Q reports on the RAC webpage and then link them to the RPPM.

**SUBGROUP ACTIVITIES**

**Research Implementation – Joe C.:**

- Last subgroup meeting was held on October 10 (December 12 meeting was canceled). Activities on the meeting include:
  - Cleaned up the subgroup roster
  - Reviewed our web presence, and generated findings
    - Will create a homepage on RAC website for the subgroup.
    - Has reached out to the Website Working Group for this homepage creation.

- Sue Sillick volunteered to act as a liaison between the subgroup and the website working group.
- Will continue to use RPPM as a central location to host implementation-related documents.
  - The subgroup will continuously identify and disseminate implementation-related information
  - Will review peer exchange reports for information related to implementation.
- Emily asked for a list of implementation-related sessions at the TRB annual meeting
  - Joe C. will share the subgroup meeting minutes, which contains a short list of sessions.
  - Sid Mohan shared a curated list of implementation-related sessions: <http://onlinepubs.trb.org/onlinepubs/am/curated/Research.pdf>
  - Sid also asked that we also all attend Session 1007 on NCHRP Implementation.
- Keyword search in the TRB AM Interactive Program returns 105 sessions on “implementation.”

**Program Management Tools – Tommy:**

- Sue: AASHTO is upgrading RPPM website to a newer version of SharePoint. The group is waiting for the migration to complete in the first quarter of 2019.
- Tommy: the current contract for HVR Research Submission, RPPM, and RAC websites expires in June 2019, and the contract for transportation pooled fund website expires in June 2020.
- RPPM Webinar is on hold to wait for the contract renewal with iEngineering.
- Sufficient funding from NCHRP is available for website operations.

**Personnel/Administration – David Jared:**

Peer Exchange Project 20-111G

- David will provide recommendations to FHWA before TRB Annual Meeting.

Staffing Levels Project 49-07 “Managing Transportation Research Programs”

- Report is done and will be published in Spring 2019.
  - Light on skill sets, so the panel asked to add more information.
- Results will be presented at next summer’s RAC meeting.
  - David wants a panel member, Bill Stone or Ann Scholz to present.

Ahead of the Curve Curriculum (AOTC)

- Getting really close to a decision on a final home for AOTC (most likely TRB, but do have a plan B if that do not work out).
- AOTC Subcommittee meeting is on Monday night 7:30-9:30.
- Four of the electives are close to being offered online. Under a new contract with TRB, Jason Bittner of ARA, with support from Johanna Zmud of TTI, will complete the pilot training sequence and develop a guide for AOTC instruction hereafter.

**Quality and Timeliness of Research Deliverables – Jen/Bihn/Enid:**

- No update.

**Monitoring Activities:**

Intellectual Property and Copyright Issues – Enid

- TRB Webinar was approved for later half of 2019. Jason will present.
- The NCHRP 20-44 project on IP Management Guide will be wrapping up in January (all three state workshops are complete as of December 11, 2018).

Research Performance Measures – Emily/Joe C./Sue

- New effort for Spring 2019 – Get the conversation started.
- Add Sue Sillick to this subgroup
- “Value of Research” or “PM&Q” – who should lead? Joe H. does not want two task forces work on the same thing. Suggest the two task forces to meet and decide on roles. *[Follow-up item #2 – Emily will talk to Ann Freeman, the new VoR Chair, during TRB.]*

**OPEN DISCUSSION** – No issues.

The meeting ended @2:04PM

Next meeting will be a webex on **Thursday, March 21, 2019, 1 PM Eastern.**

**NOTE:**

- Tentative 2019 Meeting Schedule
  - Thursday, March 21, 2018, 1 PM Eastern
  - Thursday, June 20, 2018, 1 PM Eastern
  - Thursday, September 19, 2018, 1 PM Eastern
  - Thursday, December 19, 2018, 1 PM Eastern