**TRANSPORTATION POOLED FUND PROGRAM**

**QUARTERLY PROGRESS REPORT**

Lead Agency (FHWA or State DOT): Kentucky Transportation Cabinet

**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 #***TPF-5(467)* | **Transportation Pooled Fund Program - Report Period:** Quarter 1 (January 1 – March 31) Quarter 2 (April 1 – June 30)XQuarter 3 (July 1 – September 30)□Quarter 4 (October 1 – December 31) |
| **Project Title:****Research Project Tracking System** |
| **Name of Project Manager(s): Joe Crabtree** | **Phone Number:** | **E-Mail**Joe.Crabtree@ky.gov |
| **Lead Agency Project ID:**  | **Other Project ID (i.e., contract #):** | **Project Start Date: N/A** |
| **Original Project End Date:** | **Current Project End Date:** | **Number of Extensions:** |

Project schedule status:

X On schedule □ 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** |
| $45,500 (Phase 1) | $0 | 0 |

***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**:Each state in the U.S. has a transportation research program, typically managed by designated staff in the state DOT(or equivalent agency). While these programs vary substantially in size, complexity, staffing level, and resource availability, there are certain needs that are generally common to all programs. One of these needs is a tracking system for active and completed research projects. The tracking system can be used for numerous functions, including (but not necessarily limited to):• Tracking of active projectso A centralized source of key information for each project (name of PI and project manager, contact information, start date, planned completion date, budget, account number, etc.)o A centralized source of up-to-date status information for each projecto Flagging of issues/problems (behind schedule, work versus spending, problems encountered, intervention required, etc.)• Tracking of research implementation• Tracking of submissions and approvals (initial work plan and budget, revisions to work plan and budget, deliverables, etc.)• A historical record of completed projects• Reportingo Generating program-wide reports for research program managemento Generating periodic progress reports (e.g., quarterly reports) for individual projects• A repository for key project-related documents (proposals, work plans, budgets, meeting agendas and minutes, interim deliverables, final reports, etc.) |

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| **Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):*** Completed initial one-on-one meetings with participating states and gathered documentation on their existing systems.
* Scheduled and conducted project kickoff meeting (on August 6) with all participating states:
* Prepared and presented preliminary list of potential functions and attributes of new RPTS; solicited additions to this list.
* Prepared and disseminated online survey for all participating states to rank potential functions and attributes.
* Added New Mexico to the project.
* Followed up with tardy states to get 100% response rate to survey
 |
| **Anticipated work next quarter**:Create survey to rank most important functions and attributes for RPTS. |

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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).** |

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| **Potential Implementation:**  |