

**PM&Q Task Force Minutes**  
**March 21, 2019, 1:04 PM (EDT) – 2:05 PM**

**ATTENDEES**

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

Members:

David Jared, Georgia DOT  
Binh Bui, Georgia DOT  
Hafiz Munir, Minnesota DOT  
Tommy Nantung, Indiana DOT  
Jen Harper, Missouri DOT  
David Huft, South Dakota DOT

Friends:

Ann Scholz, New Hampshire DOT  
Ken Chambers, Nevada DOT  
Sue Sillick, Montana DOT  
Enid White, Wyoming DOT  
Jason Bittner, Applied Research Associates, Inc.  
Pat Casey, CTC & Associates  
Brian Hirt, CTC & Associates  
Sid Mohan, TRB

Meeting started @1:04 PM

Welcome – Joe Horton

Roll call – Hua Xiang

**General Updates**

PM&Q 2019 Meetings

- Thursday, March 21, 2019, 1 PM Eastern (today)
- Thursday, June 20, 2019, 1 PM Eastern
- Tuesday, July 23, 2018, 10:30-12:00, In person @Santa Fe
- Thursday, September 19, 2019, 1 PM Eastern
- Thursday, December 19, 2019, 1 PM Eastern

**Follow-up Items from the last task force meeting:**

- a. *[Follow-up item #1 – Convey the request to Enid and ask her to clarify]* on the IP subgroup's page in the [action plan](#) (P.8): Will there be an item on collecting and gathering State DOT practices related to IP and posting the results on RPPM?

*Enid:* Yes, updates and information will be uploaded to the IP section on RPPM. There will be a Webinar on May 21<sup>st</sup> on this topic (more details later under the IP subgroup activities).

- b. *[Follow-up item #2 – Emily will talk to Ann Freeman, the new VoR Chair, during TRB.]* Value of Research task force or PM&Q – who should lead “Research Performance Measures?”

*Joe H.:* PM&Q will be leading the effort – add it as a subgroup.

- Looking for co-chairs. Joe C. and Sue will be supporting the subgroup.

- Joe H. will ask Emily to create a draft action plan page for this group. Maybe a charter too, similar to what the implementation group has done. *[Follow-up item #1: Emily to arrange a call with Joe C. and Sue about what subgroup direction and Joe H. would also participate.]*
  - Ann will talk to Emily about the VOR performance measure work. *[Ann has shared the VOR PM Action Plan with Emily – Enid White and Ann “tabled our actions as the Synthesis 49-07 on Managing Research Programs which included PMs was coming out. It has not been revisited.”]*
  - We need to have initial focus set before asking members to commit to the effort.
  - We want five to six items in the plan but focus on two at a time to avoid overloading the subgroup.
  - Deadline: at the in-person meeting on July 23<sup>rd</sup>. We can use the plan to solicit help from meeting attendees.
- Enid: [NCHRP Report 902 Benchmarking and Comparative Measurement for Effective Performance Management by Transportation Agencies](#) has good information on performance measures.
  - Jason is interesting in knowing agencies’ reaction to [Report 902](#). The report is more on “soft benchmarking” and did not really get into what agencies are interested in.
  - 70% of agencies need internal benchmarking. This report did not get into details on internal benchmarking, more on independent benchmarking.

## **SUBGROUP ACTIVITIES**

### **Research Implementation – Joe C./Hafiz:**

- The subgroup decided on its current focus:
  - Web presence review
    - Sue Sillick has been an effective liaison between the subgroup and the website working group.
    - Will create a homepage on RAC website for the subgroup.
    - Will continue to use RPPM as a central location to host implementation-related documents – currently have 65 documents there.
  - Best practices for implementation
    - Will review peer exchange reports for information related to implementation, as a funded effort
      1. Hafiz is circulating a draft problem statement for comments (3/15 email), for NCHRP 20-44 funding consideration. Please comment!  
*[Follow-up item #2 – all members and friends]*
      2. Hafiz will send an update early next week.
    - Will work on dissemination of best practices.
      1. A summer meeting session?
      2. Webinars

### **Program Management Tools – Tommy:**

- HVR Research Submission website is working now.
- On the R&I meeting next month, Lori will propose a lumpsum funding earmark for the four websites: HVR Research Submission, RPPM, RAC, and transportation pooled fund websites.  
*[Follow-up item #3 – all members and friends: please ask your R&I member to support it.]*

### **Personnel/Administration – David Jared:**

Need a new Chair for this subgroup!

### Peer Exchange Project 20-111G

- Still working on putting together concrete policy recommendations to FHWA.

### Ahead of the Curve Curriculum (AOTC)

- The new NCHRP 20-105B panel for AOTC will have a face-to-face meeting in June.
- New contract through fall 2019 with Jason Bittner of ARA, with support from Johanna Zmud of TTI, to complete the pilot training
- Jason to present at Santa Fe meeting.
- A decision on a final home for AOTC (TRB, AASHTO, or TPF) will be made on the next Joint Subcommittee phone call.
- Four of the electives are being offered online.
- A structures guide for AOTC instruction is being developed.

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

- No activities since November.
- Next meeting in April.
- Joe H. asked the group to review action plan page to refocus.

### **Monitoring Activities:**

#### Intellectual Property and Copyright Issues – Enid

- TRB Webinar on May 21<sup>st</sup> 1-2 PM, on NCHRP Report 799, providing an overview of 20-11(03). Jason will present; not officially announced yet.
- Enid is monitoring other patent-related information sources.

### **OPEN DISCUSSION**

- a. Approved Action Plan has been posted: [https://research.transportation.org/wp-content/uploads/sites/31/2019/01/2019-01-03\\_PMQ-ActionPlanApproved.pdf](https://research.transportation.org/wp-content/uploads/sites/31/2019/01/2019-01-03_PMQ-ActionPlanApproved.pdf)
- b. Update of the PM&Q page on the RAC website: <https://research.transportation.org/rac-task-forces/program-management-and-quality-task-force-pmq/>
  - Hua to lead the webpage update. *[Follow-up item #4 – Hua]*
  - Joe H. asked to move Action Plan from “minutes” page to the location prior to “Products” on the home page.

The meeting ended @2:05 PM

Next meeting will be a webex on **Thursday, June 20, 2019, 1 PM Eastern**. We need to have a draft agenda for July meeting by that time *[Follow-up item #5 – Joe H.]*.