



**ODOT RESEARCH SECTION
QUARTERLY PROGRESS REPORT**

For Quarter Ending (select one):	March 31	June 30	September 30	December 31
Date Submitted:	4/29/23			

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:	\$97,604.30	
% Funds Expended:	45.8%	% Work Done:	73%	% Time Expired: 21%

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.



PROPOSED WORK FOR NEW QUARTER:

In the next quarter, we are scheduled to:

- Make edits to forum platform based on focus group feedback
- Execute communications strategy, including:
 - o Social media campaign
 - o Earned media outreach
 - o Email campaign to stakeholders
- Moderate panel at ITS America regarding AV PFS and forum
- Oversee launch of forum
- Submit final marketing/communications documents
- Submit final report

IMPLEMENTATION (if any):

The implementation of the site will go live in June 2023.

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.)

The project is on schedule and on budget.

EQUIPMENT PURCHASED (if any):

None.

CONTACTS & MEETINGS:

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

In the first quarter, we had the following meetings and contacts:

Monthly: AV Pooled Fund Monthly Meeting
Monthly: AV Industry Forum Working Meeting
Biweekly emails sent: 1/6, 1/20, 2/3, 2/17, 3/3, 3/17, 3/31

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	COMPLETE
Deliverable	Deliverable: Draft marketing materials to AV Pooled Fund	COMPLETE
8	Draft final report	COMPLETE
Deliverable	Deliverable: Draft report to AV Pooled Fund	COMPLETE
9	Finalize fact sheets and marketing materials	SCHEDULED FOR MAY
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:	8 of 11 tasks complete; 73%

SCHEDULE OF EXPENDITURES

CATEGORY	BUDGET	INVOICED	AVAILABLE
SALARIES & WAGES	\$36,550.00	\$27,421.47	\$9,137.53
FRINGE BENEFITS	\$9,137.50	\$6,853.14	\$2,284.36
TRAVEL	\$3,000.00	0	0
SUPPLIES	\$10,400.00	\$16,980.98	0
IN-DIRECT	\$5,482.50	\$4,145.20	\$1,337.30
OTHER EXPENSES	\$75,000.00	0	\$75,000.00
CONTINGENCY	\$12,500.00	0	\$12,500.00
FEE	\$11,000.00	\$9,812.51	\$1,187.49
SUBCONTRACTOR	\$50,000.00	\$36,000.00	\$14,000.00
TOTAL	\$213,000.00	\$97,604.30	\$115,395.70

DESCRIPTION OF WORK COMPLETED BY TEAM IN 1ST QUARTER 2023

TASK	DATE	TEAM
Finalized landing page	Jan 2023	Walder Studio
Drafted branding guidelines	Jan 2023	Walder Studio
Drafted moderation guidelines, shared with TAC, made edits based on feedback	Jan 2023	PAVE staff
Wrote and submitted quarterly report	Jan 2023	PAVE staff
Finalized pre-publicity toolkit	Feb 2023	PAVE staff
Sent toolkit to stakeholders	Feb 2023	PAVE staff
Finalized beta site	Feb 2023	Walder Studio
Shared beta site with TAC, solicited feedback	Feb 2023	PAVE staff
Scheduled focus group, planned focus group, ran focus group	March 2023	PAVE staff
Wrote focus group report and shared with TAC	March 2023	PAVE Staff
Compiled feedback on site from all groups	March 2023	PAVE staff
Made changes to site based on feedback	March 2023	Walder Studio