

**PM&Q Task Force Minutes**  
**July 23, 2019, 10:15 AM**  
**Santa Fe, NM**

**ATTENDEES**

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

**Members:**

David Huft, South Dakota DOT  
Enid White, Wyoming DOT  
Binh Bui, Georgia DOT  
David Jared, Georgia DOT  
Hafiz Munir, Minnesota DOT  
Kevin Pete, Texas DOT  
Megan Swanson, Illinois DOT  
Emily Parkany, Vermont AOT  
Tommy Nantung, Indiana DOT  
Darryl Dockstader, Florida DOT  
Ned Parrish, Idaho Transportation Department  
Jen Harper, Missouri DOT  
Diane Gurtner, Wisconsin DOT  
Dianne Kresich, Arizona DOT

**Friends:**

George McAuley, Pennsylvania DOT, AASHTO Innovation Initiative visitor  
John Moulden, FHWA  
Jason Bittner, Applied Research Associates, Inc.  
Paul Eckman, Alaska DOT  
Anna Bosin, Alaska DOT  
David Ooten, Oklahoma DOT  
Supriya Kamatkar, Georgia DOT  
Deirdre Nash, New Hampshire DOT  
Pragna Shah, New Jersey DOT  
Glenn Page, AASHTO  
Sue Sillick, Montana DOT  
Chris Kline, CTC & Associates  
Brian Hirt, CTC & Associates  
Dave Meggers, Kansas DOT  
Audrey Atkinson, Kansas DOT  
Kimberly Avery, Michigan DOT  
Bill McLeod, TRB  
Roy Sturgill, Iowa State University  
Waseem Fazal, FHWA  
Josh Beakley, American Concrete Pipe Association  
Vicky Foot, Ohio DOT

Welcome – Joe Horton  
Self-Introduction

### General Updates

1. Joe H. reiterated that the PM&Q task force goal is to identify work to make RAC better and help DOTs to improve their research program processes.
2. “Subgroups” will be changed to “working groups” to be consistent with other RAC task forces. There are two new working groups under PM&Q: “Quality and Timeliness of Research Deliverables” and “Research Performance Measures.” Please join any working group if you can get involved and contribute.
3. Task force action plan was approved and posted on January 3, 2019. Our goal is to update it at least every six months. Working group leaders can send their updates to Hua.
4. Joe H. thanked everyone for providing comments on the updated PM&Q webpage. Hua will send it to TRB webmaster after this meeting. *[Follow-up item #1-Hua. Update: The webpage has been updated, so everyone please review: [https://research.transportation.org/rac-task-forces/program-management-and-quality-task-force-pmq/.](https://research.transportation.org/rac-task-forces/program-management-and-quality-task-force-pmq/)]*

### Working Group ACTIVITIES

#### Program Management Tools – Tommy:

- Funding for HVR and pooled fund websites: funding request problem statements are good to go and we are still making on-going fixes. The HVR website was used in 2017, 2018, and 2019. There still were some issues with pictures & attachments during submission.
- We still have the source codes of RPM – Natassja has it. Brian Ness asked information on states’ return-on-investment for Research, we built RPM for this purpose. Only FL used the RPM database, and Indiana established several examples in it. Sue Sillick added that the Performance Measures 101 and some other information resulted from RPM are on RAC website – they are still very useful.
- “Return-on-investment” of R&I is bigger than PM&Q now – should we elevate it to RAC leadership?
  - NCHRP project “Value of Research” may provide guidance – TTI is the contractor. Dave Huft, Cameron Kergaye, Kevin Pete, and Richard Woo are on the panel – Tommy will share a description of the RPM tool with the panel.
  - Best practices on documenting “value of research” would be put under VoR task force. Should we form a joint working group? – it merits a discussion.

#### Personnel/Administration – David Jared:

- Ahead of the Curve (AOTC) update – tomorrow afternoon. The training will be hosted under the TPF program – the pooled-fund lead state has not been determined yet.
- NCHRP Synthesis 522 – report came out in May and was used as part of the Massachusetts peer exchange. – **Victory #1 of the task force!**
- Peer exchange review report was out. It will be a supplement to FHWA guidance and should be linked from the FHWA webpage. – **Victory #2 of the task force!** *[Follow-up item #2-Link on FHWA page].*

#### Quality and Timeliness of Research Deliverables – Jen:

- Jen handed out the survey results from RAC regions on time limits and quality measures, and Enid provided a summary of result highlights. 31 States were represented, and the group hopes to get more. – Victory #3 of the task force!
- The group will synthesize a one-page summary to post on RAC survey page and share on RPPM.

#### **Research Performance Measures – Emily**

- The group had a teleconference on May 2 with 8-9 enthusiastic participants
- Outcome: A framework on how to explore all resources.
- By January, the group will provide a list of potential measures.

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

- Joe C. emphasized the working group goals and vision.
- Web presence review is on-going.
- Hafiz shared the five tasks of the NCHRP 20-44 synthesis on identifying/disseminating implementation best practices in peer exchange reports.
  - Review peer exchanges in the past ten years.
  - Review RPPM documents related to peer exchange.
  - Survey to key states.
  - Key information from peer exchange reports.
  - Create a template for peer exchange report.
- “Mainstreaming Implementation” session on Wednesday morning!

#### **Monitoring Activities:**

##### Intellectual Property and Copyright Issues – Enid

- A well-attended TRB Webinar on May 21<sup>st</sup>. There will be another one next year.

#### **TOPIC PRESENTATION**

1. NCHRP 20-111J – 2CFR200 Project Update – Jason Bittner
  - Comments due end of month on the draft report
  - Training needs and organization culture in terms of complying
  - 32 States represented; seven States follow-up interviews.
  - Six key lessons were summarized, such as:
    - Build buffer time in project completion – 2CFR200 allows one extension only.
    - Lessons on conducting risk assessments.
    - Data
    - Subrecipient monitoring/determination
  - Joe H.: we are looking to implement the results and may organize a workshop to ensure 2CFR200 compliance in near future. We identified its importance and we did it. – Victory #4 of the task force!
2. Community of Practice (COP) Clearing House – George McAuley
  - George discussed the goal and purpose of COP.
    - Considering transportation system users
    - Not recreating tools
    - Bringing in grass-root innovations
    - Understanding the path forward and supporting that.
  - Glenn Page: One of the charges All has is its online presence.

- Sue: It warrants further discussion of RPPM. RPPM isn't necessarily a RAC website; it's just maintained by RAC.
- PM&Q can support the webpage establishment if COP decides to go forward with a clearing house webpage.
- George: It is audience getting to us, instead of we preaching to them.

**Next meeting:                    Thursday, September 19, 2019, 1 PM Eastern**