

PROGRAM MANAGEMENT & QUALITY TASK FORCE ACTION PLAN

January 3, 2019

Program Management and Quality (PM&Q) Mission

The PM&Q Task Force actively monitors, supports, and encourages methods and practices designed to improve the management and quality of transportation research programs. This includes:

1. Determining practices that support and enhance the identification and development of research needs by other AASHTO Committees
2. Facilitating the dissemination and exchange of program management information and experiences among RAC members
3. Promoting practices that enhance identified quality indicators to AASHTO's Research Advisory Committee (RAC) leadership
4. Serving as an advocate for the use and continued improvement of research management tools such as:
 - a. Transport Research International Documentation (TRID)
 - b. Research in Progress (RiP)
 - c. Transportation Pooled Fund (TPF) databases
 - d. Research Program and Project Management (RPPM)
 - e. Transportation knowledge networks, Transportation Libraries Catalog (TLCat)/ Online Computer Library Center (OCLC), and the Transportation Research Thesaurus (TRT)

Task Force Operations

The PM&Q Task Force accomplishes its mission using subgroups. These subgroups are made up of one or more task force members or friends who work independently and collaboratively to solve issues identified as being important to RAC.

In March 2017, the PM&Q surveyed RAC to determine what current issues should be addressed by the subgroups. Based upon the results from the survey, the PM&Q Task Force is now actively concentrating on the following issues:

- Research Implementation;
- Program Management Tools;
- Personnel/Administration; and
- Quality and Timeliness of Deliverables.

In addition to these active issues, PM&Q is also monitoring:

- Intellectual Property and Copyright Issues, and
- Research Performance Measures (Value of Research Task Force topic).

Subgroup Activities

These activities are shown beginning on page 3.

PM&Q Leadership

Lead: Joe Horton
 Joe Crabtree
 Assisting: Hua Xiang
 Goals:

Strategy	Planned Activities	Notes & Status
Manage the staffing of the PM&Q Task Force	<ul style="list-style-type: none"> • Keep an updated roster • Find a new leader for the Personnel/Administration subgroup 	
Manage the PM&Q Meetings and Events	<ul style="list-style-type: none"> • Setup quarterly meetings • Manage the mid-year face-to-face meeting • Attend RAC leadership calls 	
Document PM&Q	<ul style="list-style-type: none"> • Create and post minutes • Report to RAC at mid-year and winter RAC meetings • Create a new Action Plan 	
Engage RAC to determine what areas PM&Q Task Force should work on	<ul style="list-style-type: none"> • Survey RAC leadership and RAC at-large for new topics 	

Accomplishments

- 2017 Survey of PM&Q Members about when and how often to have meetings.
- 2017 Survey of RAC asking what initiatives PM&Q should be involved with.
- Minutes and RAC reporting as required.

Research Implementation

Lead: Hafiz Munir
 Joe Crabtree
 Assisting: Binh Bui – Subgroup Secretary
 Goals:

Strategy	Planned Activities	Notes & Status
Identify best practices in research implementation	<ul style="list-style-type: none"> • Review available peer exchange reports to cull out documentation of best practices by state DOTs • Solicit nominations of state DOTs with best practices worthy of dissemination 	
Disseminate best practices in research implementation	<ul style="list-style-type: none"> • Encourage and promote the posting of available implementation-related information to the RPPM website (see notes). • Review the availability, quality, and ease of access of implementation-related information online • Develop recommendations for improving the online presence of this subgroup and the availability of related information. • Develop implementation-related sessions for TRB Annual Meeting and RAC Summer Meeting • Develop implementation-related webinars 	<p>These activities are carried out in cooperation with other groups, such as TRB’s CoR and T2 Committees, RAC’s Value of Research Task Force, etc.</p> <p>A reminder will be sent out each year prior to the RAC summer meeting to request RAC members to post any new implementation-related documents to RPPM.</p> <p>The TRB Annual Meeting program will be reviewed each year to identify speakers and panelists at sessions with an implementation focus. They will be contacted and encouraged to post applicable documents to RPPM.</p>
Provide continuous liaison with other groups conducting related and overlapping activities		

Accomplishments

- Developed and approved subgroup charter
- Developed and approved official subgroup roster
- Supported TRB's CoR and T2 Committees in the development of sessions for 2019 TRB annual meeting

Program Management Tools

Lead: Tommy Nantung
 Assisting: Sue Sillick and Natassja Linzau
 Goals:

Strategy	Planned Activities	Notes & Status
Strategy 1: Conduct webinar on Research Program and Project Management (RPPM) websites. Strategy 2: Conduct webinar on High Value Research websites.	<ul style="list-style-type: none"> • Conduct webinar about RPPM on the use of the tools therein for research collaboration in early 2019 • Conduct webinar on the use of High Value Research Website, especially for the new RAC members 	<ul style="list-style-type: none"> • RPM site is archived for future use (if any); High Value Research web site is running and items from the past submittals are available • RPPM site is active; Coordination and Collaboration Task Force worked together with RAC members to request certain information to populate database. Clean up on the posted contents is done

Accomplishments

- RPM web site is archived for future use if there are more State DOTs would like to use it. If in the future, the RPM portion is needed, we can easily resurrect that portion and make it an independent website again. The source code for the RPM is kept by the new contractor. Tommy is coordinating on this Extracted the High Value Research submission website portion from the RPM website and made the High Value Research submission as an independent website and everybody already used it beginning the 2017 HVR submission. If there are any updates or proposed changes, Natassja and the new consultant will coordinate the changes.
- Pooled fund Study Website: The updates are already implemented, and the website is operational. We already collected suggestions for updates and changes and once all suggestions are in, changes and updates will be done through the consultant. The funding for maintaining the web site is still enough for the next 4 years.

Personnel/Administration

Lead: David Jared
 Assisting: _____
 Goals:

Strategy	Planned Activities	Notes & Status
Peer Exchange Review (NCHRP 20-111G):	Report for use by RAC and FHWA	Project is complete; RAC is discussing possible changes to FHWA policy on research peer exchanges for state DOT's.
Staffing Levels Project	Synthesis Request	The NCHRP Synthesis submittal on this was approved in combination with one on research performance measures. The new Synthesis project is 49-07, and it is nearing completion. The final report is due by December 2018.

Accomplishments

- [David Jared's article](#) was in *Public Roads* magazine this spring.
- Ahead of the Curve (AOTC) is also progressing well, with Ines Spadoni (U. of Fla.) and David Jared co-chairing the new TRB joint subcommittee on AOTC development (ABG20(6)). The 25-member subcommittee convened in person for the first time in January 2018 (TRB Annual Meeting), and anyone can become a Friend of this subcommittee.

Quality and Timeliness of Deliverables

Lead: Jen Harper, Enid White, Binh Bui

Assisting: _____

Goals:

Strategy	Planned Activities	Notes & Status
Collecting information on quality and timeliness of deliverables.	<ul style="list-style-type: none"> • Share at summer meeting • Gather information from each RAC region on how they measure the timeliness of deliverables and how they handle time extensions. • Gather information from the RAC regions on quality measures such as progress reports and determine whether the quality of deliverables meets what is set out in the proposals. • Gather information from the RAC regions on whether projects are meeting project milestones. • Gather information from the RAC regions on whether they implement corrective action plans to enforce quality and timeliness, and what the corrective actions plans look like. • Have quality guidelines or checklist for final reports. 	<p>*Sue Sillick shared that the topic was discussed at the following peer exchanges:</p> <ul style="list-style-type: none"> • Four-State Virtual Research Peer Exchange (2015) - https://trid.trb.org/View/1404501 • OHDOT (2015) - https://trid.trb.org/View/1374060 • ORDOT (2009) - https://trid.trb.org/View/1262311 • 2015 survey re: Quality of Final Research Reports by Ohio DOT • 2010 survey re: Improving Quality of Research Reports by New Mexico DOT • 2010 survey re: Research Final Reports by Montana DOT
Disseminating the information gathered above to the following:	<ul style="list-style-type: none"> • All RAC regions, AASHTO, FHWA, TRB. • Place the findings in RPPM. • Develop libguide. 	

Accomplishments

- Ongoing

Intellectual Property and Copyright Issue

Lead: Enid White
 Assisting: _____
 Goals:

Strategy	Planned Activities	Notes & Status
Monitor intellectual property and copyright laws and updates.	Monitor the latest blogs, webinars, and rules regarding intellectual property, specifically copyrights.	
Identify research needs for DOTs regarding intellectual property.	Discuss needs from DOTs regarding intellectual property.	
Improve knowledge of intellectual property.	Work on webinars and talking points.	
Collect and gathering State DOT practices related to IP.	Place the findings in RPPM.	

Accomplishments

- Ongoing

Research Performance Measures

Lead: Joe Crabtree, Emily Parkany

Assisting: Sue Sillick

Goals: Monitor RPM efforts and promote best practices as appropriate.

Strategy	Planned Activities	Notes & Status
Should there be a distinction between “value of research” and “quantification of benefits” and the RPMs that PM&Q may be more interested in: timeliness of deliverables, number of projects, etc.	Subcommittee discussion	Don’t want to tread on Value of Research Task Force territory—but multiple groups following these is not bad
Track RPM efforts and determine whether this group has a dissemination role	Need a way to capture and share ongoing efforts RPPM for finished efforts	

Accomplishments

- New effort in Fall 2018