



**ODOT RESEARCH SECTION
QUARTERLY PROGRESS REPORT**

For Quarter Ending (select one):	March 31	June 30	September 30	December 31
Date Submitted:	1/30/23			

Project Title:	Development of an IOO-Industry Forum for AV Technology Transfer			
Research Agency:	Ohio Department of Transportation			
Principal Investigator(s):	Tara Andringa			
State Job Number:	111455-B	Agreement Number:	37462	
Project Start Date:	6/15/22	Contract Funds Approved:	\$213,070.00	
Project Completion Date:	6/15/26	Spent to Date:	\$71,063.90	
% Funds Expended:	33.3%	% Work Done:	54%	% Time Expired: 12.5%

List the ODOT Technical Liaisons and other individuals who should receive a copy of this report:

Jill Martindale, Nick Hegemier

SUMMARY OF PROGRESS FOR QUARTER:

Attach a progress schedule consisting of graphical information depicting:

- 1) a schedule of research activities tied to **each task** defined in the proposal,
- 2) a comparative status of actual versus estimated expenditures,
- 3) a percentage completion of the research, and
- 4) and a brief description of the activities accomplished by **each member** of the research team as listed in the project budget.



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PROPOSED WORK FOR NEW QUARTER:

In the next quarter, we are scheduled to:

- Make a new landing page live for AccelerateAV.org
- Distribute a toolkit of materials to stakeholders to use to direct people to the new landing page
- Finish drafts of marketing materials for the launch of the full website
- Make a beta test of the forum live
- Convene a focus group for feedback on the beta site

IMPLEMENTATION (if any):

The new landing page will be implemented this quarter, and the beta test of the full site will be implemented this quarter.

PROBLEMS & RECOMMENDED SOLUTIONS (if applicable):

(Describe any problems encountered or anticipated that might affect the completion of the project within the time, scope, and fiscal constraints set forth in the contract, along with recommended solutions to those problems. NOTING DIFFICULTIES IN THIS SECTION DOES **NOT** CONSTITUTE A REQUEST TO MODIFY THE PROJECT. Requests for additional time, money, or scope revisions must be submitted in a separate letter to the Research Section.)

n/a

EQUIPMENT PURCHASED (if any):

n/a

CONTACTS & MEETINGS:

(Describe any meetings or contacts with ODOT Technical Liaisons and other pertinent individuals relative to this project.)

In the 4th quarter, we had the following meetings and contacts:

AV Industry Forum Working Meetings - monthly
AV Pooled Fund Monthly Meetings - monthly
Biweekly emails sent - Oct 14, Oct 28, Nov 11, Nov 25, Dec 9, Dec 23
Follow-up emails with slides also sent following every group meeting

Schedule of Research Activities

TASK NO.	TASK	STATUS
1	Hold start-up meeting and develop clear, concise vision and mission of forum	COMPLETE
2	Survey Stakeholders on Forum input and compile results	COMPLETE
3	Develop concept for online collaborative forum	COMPLETE
Deliverable	Deliverable: Report to AV Pooled Fund with forum proposal	COMPLETE
4	Communications Strategy Development	COMPLETE
Deliverable	Deliverable: Draft communications strategy	COMPLETE
5	Finalize comprehensive communications plan	COMPLETE
Deliverable	Deliverable: Final Comprehensive Communications Plan	COMPLETE
6	Finalize forum concept following input from Pooled Fund	COMPLETE
Deliverable	Deliverable: Approved final forum concept	COMPLETE
7	Draft fact sheets, flyers, branding, and marketing materials	IN PROCESS; TO BE COMPLETE WITHIN THE NEXT MONTH
Deliverable	Deliverable: Draft marketing materials to AV Pooled Fund	DELIVERABLE DUE 4/15/23
8	Draft final report	SCHEDULED TO BE COMPLETE BY APRIL
Deliverable	Deliverable: Draft report to AV Pooled Fund	DELIVERABLE DUE 4/15/23
9	Finalize fact sheets and marketing materials	SCHEDULED TO BE COMPLETE BY APRIL
Deliverable	Deliverable: Final marketing materials to AV Pooled Fund	DELIVERABLE DUE 6/15/23
10	Launch of forum	SCHEDULED FOR JUNE
Deliverable	Deliverable: Live forum	DELIVERABLE DUE 6/15/23
11	Finalize report	SCHEDULED FOR JUNE
Deliverable	Deliverable: Final report and presentation to Pooled Fund	DELIVERABLE DUE 6/15/23
	TOTAL:	6 of 11 tasks complete; 54%

SCHEDULE OF EXPENDITURES

CATEGORY	BUDGET	INVOICED	AVAILABLE
SALARIES & WAGES	\$36,550.00	\$18,274.98	\$18,275.02
FRINGE BENEFITS	\$9,137.50	\$4,568.76	\$4,568.74
TRAVEL	\$3,000.00	0	0
SUPPLIES	\$10,400.00	\$16,980.98	0
IN-DIRECT	\$5,482.50	\$2,807.92	\$2,674.58
OTHER EXPENSES	\$75,000.00	0	\$75,000.00
CONTINGENCY	\$12,500.00	0	\$12,500.00
FEE	\$11,000.00	\$8,031.26	\$2,968.74
SUBCONTRACTOR	\$50,000.00	\$24,000.00	\$26,000.00
TOTAL	\$213,000.00	\$74,663.90	\$141,987.08

DESCRIPTION OF WORK COMPLETED BY TEAM IN 4TH QUARTER 2022

TASK	DATE	TEAM
Drafted community rules for forum	Oct 2022	PAVE staff
Drafted plan for user approval	Oct 2022	PAVE staff
Drafted logos for site	Oct 2022	Walder Studio
Created branding guide for site	Nov 2022	Walder Studio
Created updated planning matrix	Nov 2022	PAVE staff
Finalized communications strategy	Nov 2022	PAVE staff
Drafted outreach plan	Nov 2022	PAVE staff
Developed plan for focus group	Dec 2022	PAVE staff
Ran focus group	Dec 2022	PAVE staff
Wrote focus group report	Dec 2022	PAVE staff
Designed draft landing page	Dec 2022	Walder Studio
Assembled stakeholder outreach lists	Dec 2022	PAVE staff