**TRANSPORTATION POOLED FUND PROGRAM**

**QUARTERLY PROGRESS REPORT**

Lead Agency (FHWA or State DOT): \_\_Washington State Department of Transportation\_\_\_\_\_\_

**INSTRUCTIONS:**

*Project Managers and/or research project investigators should complete a quarterly progress report for each calendar quarter during which the projects are active. Please provide a project schedule status of the research activities tied to each task that is defined in the proposal; a percentage completion of each task; a concise discussion (2 or 3 sentences) of the current status, including accomplishments and problems encountered, if any. List all tasks, even if no work was done during this period.*

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| **Transportation Pooled Fund Program Project #**  *(i.e, SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX)*  TPF-5(181) | | **Transportation Pooled Fund Program - Report Period:**  □XXQuarter 1 (January 1 – March 31)  □Quarter 2 (April 1 – June 30)  □Quarter 3 (July 1 – September 30)  □Quarter 4 (October 1 – December 31) | |
| **Project Title:**  **Transportation Research Program Management Database** | | | |
| **Name of Project Manager(s):**  **Leni Oman** | **Phone Number:**  **(360) 705-7974** | | **E-Mail**  omanl@wsdot.wa.gov |
| **Lead Agency Project ID:** | **Other Project ID (i.e., contract #):** | | **Project Start Date:**  December 2009 |
| **Original Project End Date:**  **July 2012** | **Current Project End Date:**  **December 2018** | | **Number of Extensions:**  1 |

Project schedule status:

□ On schedule X On revised schedule □ Ahead of schedule □ Behind schedule

Overall Project Statistics:

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| **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** |
| $861,000 |  |  |

***Quarterly*** Project Statistics:

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| **Total Project Expenses**  **and Percentage This Quarter** | **Total Amount of Funds**  **Expended This Quarter** | **Total Percentage of**  **Time Used to Date** |
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| **Project Description**:  Originally, the RPMD was planned to modify the California Department of Transportation(Caltrans) Research Program Management Database (RPMD) in FileMaker Pro to:  1 ) accommodate the system modifications needed for implementation by the Washington State Department of Transportation (WSDOT),  2) identify the needs and proposed modifications for participating states, and  3) enhance the RPMD to add new functions to meet additional research program management business needs of participating states, including management of the Transportation Pooled Fund (TPF) Module.  Item (1) was completed, and the system has been implemented by WSDOT.  Item (2) was completed along with item (1), and the system is available for use by participating states.  Item (3) was at one point put on hold, due to concerns and new circumstances within Caltrans. The scope was then  refocused to emphasize the straight conversion of the RPMD from FileMaker Pro to a web based format without alteration of the database. After a period of time working on the web based format, the decision was made to stop work on this web based effort.  After consultation with the TAC, the decision was made to utilize the remaining TPF-5(181) funds on a forth research database effort. That effort is now underway, and described below:  Task (4):  Compare the Research Project Management Databases being used around the country by State DOTs and develop a “Best Practices” white paper outlining what elements should be included in a project database for states wanting to move to a new system in the future and/or the development of a national online RPMD system. A kickoff meeting has been held and we have contacted the individuals at the state DOTs to ask that they provide a copy of their database so that we can begin analyzing them. Not all states have a project management (PM) database and not all that do have a PM database are able or willing to share the database. Out of the 50 states, approximately 35 have been able to provide us with some information around their database.  The individual state DOT database entities have been broken down and documented on a spreadsheet and the table relationships have been recorded, and we can draw comparisons among the DOT databases.  The analysis has been reviewed by the TAC. We have now scoped the remaining project and have the technical requirements identified. The RFP has been drafted, and will be released shortly. Following the selection of a vendor, the final phase of Task (4) will be undertaken. |

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| **Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):**  A project management team was developed to advise WSDOT and Spy Pond Partners on resources and plans to engage the TPF-5(181) Technical Advisory Committee (TAC), AASHTO RAC members and others.  The team includes representatives from the TPF-5(181) Technical Advisory Committee (TAC) and the AASHTO RAC Task Force on Program Management & Quality.  The team will meet monthly to review progress.  An email update will be provided to TAC members after each meeting and a conference call will be scheduled for the 2nd Quarter.   Spy Pond Partners reviewed materials collected in previous TPF-5(181) tasks and conducted additional research to address targeted questions.  A draft Technical Memo was reviewed by the Project Management Team and the final document is attached.  The Project Management Team also reviewed draft high level research business requirements process maps and a draft stakeholder interview guide. |
| **Anticipated work next quarter**:  A TAC meeting will be held April 3rd to provide an update on the project and receive feedback on the proposed strategy for stakeholder engagement. Representatives from other groups with active interest in research databases have also been invited (e.g., AASHTO RAC Task Forces on Program Management & Quality and Coordination & Collaboration). |

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| **Significant Results:** |
| **Circumstance affecting project or budget. (Please describe any challenges encountered or anticipated that**  **might affect the completion of the project within the time, scope and fiscal constraints set forth in the**  **agreement, along with recommended solutions to those problems).**  None at this time. |

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| **Potential Implementation:**  Once this work is complete, it will provide states with valuable information in order to implement or modify their research  program management database, and can be the basis for an AASHTOWARE database or a different state solution. |