

## TRANSPORTATION POOLED FUND PROGRAM QUARTERLY PROGRESS REPORT

Lead Agency (FHWA or State DOT): Mississippi 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.*

<b>Transportation Pooled Fund Program Project #</b> <i>(i.e., SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX))</i>  TPF-5(390)	<b>Transportation Pooled Fund Program - Report Period:</b> <input type="checkbox"/> Quarter 1 (January 1 – March 31) <input type="checkbox"/> Quarter 2 (April 1 – June 30) <input type="checkbox"/> Quarter 3 (July 1 – September 30) <input checked="" type="checkbox"/> Quarter 4 (October 1 – December 31)	
<b>Project Title:</b> Institute for Trade and Transportation Studies (ITTS)		
<b>Name of Project Manager(s):</b>	<b>Phone Number:</b>	<b>E-Mail</b>
<b>Lead Agency Project ID:</b> 2019 ITTS IDIQ Master Contract	<b>Other Project ID (i.e., contract #):</b>	<b>Project Start Date:</b> 12/6/2018
<b>Original Project End Date:</b> 12/6/2023	<b>Current Project End Date:</b> 12/6/2023	<b>Number of Extensions:</b> 0

Project schedule status:

On schedule
  On revised schedule
  Ahead of schedule
  Behind schedule

Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$1,034,800.00	\$147,121.97	

**Quarterly** Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date

**Project Description:**

The purpose of ITTS is to support member states in developing their competitive advantages to capture trade opportunities and economic benefits through improved transportation planning, investments, collaboration, and operations.

ITTS provides the following services towards achieving its purpose.

- Provide a platform for regional collaboration
- Inform members of current and anticipated freight trends
- Develop effective freight planning tools for member states
- Identify and nurture close and collaborative working relationships with relevant federal and state agencies, associations, academic institutions, and private sector firms, to keep abreast of developments in freight planning and trade, and to enhance the outcomes of work on common interests
- Assist member state DOTs to integrate freight planning into their core business procedures
- Partner with other organizations, including, but not limited to, public agencies, private firms, multi-state coalitions, and industry associations, to advance freight planning through research and collaboration

**Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):*****Meetings***

- ITTS Monthly Status/Technical Advisory Committee Meetings
- FFY2020 Work Plan Project #1 – ITTS Freight in the Southeast Virtual Conference Progress Meetings
- FFY2020 Work Plan Project #2 – ITTS Website Update Progress Meetings
- FFY2020 Work Plan Project #3 – Freight Investment Performance Metrics Progress Meetings
- FFY2021 Work Plan Subcommittee Meetings

***Work Plan Status/Progress***

- FFY2020 Work Plan Administration – Coordination with the Technical Advisory Committee/steering committees/consultants for the following work plan projects included meetings/communications/activities as follow
  - Project #1 – ITTS Freight in the Southeast Virtual Conference
    - Continued conference planning task
    - Continued conference registration task
    - Initiated and completed conference execution task for December Virtual Conference Sessions
    - Initiated conference documentation task
  - Project #2 – ITTS Website Update
    - Completed design task
    - Initiated and completed full launch task
    - Initiated documentation task
  - Project #3 – Freight Investment Performance Metrics
    - Continued literature review task
    - Continued case studies of before/after evaluations for freight investments task
    - Initiated freight performance measurement framework/guidebook task
- FFY2021 Work Plan Development – Coordination with the work plan subcommittee and Technical Advisory Committee included the following
  - Reviewed previous work plans/projects and potential new projects
  - Established methodology for developing work plan
  - Finalized work plan projects
  - Initiated RFP for project work assignments
  - Completed consultant selection for project work assignments

**Anticipated work next quarter:**

**Meetings**

- ITTS Monthly Status/Technical Advisory Committee Meetings
- FFY2020 Work Plan Project #1 – ITTS Freight in the Southeast Virtual Conference Project Meetings
- FFY2020 Work Plan Project #2 – ITTS Website Update Project Meetings
- FFY2020 Work Plan Project #3 – Freight Investment Performance Metrics Project Meetings

**Work Plan Activities**

- FFY2020 Work Plan Administration – Continue coordination with the Technical Advisory Committee/steering committees/consultants as follow
  - Project #1 – ITTS Freight in the Southeast Virtual Conference
    - Continue conference planning task
    - Complete registration task
    - Initiate and complete conference execution task for February Virtual Conference Sessions
    - Continue conference documentation task
  - Project #2 – ITTS Website Update
    - Continue documentation task
  - Project #3 – Freight Investment Performance Metrics
    - Complete literature review task
    - Complete case studies of before/after evaluations for freight investments task
    - Continue freight performance measurement framework/guidebook task
- FFY2021 Work Plan Execution – Coordinate with the Technical Advisory Committee/steering committees/consultants/MDOT Consultant Services Unit to start project work assignment contract initiations

**Significant Results:**

**Work Plan Activity/Project Deliverables**

- FFY2020 Work Plan Project #1 – ITTS Freight in the Southeast Virtual Conference
  - Executed December Virtual Conference Sessions
- FFY2020 Work Plan Project #2 – ITTS Website Update
  - Launched official ITTS website for outreach and informational resource purposes
- Developed FFY2021 Work Plan

**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).**

**Potential Implementation:**