TPF-5(181)

Research Management Database Business Analysis

Final Report

Spy Pond Partners, LLC

Arlington, MA

July 2018

Transportation Program Management Database [TPF-5(181)]

**Project Managers**

Leni Oman, Knowledge Strategist, WSDOT (2017-2019)

Steve Hanson, Project Control Manager, WSDOT (2015-2017)

Tim Carlile, Business Manager WSDOT (2009 - 2015)

**Project Management Team, 2017-2019**

Leni Oman, Knowledge Strategist, WSDOT

Joel Retanan, TMS Development Support Branch, Division of Research, Innovation and System Information, Caltrans

Binh Bui, Research Implementation Manager & GDOT Library Supervisor, Office of Performance-Based Management and Research, GDOT

Jon Peterson, Research Manager, WSDOT

Frances Harrison, Spy Pond Partners, LLC

**TPF-5 (181) Technical Advisory Team**

Washington: Tim Carlile, Steve Hanson, Kim Willoughby, Jon Peterson, Leni Oman

California: Coco Briseno, Nick Burmas, Robert Buendia, Joe Horton, Mark Samuelson, Joel Retanan

Indiana: Tommy Nantung

Nebraska: Jodi Gibson, Lieska Halsey

Alaska: Angela Parsons, Caroline Morehouse

New York: Gary Frederick, Debra Nelson

Michigan: Steve Bower, Ann Nelson, A. Dover, Michael Townley

**Acknowledgements**

The work described in this report was conducted during 2017-2019 and is the final product of the Transportation Pooled Fund Program project TPF-5(181) *Research Program Management Database*. In particular, the Project Team appreciates the significant contributions made during the current phase by Sue Sillick, MT DOT; Joe Crabtree, KTC, Dawn Vanlandingham and Jack Jernigan, FHWA Turner Fairbanks; Julia Ragasa and Andy Everett, WSDOT.

This project has been a journey of learning and adjusting. The Project Manager wishes to recognize: The state DOTs of California, Washington, Alaska, Indiana, Michigan, Nebraska, New York, for the funding that made this project possible. Joel, Binh, Jon, and Frances for being supportive and responsive partners in this last phase. The TAC+ for sticking with it and providing feedback. The wonderful AASHTO Research Advisory Committee and associates for the comradery, patience, and many contributions through all phases of this work. FHWA, and TRB staff for the information and time contributed to the project. Cambria Solutions, Inc., for their work to modify the Caltrans database to WSDOT and provide documentation for the system. Coco Briseno for her partnership and support in creating and navigating the twists and turns of this project. Rhonda Brooks and Jim Appleton for their support in seeing this through.

**Technical Report Documentation Page**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Report No.**  WA-RD 879.1 | **2. Government Accession No.** | | **3. Recipient’s Catalog No.** | | |
| **4. Title and Subtitle**  Research Management Database Business Analysis  TPF-5(181) | | | **5. Report Date**  July 31, 2018 | | |
| **6. Performing Organization Code** | | |
| **7. Author(s)**  Frances D. Harrison | | | **8. Performing Organization Report No.** | | |
| **9. Performing Organization Name and Address**  Spy Pond Partners, LLC  1165D Massachusetts Avenue Arlington, MA 02476 | | | **10. Work Unit No.** | | |
| **11. Contract or Grant No.**  K10841084  TPF-5(181) | | |
| **12. Sponsoring Agency Name and Address**  Research Office  Washington State Department of Transportation  PO Box 47372  Olympia, Washington 98504-7372  Research Manager: Jon Peterson | | | **13. Type of Report and Period Covered**  Final Research Report, December 2016 through July 2018 | | |
| **14. Sponsoring Agency Code** | | |
| **15. Supplementary Notes**  Conducted in cooperation with the U.S. Department of Transportation, Federal Highway Administration and the  Transportation Pooled Fund project [TPF-5 (181)] partners: CA, AK, IN, MI, NE, NY, WA. Project information can be found on the following website: http://www.pooledfund.org/Details/Study/407 | | | | | |
| **16. Abstract**  This report presents the results of an analysis of business needs for state department of transportation (DOT) research project and program management databases. DOTs currently track their research information in a variety of ways. While a few agencies have implemented full featured research program and project management database systems (RPMDs), many are using spreadsheets or simple desktop databases to manage their information. Many agencies – particularly those with smaller research programs seek improvements to research data management and reporting capabilities but are constrained by staffing and information technology resource limitations. This research was conducted to provide a common base of foundational information for agencies wishing to develop or improve an existing RPMD and to explore options for future collective RPMD development activities that could benefit multiple agencies. The research involved synthesis of business, functional, data and transition requirements for an RPMD. Requirements development was based on review of existing research manuals, RPMD documentation, and interviews with research stakeholders at DOTs, universities, the Transportation Research Board (TRB) and the Federal Highway Administration (FHWA). Based on the requirements, the research identifies several future initiatives for consideration to improve research data management and sharing practices. These initiatives include development of a research data exchange standard, creation of a model research data mart, and collaborative development of a basic, web-based RPMD through a collaborative effort by interested agencies. | | | | | |
| **17. Key Words**  Research management, research projects, research programs, research databases, data management, information management | | **18. Distribution Statement**  No restrictions. This document is available through the National Technical Information Service, Springfield, VA 22161. | | | |
| **19. Security Classif. (of this report)**  None | **20. Security Classif. (of this page)**  None | | | **21. No. of Pages**  79 | **22. Price** |
| Form DOT F 1700.7 (8-72) | Reproduction of completed page authorized | | | | |

**Disclaimer**

The contents of this report reflect the views of the authors, who are responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the Washington State Department of Transportation or Federal Highway Administration. This report does not constitute a standard, specification, or regulation.

Contents

[1. Introduction 1](#_Toc520119851)

[1.1 Background 1](#_Toc520119852)

[1.2 History of TPF-5(181) 1](#_Toc520119853)

[1.3 Project Objectives and Scope 3](#_Toc520119854)

[1.4 Report Organization 4](#_Toc520119855)

[2. Research Program and Project Management Business Requirements 5](#_Toc520119856)

[2.1 Purpose and Approach 5](#_Toc520119857)

[2.2 Federal Requirements 6](#_Toc520119858)

[2.3 Research Planning, Coordination and Scoping 7](#_Toc520119859)

[2.4 Research Prioritization and Funding 11](#_Toc520119860)

[2.5 Research Project Management 14](#_Toc520119861)

[2.6 Research Implementation and Evaluation 16](#_Toc520119862)

[3. Functional Requirements 19](#_Toc520119863)

[3.1 Purpose and Approach 19](#_Toc520119864)

[3.2 Information Tracking Functions 19](#_Toc520119865)

[3.3 Workflow Support Functions 20](#_Toc520119866)

[3.4 Reporting and Information Delivery Functions 21](#_Toc520119867)

[3.5 Analysis Support Functions 22](#_Toc520119868)

[3.6 National Information Tools 22](#_Toc520119869)

[4. Data Requirements 24](#_Toc520119870)

[4.1 Purpose and Approach 24](#_Toc520119871)

[4.2 Data Entities and Relationships 24](#_Toc520119872)

[4.3 Research Needs 27](#_Toc520119873)

[4.4 Research Project Information 28](#_Toc520119874)

[4.5 Stakeholders and Roles 31](#_Toc520119875)

[4.6 Program Funding and Budget 33](#_Toc520119876)

[4.7 Project Financial and Contract 34](#_Toc520119877)

[4.8 Activities & Events 38](#_Toc520119878)

[4.9 Research Products and Results 39](#_Toc520119879)

[4.10 Project and Program Documents 40](#_Toc520119880)

[4.11 Code Lists 41](#_Toc520119881)

[5. RPMD Development Options and Transition Requirements 48](#_Toc520119882)

[5.1 Introduction 48](#_Toc520119883)

[5.2 RPMD Development Options 48](#_Toc520119884)

[5.3 Transition Requirements 51](#_Toc520119885)

[5.4 Transition Process Description 56](#_Toc520119886)

[5.5 Conclusions and Implications 59](#_Toc520119887)

[6. Recommendations and Next Steps 60](#_Toc520119888)

[6.1 Overview 60](#_Toc520119889)

[6.2 Disseminate Project Results 61](#_Toc520119890)

[6.3 Create a Research Data Exchange Standard 61](#_Toc520119891)

[6.4 Develop a Research Data Mart Specification 62](#_Toc520119892)

[6.5 Create a Basic, Web-Based RPMD 63](#_Toc520119893)

[6.6 Supporting Initiatives 64](#_Toc520119894)

[6.7 Summary 66](#_Toc520119895)

[Bibliography 67](#_Toc520119896)

[Appendix A: State DOT RPMD Systems 69](#_Toc520119897)

[Appendix B: RPMD Data Models 79](#_Toc520119898)

List of Figures

[Figure 1. Research Program and Project Management Business Requirements 5](#_Toc520119822)

[Figure 2. RPMD Data Entities and Relationships 27](#_Toc520119823)

[Figure 3. RMPD Development Options 48](#_Toc520119824)

List of Tables

[Table 1. Transition Requirements Interviews 51](#_Toc520119811)

[Table A-1. Current State DOT RPMD Systems 69](#_Toc520119812)

This page intentionally left blank.

# 1. Introduction

## 1.1 Background

State Departments of Transportation (DOTs) manage research programs supported by State Planning and Research (SP&R) Part 2 and other funding sources. Each agency follows a similar process of identifying research needs, selecting and managing projects, reporting on progress, disseminating results and facilitating implementation. Some DOTs have developed Research Program and Project Management Databases (RPMDs) to track information about research projects and provide reporting functions. Others use spreadsheets and manual paper processes to manage information. While RPMD needs vary across agencies based on program size, many DOTs are looking to improve and streamline their research information management capabilities. There may be opportunities to save DOTs time and effort by creating common reference requirements for RPMDs – or potentially, common RPMD software modules that could be adapted to different agency needs. Adoption of managed vocabularies (term relationships) and data elements could also facilitate information sharing about research needs and activities across DOTs, leading to enhanced collaboration and an improved understanding of the value of State Planning and Research (SP&R) funded research at the national level. The report presents the results of a contract undertaken as part of a Transportation Pooled Fund Study TPF-5(181) to conduct an analysis of RPMD business needs and recommend future development options to meet these needs.

## 1.2 History of TPF-5(181)

### Initial Pooled Fund Project (2008)

Recognizing the common need for a robust state DOT research program and project database management capability, in 2008, seven DOTs (Alaska, California, Indiana, Michigan, Nebraska, New York, and Washington) initiated TPF-5(181): Transportation Research Program Management Databases. The original purpose of this project was to adapt and enhance an existing research program management database (RPMD) developed by the California Department of Transportation (Caltrans) to meet the needs of the participating states.

This project was a partial success – Caltrans’ RPMD was implemented at the Washington State Department of Transportation (WSDOT). However, plans to enhance the original RPMD with additional modules and migrate it from a desktop database system (FileMaker Pro) to a web-based system (.NET) were not completed.

Several challenges were identified with the project. Adapting the Caltrans program for other DOTs proved more difficult than anticipated due to the size and complexity of Caltrans’ research program relative to other DOTs, as well as agency differences in reporting needs and environments. The project’s Technical Advisory Committee concluded that “modifying the RPMD was not the most feasible strategy for development of state DOT research databases as both modification of the system for other agencies and the development of new modules is more difficult with a more complicated schema than most state DOTs need.” Another challenge was that new requirements within Caltrans for the RPMD emerged which added scope and costs. Changing priorities and limited Information Technology (IT) staff resources made it difficult to absorb these changes without impacting the research project scope and budget.

A key lesson learned through the project was the importance of having “a clear business need and functional outline before pursuing database development.” Subsequent activities related to TPF-5(181) therefore shifted focus to business analysis rather than software development.

### State DOT Practice Survey (2013)

The American Association of State Highway and Transportation Officials (AASHTO) Research Advisory Committee (RAC) commissioned a survey of state DOT research databases in 2013, updating a prior similar survey conducted in 2008. CTC & Associates conducted the survey and summarized its results. Forty-six agencies responded to the 2013 survey. Findings were as follows:

* 40% of respondents used spreadsheets; 60% used databases.
* 24% of spreadsheet users and 19% of database users were satisfied with their current system.
* 46% of database users used Microsoft Access; others included Oracle, SQLServer, SharePoint, FileMaker Pro.
* 51% of database users considered their system very transferable or moderately transferable to other states; 27% didn’t know.
* 27% of database users reported that their system was integrated with other DOT systems (e.g. financial system.)
* Databases included: SP&R-funded, state-funded, pooled fund studies, University Transportation Center (UTC) projects, Innovative Bridge and other Federal Highway Administration (FHWA) projects, Experimental Features projects, and other types of research projects.
* Information included in databases varied and included: problem statements, requests for proposals (RFPs), proposals submitted, oversight committee members, research topic areas, investigator contact information, contracts and amendments, quarterly progress reports, invoices, detailed financial information, implementation information, and email notifications.
* Reports included: problem statements, project summaries, annual FHWA work programs, annual reports of completed and in-progress projects, quarterly progress reports, financial summaries, and implementation status reports.

### 2015 WSDOT Information Compilation

Building on the initial work of TPF-5(181) and the 2013 practice survey, WSDOT - the lead agency for the pooled fund study - requested detailed information from state DOTs on their current research databases. Forty-one agencies responded to the request; 33 provided detailed information (e.g. databases, screen shots, lists of data elements, etc.)

The key business purposes of an RPMD were summarized as follows:

* Collect research need statements
* Support project selection
* Manage contract and financial data for projects
* Manage program contributions
  + National Cooperative Highway Research Program (NCHRP)
  + Transportation Research Board (TRB) Core Services
  + AASHTO Technical Service Programs
  + Transportation Pooled Fund (TPF)Program)
* Manage all types of research projects (SP&R, TPF, other national, university, state, or local programs)
* Manage problem statements submitted to national programs
* Manage matching funds
* Manage people associated with state and national projects
* Provide program and project alerts
* Collaboration support for research project management

Detailed information on specific attributes maintained by each state was compiled and synthesized. Common attributes were grouped into seven categories:

* General (Project)
* Problem Statements
* Contracts – agreements, amendments/modifications
* Funding (Budget) – budgets, invoices, payments
* Schedule – events, project tasks/milestone tracking
* People (Groups) – researchers, agency staff, committees
* Results (Product) – deliverables/reports, performance measures/outcomes, implementation activities

Key observations were:

* There are several common/similar attributes in transportation research management databases.
* There are similar interests in research management but varied levels of functionality.
* There is variation in what is tracked, how it is tracked, and what things are called.
* Generally, there is little automation of workflow and reporting (though opportunity to improve efficiency by doing so).
* There is opportunity to improve the efficiency of research program and project management with technology.
* The majority of States are not satisfied with their current RPMD solution.
* Most states do not have financial support to develop/improve their research management databases.

The next iteration of TPF-5(181) was initiated in January 2017 to build on the information gathered by WSDOT and produce a business analysis supporting future development of enhanced state DOT RPMDs. The remainder of this report describes the results of this latest (and final) portion of TPF-5(181).

## 1.3 Project Objectives and Scope

The objective of this project was to establish a clear understanding of business needs and potential State Department of Transportation (DOT) Research Program Management Database (RPMD) functions to manage research projects across their entire lifecycle.

Project tasks included:

* Analysis of research program and project management business processes at different state DOTs to understand commonalities;
* Identification of current and desired information inputs and outputs associated with different research business activities – and distinguishing common and unique data requirements,
* Identification of functional requirements for an RPMD to support the business processes,
* Consultation with key stakeholders to validate and augment RPMD requirements,
* Identification of options for developing a new RPMD (or RPMD components) that would serve the needs of multiple state DOTs, and
* Development of recommendations for how state DOTs might transition from their current RPMD solutions to a new solution.

## 1.4 Report Organization

Chapter 2 of this report presents business requirements for research program and project management.

Chapter 3 identifies associated functional requirements for an RPMD system to support these business requirements.

Chapter 4 identifies data requirements for research program and project management – and distinguishes items needed for external reporting requirements.

Chapter 5 discusses options that were considered in this project for future improvements to state DOT research databases and to national-level databases. It presents the results of interviews conducted to discuss these options and document transition requirements – i.e. what it would take for DOTs to implement enhanced RPMD capabilities.

Chapter 6 presents recommendations for future consideration.

Appendix A presents results of an updated survey of state DOT RPMD systems.

Appendix B provides information about a set of RPMD data models developed for this project that are available as a resource for agencies.

# 2. Research Program and Project Management Business Requirements

## 2.1 Purpose and Approach

Business requirements for research program and project management describe what DOT research offices need to do, which provides the foundation for identifying functional and data requirements for a research database (RPMD) system. A set of DOT research business requirements were identified based on minimum federal requirements for State Planning and Research (SP&R) funding (outlined in Section 2.2), input from interviews with stakeholders and a review of DOT research manuals. Requirements are organized into four high-level categories, illustrated in Figure 1.

Figure 1. Research Program and Project Management Business Requirements

These business requirements cover the full cycle of defining research needs, scoping, and programming prioritizing research for funding, managing research projects, and then pursuing implementation and technology transfer activities to realize the value of research. Every data element and function of an RPMD should address a business requirement. However, each business requirement does not necessarily need to be addressed by an RPMD function. Smaller research programs may choose to focus their RPMD on research project management only whereas larger programs may pursue a more comprehensive approach.

It should be noted that the specific state practices highlighted in this document represent a snapshot in time and are continuously evolving. For current information on research practices in a given state, it is advisable to contact the research office directly.

The following section outlines the federal requirements that DOT research offices must meet; subsequent sections cover each of the individual business requirements shown in Figure 1.

## 2.2 Federal Requirements

In order to maintain eligibility for SP&R funds, DOT research offices must establish and implement a management process that ensures effective use of available Federal Highway Administration (FHWA) planning and research funds for Research, Development and Technology (RD&T) activities on a Statewide basis. This process must meet the following minimum requirements, as established in 23CFR 420.207 (FHWA):

1. An interactive process to identify and prioritize RD&T activities for inclusion in an RD&T work program.
2. Use of all FHWA planning and research funds set aside for RD&T activities, either internally or for participation in transportation pooled fund studies or other cooperative RD&T programs, to the maximum extent possible.
3. Procedures for tracking program activities, schedules, accomplishments, and fiscal commitments.
4. Support and use of the Transportation Research Information Service (TRIS) database for developing programs, reporting active RD&T activities, and inputting final report information.
5. A process to enter new research into the Research in Progress (RiP) database.
6. Use of TRIS and the RiP databases to search for duplicative or complementary research conducted previously.
7. Procedures to determine the effectiveness of the State DOT's management process in implementing the RD&T program, determine the utilization of the State DOT's RD&T outputs, and facilitate peer exchanges of its RD&T program on a periodic basis.
8. Procedures for documenting RD&T activities by preparing final reports. At a minimum, the documentation must include the data collected, analyses performed, conclusions, and recommendations. The State DOT must actively implement appropriate research findings and should document benefits.
9. Participation in peer exchanges of its RD&T management process and of other State DOT programs on a periodic basis.
10. The State DOT must develop documentation that describes its management process, including the procedures for selecting and implementing RD&T activities, and submit this documentation to the FHWA Division office for certification. State DOTs also must submit significant changes in the management process to FHWA for certification. The management process certification should be included in the State RD&T work program.

## 2.3 Research Planning, Coordination and Scoping

This first category of business requirements involves managing the early stages of the research life cycle, as well as performing supporting research program management activities including staff management, stakeholder tracking, peer exchange tracking and research manual updating.

### Identify and Investigate Research Needs

This involves processes to identify research needs and vet ideas that are suggested to determine which to pursue further. Specific activities may include:

* Establish research program objectives & priorities
* Solicit and compile research needs from stakeholders
* Investigate research needs through literature reviews and/or expert consultation
* Develop research roadmaps or multi-phase research plans
* Determine whether to proceed with development of research candidate projects

Some agencies approach this in a highly formalized manner through defining research program tracks and developing roadmaps to guide the process. For example:

* Caltrans has 12 Program Steering Committees (PSCs) that identify program level research priorities and annually approve multiyear research roadmaps.
* Ohio DOT establishes research focus areas to identify the topics of interest in which the agency intends to invest its research efforts and funds. These are re-evaluated every two years to ensure alignment with the agency’s business plan.

Some agencies track research needs identified by others through the TRB RNS, AASHTO Center for Environmental Excellence (CEE) Transportation Environment Research Ideas (TERI) database, resources posted to the AASHTO/TRB Research Program and Project Management (RPPM) Website and through available Google custom search tools[[1]](#footnote-1). This facilitates communication, coordination, and collaboration, as well as preventing reinventing the wheel.

Other agencies do not have formalized research planning processes but rely on a periodic solicitation process to gather ideas within general categories of interest.

The process of soliciting new research needs typically involves a multi-faceted approach. DOTs may have established internal committees organized by topic area who develop research needs. In addition, many agencies have established relationships with universities involving discussion of research needs and ideas. A formal solicitation for research problem statements is often conducted as part the research work program development cycle.

There are variations across states in the scope of research needs solicitation, the role of the research office, whether the solicitation is internal only or open to external stakeholders, and the format and level of detail requested for research needs statements.

For example:

* In Florida, an annual solicitation is sent to 11 research coordinators representing substantive areas (maintenance, construction, materials, safety, structures, etc.) and to each district secretary. The research coordinators and district contacts are responsible for gathering research needs within their areas.
* In Louisiana, the research work program is developed by the Louisiana Transportation Research Center (LTRC), administered jointly by the Louisiana Department of Transportation and Development (DOTD) and Louisiana State University (LSU). LTRC accepts research problem statements at any time, but conducts a formal biennial solicitation from LTRC, DOTD, universities, and transportation industry representatives.
* In Montana, the research programs manager conducts an annual open solicitation for research topics.
* In New Hampshire, suggestions for research may be submitted at any time to the Bureau of Materials & Research using an online Research Project Suggestion Form. In addition, the Research office periodically solicits ideas from Department personnel and other appropriate organization.
* In North Carolina, the research manager sends an annual solicitation for specific research needs to all NCDOT staff every spring. A separate solicitation is sent to university researchers.
* In Ohio, there is an annual internal solicitation for research ideas to divisions, districts, and offices. An online “Idea Form” is provided to gather problem statements.
* In Washington, Research Advisory Committee (RAC) members identify research needs and are encouraged to hold workshops with stakeholders (including Regions, Modes, Universities, federal and local partners, etc.) as part of this process.

Once research ideas are received, they are typically vetted to determine whether they merit further advancement. This process will typically involve a literature review to determine whether there is already existing similar or related research available, as well as consultation with subject matter experts. There is variation across DOTs with respect to who performs the vetting and when, the level of effort involved, the nature of the output.

For example:

* In California, a Preliminary Investigation (PI) is required to establish the need for new or additional research. The PI involves a literature review and identification of best practices in a specific field and function of the transportation system. Preliminary Investigations may be performed by agency staff or external consultants and involve a standard set of management and oversight activities. The product is a detailed report summarizing the literature, state of the practice and gaps. Program Steering Committees and Technical Advisory Panels review the results and determine which projects to move forward. See: [www.dot.ca.gov/research/researchreports/preliminary\_investigations/](http://www.dot.ca.gov/research/researchreports/preliminary_investigations/).
* In Montana, submitted research topic statements must have a champion and a sponsor, and must be approved by a Research Review Committee. Approved topics are assigned to a Technical Panel for further review. The Technical Panel determines the need for the project based on their expertise and a review of the literature.
* In New Hampshire, a preliminary literature review is conducted by Materials and Research Bureau staff for each submitted problem statement. Problem statements that are found to have prior potentially duplicative research are referred to sponsors for review and revision.
* In Ohio, there is an expectation that research project statements will be vetted by the sponsoring office prior to submittal for funding consideration.
* In Washington, research needs are vetted first as part of the solicitation process through stakeholder input, and again as part of problem statement development by functional areas.

### Scope Research Projects

This involves processes to turn research needs or ideas into problem statements that can be evaluated and prioritized for funding – and identification of potential funding sources for the projects. For example, a problem statement may include a list of tasks, anticipated research products and a rough cost estimate.

Once a candidate research project is approved for further development, the initial scope is typically refined. This may occur through a Request for Proposal (RFP) process if the work is to be contracted out, or through an internal scoping activity. States vary with respect to how much scoping occurs prior to selection of projects for funding. For example:

* In California, once a candidate project or task passes the initial vetting process by the Program Steering Committees, it is passed along to a Project Panel, whose members are responsible for developing a detailed Project Plan that specifies scope, schedule and budget. Initial Project Plan development occurs prior to final approval of the research portfolio. Once a project is approved and initiated, the Project Plan is updated during the course of the project.
* In North Carolina, vetted research problem statements are made available to university researchers, who may then submit preliminary proposals. These proposals are a maximum of seven pages, and include preliminary task descriptions, budgets, and schedules, along with proposed Principal Investigator qualifications. Research Technical Subcommittees evaluate the preliminary proposals and invite selected researchers to submit full proposals. The full proposals are then prioritized for funding by the Research Executive Committee.
* In New Hampshire, a Technical Advisory Group (TAG) is formed to draft a work plan and set a budget for an approved SP&R project. The TAG conducts an in-depth literature review to inform this process.
* In Ohio, sponsoring offices provide a list of tasks and products on the Idea Form. Selected research ideas are scoped in the RFP development process, which is carried out by the Research Section and the sponsoring office.
* In Washington, scopes are developed by selected Principal Investigators once the final SP&R project selections are made.

### Identify and Pursue Research Collaboration Opportunities

DOT research offices seek to take advantage of opportunities to collaborate and pool resources with partner agencies, and advance project ideas for national research funding programs.

DOTs may pursue a variety of avenues for research funding, including:

* The FHWA-administered Transportation Pooled Fund Study program allows agencies to pool funds and jointly sponsor research that is of interest to multiple agencies. One agency takes the lead and assumes project management responsibilities; others participate in project oversight.
* The TRB-administered National Cooperative Research programs (NHCRP, TCRP, ACRP, etc.) conduct annual solicitations for research problem statements.
* The TRB-administered Innovations Deserving Exploratory Analysis (IDEA) program funds investigations of promising but unproven innovations for highways, transportation safety, and transit.

DOT research offices may coordinate submittal of problem statements to these programs and track the status of the problem statements that have been submitted. They may also participate in prioritization and selection of research through AASHTO RAC.

Typical activities include:

* Consult with peer agencies, universities and other partners to identify collaboration opportunities;
* Evaluate requests for Pooled Fund Project participation;
* Develop, review and vote on NCHRP problem statements; and
* Investigate other collaboration opportunities.

### Manage Research Staffing

DOT research offices range in size from a single individual responsible for 5-10 projects to a staff of 5 or more managing 50-100 projects. Larger research offices need to keep staffing and project workloads in balance by anticipating staffing needs for anticipated projects and managing staff assignments to distribute workload.

### Track Research Stakeholders

At the Program Management level, research offices track, refresh, and communicate with membership on agency committees involved in research program development and oversight. They conduct outreach at both the research need solicitation stage and again at the research dissemination stage. This outreach extends to individuals and groups inside the DOT as well as to external stakeholders.

As part of research project management, research offices track and communicate with sponsors, managers, and members of panels or technical teams for specific research projects.

Research offices also maintain contacts with participants in national research programs – to propose research problem statements for funding, to identify opportunities for DOT staff to participate in national research panels, and to ensure that relevant national research findings are disseminated internally within the agency.

Key research stakeholders include:

* DOT executives and managers who make decisions about research priorities and funding allocation;
* DOT staff who participate in activities to define, vet and prioritize research needs;
* DOT staff who implement and/or benefit from research products;
* DOT staff who serve as sponsors or managers of research projects;
* DOT staff who participate in research project scoping, researcher selection, technical product review and implementation planning;
* FHWA division office staff who review and approve SP&R work programs and progress reports;
* Researchers at universities, other public research institutions, and private companies;
* TRB and AASHTO committee chairs and members who develop and advance research needs statements;
* Members of NCHRP research panels; and
* FHWA Pooled Fund Study sponsoring and participating agency representatives

Research stakeholder tracking supports several activities across the research life cycle:

* Soliciting research ideas;
* Identifying research sponsors and customers;
* Pursuing and managing agency representation on national research committees and panels;
* Identifying and involving reviewers for research problem statements and proposals; distributing requests for proposals (RFPs) to qualified vendors;
* Assembling technical panels with specific areas of expertise;
* Managing project team communication and review processes;
* Planning research implementation activities; and
* Disseminating information about completed research.

### Other Research Program Management Activities

In addition to the above, research offices must, at a minimum:

* Participate in periodic peer exchanges related to the RD&T management process and
* Document the research management process (typically in the form of a research manual) and obtain FHWA certification of the process (and re-certification when significant changes are made.)

## 2.4 Research Prioritization and Funding

This second requirements category involves selection, approval and programming of funds for individual research projects and activities; and keeping available funds in balance as project costs and schedules shift. These are program management activities; project management activities are covered in the next section.

### Manage and Track Research Funds

This involves assessing available research funding, tracking funding commitments to determine what funds are available for new research activities, and managing matching funds. Research budgeting considers costs of research program administration, commitments to local technical assistance programs (LTAP), commitments to external programs (TRB, NCHRP, AASHTO Technical Services Program, other special programs such as Long-Term Pavement Performance, Strategic Highway Research Program); commitments for Pooled Fund Studies, and commitments for internally managed research projects.

In some states, research budgeting and funding management is a relatively straightforward task; in others there may be greater complexity due to availability of different types and sources of funding and the ability to carry over funds across fiscal years. The level of involvement and role of the research office in budgeting varies across DOTs – in some agencies, this function is partially handled by other business units with more general budget or program management responsibilities. The budgeting process establishes the financial constraints under which the programming process is carried out.

Activities may include:

* Tracking available funding by source (SP&R, State Funds, Grants, etc.) by state and federal fiscal year;
* Obtaining and tracking federal obligation authority;
* Tracking cumulative expenditures and future commitments for each funding program and year;
* Developing the research program budget – including both administrative and project cost components;
* Transferring and obligating federal funds for research projects;
* Managing matching funds for federally funded research projects; and
* Tracking how available funds are leveraged (e.g. through in-kind and/or other contributions)

### Develop Annual SP&R Research Work Program

Each DOT research office is responsible for developing an annual SP&R work program that lists continuing and new projects for the upcoming federal fiscal year, with proposed funding amounts. This involves prioritizing and selecting projects for SP&R funding, drafting the work program, obtaining management approval of the work program, and obtaining approval of the work program from the FHWA Division office.

The SP&R project prioritization and selection process will typically involve evaluation of candidate problem statements by one or more technical experts and research customers, and some type of scoring or rating process. Many agencies have a standing research advisory committee that makes final recommendations for funding, with final approval by an executive management team. However, processes for prioritizing and selecting candidate projects for funding vary with respect to the complexity of the approval process, the prioritization methods, the nature and role of committees involved, and the timing of approvals for funding. In some agencies, final funding approval does not actually occur until projects are contracted; in others it happens earlier. Some agencies follow an annual cycle of program development activities; other agencies have a bi-annual cycle.

For example:

* In Florida, research coordinators are responsible for prioritizing research needs within their areas and obtaining functional area management review and approval. They submit ranked research funding requests to the Research Center. The Research Center reviews the requests with respect to their prioritization, potential impact/benefit, and potential for duplicating available or ongoing work, and in light of the research workload and past performance of the proposed project managers and principal investigators. They prepare a package of prioritized research needs for management review and approval. Management determines which projects are approved for funding.
* In New Hampshire, candidate research projects are rated and then ranked by the NHDOT Research Advisory Council (NH-RAC). The Bureau of Materials and Research develops the SP&R Part II Work Program based on the rankings and the available funds. The proposed program is submitted through the Director of Project Development to the Assistant Commissioner for approval. It is then submitted for FHWA approval to the Division Office. The NH-RAC includes voting members (primarily Bureau Administrators) from each of the major Divisions within the Department. Non-voting members participate from the FHWA Division Office and partner research and technology transfer organizations.
* In North Carolina, Research Subcommittees in five technical areas (Pavement, Maintenance and Material; Structures, Construction and Geotechnical; Environment and Hydraulics; Traffic, Safety and Roadway Design; and Planning, Programming, Policy and Transit) are responsible for recommending projects for funding to the Research Executive Committee (REC). The REC determines which projects will be funded.
* In Ohio, research ideas are assigned priority levels by the DOT’s internal Standing Committee on Research (OSCOR) based on the agency business plan and needs. Recommended ideas are then forwarded to Executive Leadership for approval. Approved ideas are advanced for development of Requests for Proposals (RFPs). Executive Leadership reviews the RFPs and selects which ones are to be included in a solicitation.

Some states have established sub-programs within the SP&R work program. For example, Washington State DOT has a small set aside within its SP&R program for quick response projects to meet high-priority, opportunistic or emergent research needs.

### Develop non-SP&R Research Projects

Project selection processes for the SP&R work program are typically separate from those for other research funding programs. Other processes for research project selection and approval may be in place for:

* Pooled-fund projects – state lead
* Pooled-fund projects – state participant
* 100% state funded projects (where applicable)
* Other federally funded research projects
* University research projects
* Projects funded through other sources

## 2.5 Research Project Management

This third requirement category involves activities to manage research projects from procurement of services through publication and distribution of research products.

### Procure Research Services

Research procurement varies by DOT and by project. Some research activities are conducted by internal agency staff and do not require procurement. State law provides the foundation for procurement practices such as whether a state can obtain services from organizations in other states. DOTs use a variety of procurement methods; some involving open solicitation for proposals, others involving direct selection of a researcher based on existing contract agreements. Many DOTs have established partnerships with universities for conducting research, with master agreements in place for facilitating the contracting process.

Examples:

* In California, a Task Manager (TM) is assigned with responsibility for overseeing the research task from task execution to close-out. Research may be conducted internally or via contract with a university or consultant. Several different types of contract vehicles are available, with varying processes and requirements.
* In Montana, the project panel may choose to give the work to another governmental agency, such as a Montana university. Alternatively, the panel may choose to obtain proposals through the request for proposal (RFP) process. If the first option is selected, the agency is asked to submit a proposal. The panel recommends the best proposal to the Research Review Committee for funding approval. Once approved, an agreement for the research is executed.
* In North Carolina, the DOT has Master Agreements with several universities. Once a full proposal from a university is selected for funding, a Project Authorization document is prepared, serving as the contract for the research project.
* In Ohio, once RFPs are selected by executive leadership, the Research Office issues an open solicitation to the research community by posting the RFPs on the Research website. ODOT does not prequalify researchers. Proposals are reviewed and evaluated by research and technical liaisons. Final selections are approved by Executive Leadership.
* In Washington, once projects are approved for SP&R funding, a Request for Qualification (RFQ) is sent to government research organizations who provide qualifications for proposed Principal Investigators (PIs). If a suitable PI is not identified through this process, the RFQ is issued to other research organizations. After PIs are selected, they are asked to develop draft proposals. Draft proposals are circulated for review and comment. Based on the comments, the PIs submit final proposals. These are used to develop the research project contracts.

Typical procurement activities include:

* Develop description of the research objective
* Issue requests for proposals
* Respond to vendor questions
* Evaluate proposals and select vendor
* Negotiate scope of work and execute contract or task order
* Initiate research

### Manage Technical Review of Research Deliverables

Once a research project is underway, the agency research manager is generally responsible for managing technical review of interim and final deliverables. In many DOTs, research projects are managed by agency staff outside of the research office; but research staff may play an oversight or coordination role. Typical technical management activities include:

* Distribute draft deliverables to reviewers for comment
* Synthesize and communicate comments to researchers
* Review revised deliverables and verify that comments are addressed

### Manage Research Scope, Schedule and Budget

Management of scope, schedule and budget are essential project management activities and at the core of what many current RPMD systems support. Typical activities include:

* Notifying project managers and researchers of upcoming or past due milestones
* Tracking planned versus actual delivery dates for project deliverables and other milestones
* Processing requests for direct cost expenditures
* Reviewing invoices to determine whether to approve, reject or hold
* Processing invoices for payment
* Negotiating and processing contract amendments for changes to project scope, schedule and budget

### Track and Report on Research Project Status

Agencies are required to report periodically on their SP&R research to FHWA. Some report on an annual basis; others on a quarterly basis. Pooled fund projects require quarterly status reporting. Some agencies produce a single annual report to meet both internal and external needs for status updates. Progress reporting involves obtaining and compiling information about completed and planned work, accomplishments, changes in project scope, schedule or budget, and issues encountered. Project managers will generally work with Principal Investigators to update this information.

Agencies are required to enter new research projects into the TRB Research in Program (RiP) system. Some agencies update RiP more frequently (e.g. annually) to reflect project completion or other significant status changes. These updates may be done by research office staff, library staff, or contractors.

### Manage Publication and Distribution of Final Research Products

Research projects will generally be documented in a final report – for SP&R funded projects, this report must include at a minimum, a description of data collected, analyses performed, conclusions, and recommendations. Some research offices manage editing and production of research reports – this may be done by internal staff or by contractors.

Reports may be published in electronic form only; in hard copy, or both. Once publication is complete, research offices disseminate information about the report via web pages, email or social media announcements, RSS feeds and/or other communication methods. For SP&R reports, they are required to submit it for inclusion in the Transportation Research International Documentation (TRID) (which creates a metadata record for the report) and in the National Transportation Library’s digital repository (ROSA-P).

Research reports are also distributed to the FHWA Library, the FHWA Office of Corporate Research, Technology, and Innovation Management, Northwestern University Library and NTIS. Individual state DOTs have other distribution lists for reports – for example, to the DOT library (if one exists) and the state library. Reports produced by universities may also be posted on university websites and included in university libraries or archives.

## 2.6 Research Implementation and Evaluation

This final category of requirements covers tracking communication and outreach (to spread awareness and understanding of research findings and products), research implementation (changes made to practices based on research), and outcomes or benefits (time savings, safety improvements, etc.) resulting from research implementation. It also includes evaluations of the research process at the programmatic level and at the project level – in order to identify and pursue improvements.

### Manage and Track Technology Transfer Activities

Technology transfer activities to facilitate awareness and adoption of research products may be conducted throughout the research life cycle. Activities may include: one on one meetings; stakeholder surveys to learn about concerns, level of awareness, and implementation barriers; group presentations; peer exchanges; and so on.

Tracking these activities can serve multiple purposes: accountability for the research office; keeping a recorded history of contacts and decisions for future follow up or reference; and providing the basis for future evaluation of what activities are most effective. Activities can be tracked at the project level (i.e. as part of the project implementation record) or collectively across the research program.

Various products may be produced to spread awareness of research – including newsletters, research briefs, research web pages, brochures, and videos. These products need to be managed and tracked as well so that they can be distributed, updated (as needed) and potentially, used as models for future products.

### Manage and Track Research Implementation and Benefits

This involves activities before, during and after the project to develop and refine a plan for research implementation, to define what outcomes are anticipated, and to follow up with post-project studies to assess implementation status, activities and outcomes.

Research implementation activities are identified during the research project and final recommendations are discussed at close-out. However, tracking and reporting of activities extends beyond the project close-out. In some states, the panel formed to oversee the project continues to play a role in implementation once the research contract has been closed out. More commonly, research office staff conduct implementation tracking and post-project follow ups. Example processes are:

* In California, Project Plans identify the anticipated deployable products from the research. During the project, the research project manager works with the project panel and the researchers to produce a detailed Implementation Plan that “provides the means for the customer to identify and document the necessary resources, processes, and requirements that will be needed to implement the product of the research.” Customers are engaged during the research process to ensure that “resources will be available to implement the new policy, practice, product, or service.” The Division of Research, Innovation and System Information produces an annual report for FHWA summarizing research project outcomes, benefits, and deployable products and services.
* In Montana, the project Technical Panel is responsible for evaluating the validity of the implementation recommendations from the PI and reporting its findings. Findings are made available to MDT Administrators, through the Research Review Committee. Administrators review and modify the recommendations and take responsibility for their implementation. Implementation actions are documented by Research in an annual report.
* In North Carolina, research implementation activities are identified and discussed during the course of projects, and a post-project implementation follow up is conducted. R&D unit staff conduct outreach to disseminate research findings, support training activities, and track implementation activities on a semi-annual and annual basis.
* In Ohio, an initial implementation assessment is discussed at the research project startup meeting. This assessment is reviewed and updated throughout the project and at close-out meetings. Implementation plans are prepared (where appropriate) by the Research Section (working with the Technical Panel) to identify actions to be taken beyond the research project, individuals/parties responsible for those actions and the timeline for ensuring the steps necessary to implement the results occur. The sponsoring office and the Technical Panel are responsible for monitoring implementation, but the Research Section conducts a post project follow-up. The Research Section produces an annual implementation report and maintains a historical record of research project implementation activities.

### Report on Research Activities, Implementation and Value

This involves producing reports on research program activities, accomplishments and value. For SP&R projects, this may take the form of an annual SP&R accomplishments report. Some agencies produce separate internal reports for management review and public distribution.

* AASHTO RAC issues a solicitation each year asking states to identify and document recently completed for “high value research” projects. Criteria include demonstrated need, answers specific questions or deals with documented problems relating to the state transportation agencies and its practices;

Research results and implementation activities:

* The project addresses a demonstrated need, answers specific questions or deals with documented problems relating to the state transportation agencies and its practices;
* Research results and implementation activities display innovation;
* Project implementation has led to significant changes in agencies, positively impacting the conduct of business;
* Implementation of research results will lead to defined benefits (quantitative or qualitative) that outweigh the cost of research and implementation.
* The state or other appropriate agencies are making demonstrated progress in implementing the results of the research or otherwise following the project recommendations

For agencies wishing to submit projects and gain recognition, this information must be compiled and provided.

### Evaluate Conduct of Research

One of the SP&R funding requirements is to have a “process to determine the effectiveness of the State DOT's management process in implementing the RD&T program.” Research management effectiveness may be assessed primarily through post-project evaluations or approached at a more systemic level. Activities may include post-project evaluations of Principal Investigator or consultant performance, conducting surveys of research customers to determine level of satisfaction and suggestions for improvement, and reviewing research outputs and outcomes to identify potential improvements to research management efficiency and effectiveness.

A recent research peer exchange (Kirsten Seeber and Brian Hirt, 2018) and associated survey identified the following performance tracking activities related to conduct of research:

* Montana Transportation Department does exit surveys at project closeout that go to the project panel and the consultant. The survey measures satisfaction with the researcher and the Research staff. Results are passed along to researchers.
* Minnesota DOT does an exit interview for each project, and tracks results in their research database system (ARTS).
* Ohio DOT, Texas DOT, Utah DOT do periodic research customer surveys.
* New Jersey DOT has a Research Implementation and Closeout Risk Assessment Survey that must be completed by the customer and Research Project Manager within 60 days of accepting the final report package from the Principal Investigator. They also document projects every 5 years in an implementation report which includes all project implementation efforts.
* Missouri DOT tracks research projects completed on-time.
* New Hampshire DOT tracks the number of research projects funded/completed and how recognizable the program is by the Department through a survey.
* DC DOT tracks multiple performance measures for the research program, including:
  + Number of research results and best practices implemented.
  + Percentage of projects completed on time and within budget.
  + Number of research needs statements submitted. (annual call)
  + Number of presentations to or meetings with prospective external partners.
  + Number and type of research collaborations with internal and external partners.
  + Problem statements submitted to national research programs.
  + Number of NCHRP and other external research program results implemented at DDOT.
  + Number of presentations to DDOT units to foster engagement in RDT services.
  + Percent of DDOT divisions/branches participating in essential functions of the RDT program: problem statement submission, project panel participation, evaluations, and research results implementation.

# 3. Functional Requirements

## 3.1 Purpose and Approach

RPMD functional requirements were identified based on the business requirements presented in Chapter 2, as well as a review of existing RPMD system functions. Functional requirements address the question: “what should an RPMD system do to support the business requirements of a DOT research office?”

Requirements are organized into four major categories:

* **Information tracking** – storing and managing research program and project information
* **Workflow support** – tracking status of research management activities, issuing notifications and reminders about pending or past due actions
* **Reporting and information delivery** – producing reports for FHWA, research program and project managers; updating research project web pages; pushing information about projects and reports out to stakeholders; updating TRB RiP and TRID
* **Analysis support –** summarizing project cost data to obtain program financial status; calculating standard research performance measures; managing code lists used to standardize categorical data element values – and maintaining crosswalks from these code lists to enable translation to categories used by RiP and TRID

Different verbs are used to indicate requirement importance or priority:

* Requirements use “shall” where the capability is considered to be mandatory – an essential function of an RPMD.
* Requirements use “should” where the capability is considered to be a highly desirable function of an RPMD.
* Requirements use “may” where the capability is considered to be an optional function of an RPMD.

Following presentation of functional requirements for state DOT systems, functions of national systems maintained by TRB and AASHTO that also support the DOT research function are briefly described.

## 3.2 Information Tracking Functions

### Types of Data to Track in an RPMD

Specific types of information that agencies may wish to track in an RPMD are covered in Chapter 4-Data Requirements. Briefly, these include:

* **Research Needs Information** – Problem Statements
* **Research Project Information** – Identification and Classification, Description, Project Status, Project Schedule and Milestones
* **Research Stakeholders and Roles** - Project Team Members, Research Group Members, Stakeholder Contact Information
* **Research Program Funding and Budget** – Program Budget and Expenditures by funding source and fiscal year
* **Research Project Financial and Contract Information** – Project Costs and Funding, Project Budget Detail, Funding and Expenditure Detail by fiscal year, Contract Detail, Contract Modifications, Task Detail, Invoice Detail, Contract Deliverable Detail
* **Activities and Events** – Comment Log, Communication and Event Log
* **Research Products and Results** – Research Publications, Report Production and Distribution Tracking, Research Outcomes, Research Performance Measures, End User Products
* **Program and Project Document Links –** links to general research program documents (such as the research manual, literature reviews, research road maps, etc.); links from projects to a variety of documents such as RFPs, proposals, contracts, and amendments

Note that this is a fairly comprehensive list of what might be included – a basic RPMD for a small to medium sized research program would likely cover only a portion of these.

### Data Maintenance

An RPMD shall have the capability to create new data records, update existing data records, and delete existing data records.

An RPMD should have the capability to manage permissions to allow users to view, add, update and delete data records.

An RPMD may have the capability to manage permissions to restrict updates to particular projects to individuals responsible for those projects.

### Interfaces with Agency Systems

An RPMD may have the capability to interface with financial, contract, program and project management systems in order to *pull* data into its database.

An RPMD may have the capability to interface with financial, contract, program and project management systems in order to *push* data from its database to these other systems.

### Document Links

An RPMD should have the capability to associate documents or document links to database records.

### Search and Query

An RPMD shall have the capability to search for a project based on agency project number or project title.

An RPMD should have the capability to query for a list of projects meeting filter criteria based on project type, subject category, project status, project manager, PI or research implementation status.

An RPMD should have the capability to search for stakeholder contact information by last name and first name.

An RPMD may have the capability to search for a problem statement based on problem statement ID or title.

An RPMD may have the capability to query for a list of problem statements meeting filter criteria based on target funding category, subject category, status, and submitting organization.

## 3.3 Workflow Support Functions

### Research Needs Collection

An RPMD may include the ability to create an email list and/or send out emails for solicitation of research needs or research problem statement submittals from a specified set of stakeholders.

An RPMD may include the ability for internal stakeholders to submit research needs or problem statements using a web form.

An RPMD may include the ability for external stakeholders to submit research needs or problem statements using a web form.

An RPMD may include the ability to view research needs or problem statement submittals and assign them to reviewers.

### Review and Comment

An RPMD may include the capability to request input about a research need or problem statement from a specified set of stakeholders in the form of a questionnaire.

An RPMD may include the capability to maintain comment logs on problem statements, scopes of work, and project deliverables, including the ability to track comment resolution.

### Balloting/Voting

An RPMD may include the capability to request votes on research problem statements from a specified set of stakeholders.

### Notifications

An RPMD may include the capability to send notifications to selected stakeholders when a particular condition is met – for example:

* A funding decision has been made on a submitted problem statement
* A decision has been made on contractor selection for an RFP
* FHWA approval has been obtained on a project
* A final report has been published

An RPMD may include the capability to send notifications to PIs or other project team members when a specified condition is met – for example, a deliverable is due within 2 weeks.

### Other

An RPMD may include the capability to assign tasks to research staff.

An RPMD may include the capability for research staff to mark tasks as complete

## 3.4 Reporting and Information Delivery Functions

### Research Problem Statement Reports

An RPMD shall include the capability to produce a listing of research problem statements by status.

### Project Reports

An RPMD shall include the capability to produce project status reports for individual projects or a selected set of projects.

An RPMD shall include the capability to produce project management reports that include information about project schedule and budget status for an individual project or a selected set of projects.

An RPMD may include the capability to produce a report showing accomplishments and results for a selected set of projects.

### Project Web Pages

An RPMD may include the capability to update Project Web Pages with information managed in the RPMD database.

### Program Financial Reports

An RPMD may include the capability to produce a report showing planned and current estimated research program costs by fiscal year and funding source.

### External Interfaces

An RPMD shall include the capability to produce a report that with information needed to update the TRB RiP database.

An RPMD may include the capability to produce a file that can be directly uploaded to update the TRB RiP database.

An RPMD may include the capability to produce a file that can be directly uploaded to update the TRID database.

## 3.5 Analysis Support Functions

### Performance Measure Computation

An RPMD may include the capability to calculate a set of standard research performance measures.

### Program Budget Tracking

An RMPD may include the capability to compute anticipated and actual program expenditures by funding source from project expenditures.

### Management of Coded Values

An RPMD shall include the capability to manage lists of values for coded attributes.

An RPMD should include the capability to convert agency project status codes to TRB RiP status codes.

An RPMD should include the capability to convert agency subject categories to TRB subject areas.

## 3.6 National Information Tools

Several national information tools support DOT research business requirements. These are described below to highlight and acknowledge the important role that they play in complementing internal DOT RPMD functions.

### TRB RiP

This database is used to conduct literature reviews and investigate suggested research needs or problem statements to determine whether they may duplicate or complement already ongoing research. It is also updated by DOT research offices to reflect new research projects or changes in project status. (See: <https://rip.trb.org/>)

### TRB RNS

This database is used to post research needs statements developed by TRB Technical Activities standing committees for use by practitioners, researchers, and others. (See: <https://rns.trb.org/>)

### TRID

This database is used to conduct literature reviews to investigate research needs and ensure that proposed new research builds upon already completed research products. DOT research offices submit information on completed research reports for inclusion in the TRID database. (See: <https://trid.trb.org/>)

### TPF Website

The transportation pooled fund website is used to evaluate requests for participation in pooled fund projects. It is used by lead states on pooled fund projects to post project status reports and deliverables, and by participating states and other interested parties to review this information. (See: [http://www.pooledfund.org/)](http://www.pooledfund.org/)

### TRB and AASHTO Directories

The TRB directory includes contact information for members of TRB committees and research panels. AASHTO committee web pages include listings with committee member contact information. Both of these resources are used by DOT research offices to manage and track DOT staff involvement in national research activities. They are also used to support collaboration and communication activities. (See: <https://www.mytrb.org/DirectorySearch.aspx> and <https://www.transportation.org>)

### TRB Research Funding Website(s)

TRB web pages provide information on the timing and status of research funding programs including NCHRP and NCHRP Synthesis programs. These are used to guide internal DOT efforts to develop and submit problem statements to these national programs. (See: <http://www.trb.org/Projects/FindaProject.aspx>)

### AASHTO RAC High Value Research Website

The High Value Research website supports tracking of research accomplishments and value. It showcases information submitted by states on completed research projects that meet established criteria. Each state has its own dashboard for tracking/viewing their projects. States can import project information from RiP, upload project information from a spreadsheet, or enter it directly. (See: <https://research.transportation.org/High-Value-Research-Projects/>)

### AASHTO RAC Research Program and Project Management Website

The RPPM website is a resource for anyone involved in transportation research planning and coordination. It provides a space to share documents related to research program and project management – across the entire research life cycle. Documents may include research roadmaps, research problem statements, research manuals, procedures, and sample forms. (See: <http://rppm.transportation.org/Pages/default.aspx>)

# 4. Data Requirements

## 4.1 Purpose and Approach

RPMD data requirements were identified based on the business requirements presented in Chapter 2, as well as a review of existing RPMD database contents. Data requirements address the question: “What data elements should be maintained within an RPMD?”

Section 4.2 describes the different data entities that could be included in an RPMD and the relationships across these entities. In this section, the verb “shall” is used to indicate a required entity for inclusion in an RPMD; “should” is used to indicate a recommended entity, and “may” is used to indicate an optional entity.

Sections 4.3-4.10 list individual data elements that could be included in an RPMD. These sections designate data elements that are required for external reporting, as well as additional data elements that are recommended for inclusion in a basic RPMD system.

A modular approach was used. Rather than listing all data elements pertaining to research projects together, data elements are segmented into groups representing different categories of information.

It should be noted that while these data requirements are intended to provide input to a database design; more detailed logical and physical data modeling would be required for design of an RPMD based on these requirements. Appendix B describes a set of three data models (including required, recommended and optional data elements respectively) developed as part of this project that can be used as a resource by agencies wishing to implement an RPMD based on the requirements in this chapter.

## 4.2 Data Entities and Relationships

### Data Entities

An RPMD *shall* store information about the following types of entities:

* Research Projects – these are projects that are scoped for programming (commitment of funding) and implementation.
* Research Publications – these are publications that are produced by research projects.
* Research Contacts – these are individuals that participate in research project teams, research groups, or others with whom the research office communicates.
* Project Team – these are members of the research project team. Principal investigator and Project Manager need to be tracked; Champion should be tracked; other roles are optional to track.
* Research Organizations – these are organizations that perform research. A research organization can be an outside organization that performs research through contractual agreements, or it can be the DOT itself if the research is conducted internally.
* Lead Organizations – these are organizations that take on the primary responsibility for research management.

An RPMD *should* store information about the following types of entities:

* Research Problem Statements – these are research ideas that have been defined and described enough to be vetted and evaluated but not yet fully scoped for programming or implementation.
* Research Contracts or Task Orders– these are agreements between an agency and a contractor for delivery of a research product or service. Multiple task orders may be executed under a single contract.
* Research Products – these are the final products produced by the research project. One type of research product is a research publication.
* Implemented Products – these are products that are put into practice as a result of agency research projects, such as new standards or guidelines, data sets, applications or training materials.
* Performance Measures – these are measures used to evaluate research projects for purposes of continuous improvement or accountability.
* Research Documents – these are documents related to a research problem statement, project or the research program in general.
* Research Milestones – these are significant events during the life of the research project that are tracked.

An RPMD *may* store information about the following types of entities:

* Research Contract Modifications – these are amendments to research contracts to change scope, schedule or budget.
* Partner Organizations – these are organizations that sponsor research or serve in an advisory role on research projects.
* Project Advisory Groups – these are groups established to provide advice or oversight for a research project.
* Program Advisory Groups – these are generally standing committees that support the research program through establishing objectives, emphasis areas and priorities, and guiding research project development and selection.
* Research Deliverables – these are well-defined, trackable products provided as a result of performing research tasks.
* Master Agreements – these are contract agreements that establish a contractual relationship between two parties for future execution of task orders for specific services.
* Research Invoices – these are documents transmitted by research organizations requesting payment for services rendered or products delivered.
* Research Tasks – these are research work activities that have a schedule and result in one or more deliverables.
* Research Activities and Events – these are communication, dissemination or collaboration activities related to a project or to the research program in general.
* Research Comments – these are comments on Research Documents (e.g. problem statement or draft research deliverable) that requires tracking and resolution.
* Research Program Budgets – these are records of budgeted and actual (or estimated) research program costs by program category, budget line item, funding source and fiscal year.

### Relationships Across Data Entities

An RPMD should maintain the following relationships across data entities:

* A Research Problem Statement can be related to zero or more Projects (e.g. to track the fact that a project recommended further research, which resulted in drafting of the problem statement.)
* A Research Project can be related to zero or one Research Problem Statements (e.g. the project was developed in response to the problem statement.)
* A Research Project can be a parent of another Research Project – for example, a Project can represent a multi-step stream of research with several child projects to carry out each part of the research.
* A Research Project can be associated with zero or more Research Contracts.
* A Research Project can be associated with zero or more Implemented Products.
* A Research Project produces one or more Research Products.
* A Research Publication is a type of Research Product.
* A Research Contract has one or more Research Deliverables.
* A Research Document can be associated with zero or more Research Projects.
* A Research Document can be associated with zero or one Research Problem Statements.
* A Research Project has one or more Research Tasks.
* A Research Contract can have zero or more Contract Modifications.
* A Research Contact can be associated with zero or more Research Projects.
* A Research Contract can have zero or more Research Invoices.
* A Research Invoice must be associated with one Research Contract.
* A Research Project can be associated with zero or more Research Activities & Events.
* A Research Document can have zero or more associated Research Comments.

Figure 2 illustrates the different data entities that may be included in an RPMD. It shows the relationships across entities, and indicates which should be considered required, recommended and optional.

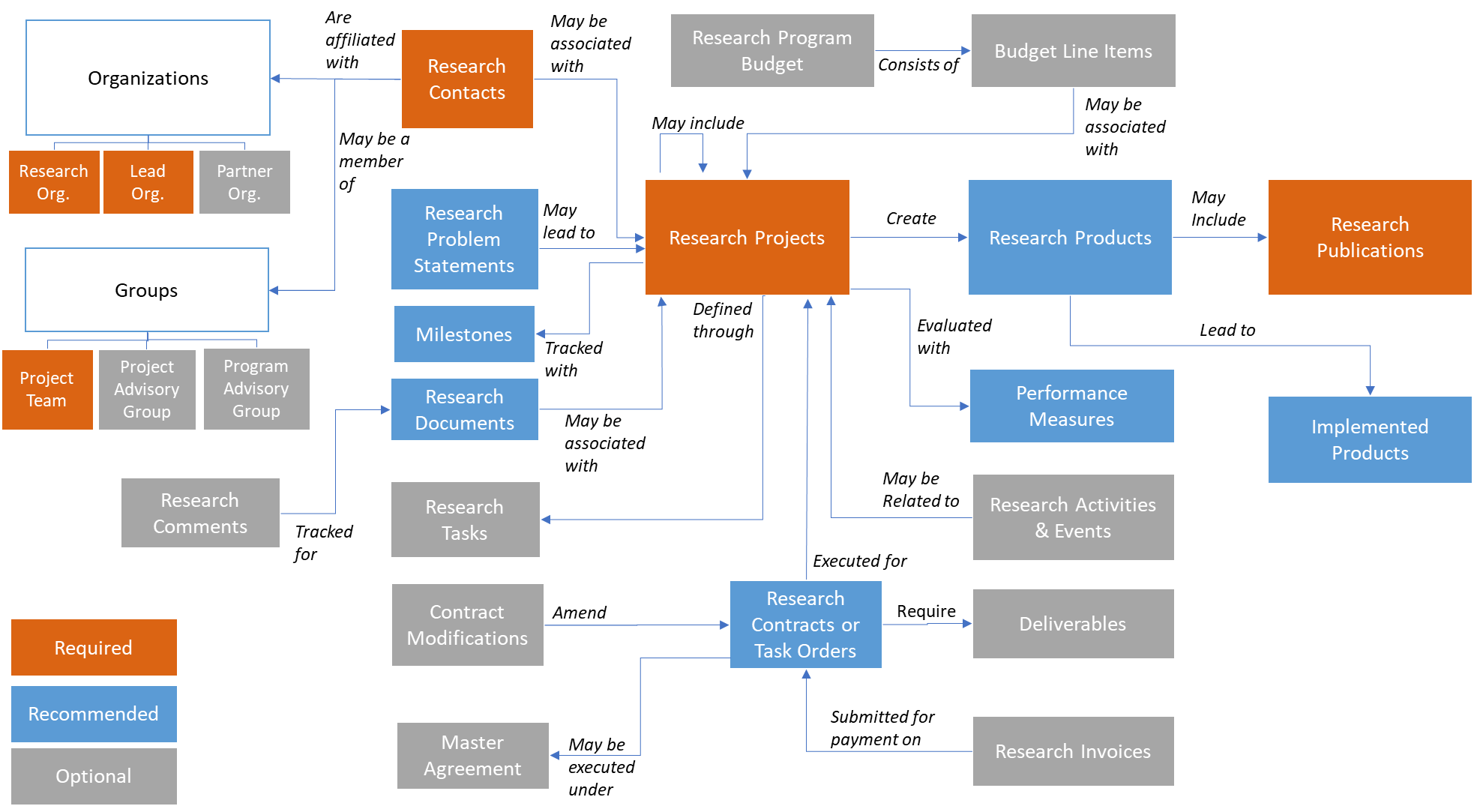


Figure 2. RPMD Data Entities and Relationships

## 4.3 Research Needs

Data requirements for managing research needs consist of a single table storing information about Research Problem Statements, with information that can be used to vet and prioritize them for funding. Data elements identified for inclusion in this table are listed below.

#### Research Problem Statements

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Problem Statement ID | Required | Internal unique ID |
| Title | Recommended |  |
| Description | Recommended |  |
| Background/Objectives |  |  |
| Scope/Tasks |  |  |
| Urgency and Anticipated Benefits |  |  |
| Related Research |  |  |
| Implementation Opportunities |  |  |
| Implementation Responsibility |  |  |
| Implementation Barriers |  |  |
| Target Funding Source | Recommended | See code lists |
| Cost Estimate |  | $ |
| Time Estimate |  | # Months |
| Anticipated Start Date |  | Date |
| Agency Subject Categor(ies) | Recommended | See code lists |
| Submitting Organization | Recommended |  |
| Submitting Individual | Recommended | Link to Contacts |
| Author |  | Link to Contacts |
| Champion |  | Link to Contacts |
| Sponsor |  | Link to Contacts |
| Submittal Date | Recommended | Date |
| Modification Date |  | Date |
| Rating |  | Agency defined – e.g. 1-5 |
| Status | Recommended | See code lists |

## 4.4 Research Project Information

Research project information is the core of an RPMD. Several different types of information may be stored about projects, as indicated in the tables below.

#### Identification and Classification Information

This provides basic information used to identify and classify the project, supporting reporting, search and query capabilities, and linkage to other agency systems.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID | Required | Internal unique ID |
| Federal Project Number |  |  |
| Parent Project Number |  |  |
| Project Title | Required |  |
| Sponsor/Lead Organization | Required | Default to agency name (for RiP) |
| Customer Business Unit |  | Division, section or office that is the primary customer for the research |
| Agency Project Number | Recommended |  |
| TPF Number (for pooled-fund projects) | Required | If applicable |
| Associated Contract/Grant Number | Required |  |
| Project Phase |  | # |
| TRB Subject Areas\* | Required | See code lists If possible, derive from Agency Subject Categor(ies) |
| Agency Subject Categor(ies) |  | See code lists |
| Agency Goal Linkage |  | See code lists |
| Project Type | Recommended | See code lists |
| Procurement Type | Recommended | See code lists |
| Technical Review Panel? |  | Y/N |
| Spatial Reference |  | Format to be defined by agency– e.g. route-MP, lat/long, jurisdiction, etc.) |
| URL |  | URL for the project web page |
| Related Problem Statement ID |  | Link to Research Problem Statements |
| Remarks |  |  |

#### Project Description

This provides basic descriptive information about the project for inclusion in RiP, project reports and the project web site (if applicable).

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Description | Required | Abstract to be used for RiP, Status Reports |
| Project Objectives/Purpose |  |  |
| Background |  |  |
| Anticipated Benefits | Recommended |  |
| Methodology |  |  |
| Implementation Plan | Recommended | Descriptive information about how the results of the project will be implemented – drafted at project initiation and augmented throughout the life of the project. |

#### Project Status Information

This information supports progress reporting – it provides both a snapshot of current status and a report of activities for a reporting period (e.g. quarter). The data structure supporting this information could be designed to store historical status information (a set of records for each status period) or it could just include a single status period in order to generate status reports. For the second option, the historical status reports could be linked to the project as documents.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| RiP Status | Required | See code lists. If possible, derive from Agency Project Status |
| Agency Project Status | Recommended | See code lists |
| Research Implementation Status | Recommended | See code lists |
| Begin Status Time Period | Recommended | Date |
| End Status Time Period | Recommended | Date |
| Status Time Period Label |  | e.g. FY, Quarter |
| Project Percent Complete | Recommended | % |
| Task Percent Complete |  | List or sub-table for each task |
| Funds Expended |  | $ |
| Funds Obligated |  | $ |
| Accomplishments | Recommended |  |
| Next Period Planned Activities | Recommended |  |
| Project Issues |  |  |
| Status Change Comments |  | Any comments related to a recent change in project status – e.g. “project is now on hold due to XYZ…” |

#### Research Milestones

This information supports research project management activities to monitor the project schedule and deliverables against plans. It includes several items required by RiP. Note that a more flexible, customizable implementation for most of this information could consist of a table with two items – milestone name and milestone date.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project Start Date | Required | Date |
| Original Estimated Completion Date |  | Date |
| Current Estimated Completion Date | Required | Date. This will be the same as the actual completion date once the project has been completed. |
| Actual Completion Date | Required | Date |
| Scope/RFP Approval Date |  | Date |
| Scope/RFP Approved By |  |  |
| RFP Publication Date |  | Date |
| Contractor Questions Due Date |  | Date |
| Contractor Questions Posted Date |  | Date |
| Proposal Due Date |  | Date |
| Contractor Selection Date |  | Date |
| Notice to Proceed Date |  | Date |
| TRB RiP Entry/Update Date | Recommended | Date |
| Final Report Approval Date |  | Date |
| Final Report Assigned to Editor Date |  | Date |
| Final Report Edit Completion Date |  | Date |
| Final Report Print Date |  | Date |
| Final Report Publication Date | Recommended | Date |

## 4.5 Stakeholders and Roles

An RPMD can be used to track people and groups associated with research projects – and with the research program as a whole. Four distinct groups of stakeholder information have been identified: information about research project team roles, information about research organizations, information about research group membership, and detailed contact information.

#### Project Team Information

This includes reference information on the project team to support project management and communication. It includes several items required by RiP. For efficient data management and reporting, detailed contact information for project team members is maintained within the Research Contacts entity.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID | Required | Internal unique ID |
| Project Role | Required | See code lists – Principal Investigator and Project Manager are required; others are optional. |
| Contact ID | Required | Link to Contacts |

#### Organization Information

This includes information about research organizations that perform work for the DOT, partner organizations that collaborate in research (through funding contributions or technical participation), or other stakeholder organizations that are customers for research.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Organization ID |  | Internal unique ID |
| Organization Name |  |  |
| Agency Vendor ID |  | Link to agency procurement system information (if applicable) |

#### Project Organizations

This includes information about organizations associated with specific research projects

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID |  |  |
| Organization ID |  |  |
| Project Organization Role |  | See code lists |

#### Research Group Members

This includes information about the membership in various research standing committees as well as project advisory groups.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Group ID |  | Internal unique ID |
| Group Name |  |  |
| Group Type |  | See code lists |
| Project ID (optional - if associated with a project) |  | Link to Research Projects – only included if the group was associated with a project. |
| Contact ID |  | Link to Research Contacts. |

#### Stakeholder Contact Information

This includes detailed contact information for project team members and other research stakeholders

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Contact ID | Required | Internal unique ID |
| ORCID |  | Persistent digital identifier for researchers. See: Http://www.orcid.org |
| First Name | Required |  |
| Last Name | Required |  |
| Organization |  |  |
| Title |  |  |
| Address 1 |  |  |
| Address 2 |  |  |
| City |  |  |
| State |  |  |
| Zip |  |  |
| Phone |  |  |
| Email |  |  |

#### Stakeholder Distribution Lists

This includes information about mailing or email lists for conducting targeted outreach

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| List ID |  | Internal unique ID |
| Description |  |  |

#### Stakeholder Distribution List Members

This includes information about stakeholders included in each contact list.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| List ID |  | Link to Contact Lists |
| Contact ID |  | Link to Research Contacts |

#### Stakeholder Disciplines

This includes information about the expertise of different stakeholders.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Contact ID |  | Link to Research Contacts |
| Discipline ID |  | Link to Disciplines |

## 4.6 Program Funding and Budget

An RPMD can be used to support the process of developing and managing research program budgets. One approach is to manage program budget and funding information in a spreadsheet and use the RPMD to produce reports that aggregate project cost information for use in the budgeting process. Another approach is to build in data structures for managing program-level budget information – as illustrated below.

#### Research Program Funding and Budget Information

This includes information about research program budget line items and associated costs, by fiscal year. As noted in the Functional Requirements under Analysis Support, an RPMD may include logic to update this information based on project data – for example, calculate amount expended for all SP&R projects for each fiscal year.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Fiscal Year |  | YYYY |
| Federal or State |  | Indicates whether the record pertains to the federal fiscal year or the state fiscal year |
| Research Budget Category |  | See code lists |
| Research Line Item Description |  |  |
| Amount Proposed |  | $ |
| Amount Approved |  | $ |
| Date Approved |  | Date |
| Amount Expended |  | $ |
| Expenditures Updated Date |  | Date |

## 4.7 Project Financial and Contract

An RPMD may be used to manage detailed financial and contract information for research projects. In many cases, this information will be included in agency financial, project management and procurement systems, and the research office can utilize reports from those systems in lieu of managing this information in the RPMD.

#### Project Costs and Funding

This includes high level information about the project’s budget and funding sources.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID | Required | Internal unique ID |
| Total Project Cost | Required | $ |
| Vendor Cost |  | $ |
| Federal Funding Share | Recommended | % |
| Federal Funding ($) |  | $ |
| State Funding ($) |  | $ |
| Other Funding ($) |  | $ |
| Leveraged Funds |  | $ |
| Value of In-Kind Contributions |  | $ |
| Funding Approval Date |  | Date |
| FHWA Project Authorization Date | Recommended | Date |

#### Project Budget Detail

This provides a finer breakdown of the project budget.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID |  | Internal unique ID |
| Salary/Labor |  | $ |
| Overhead |  | $ |
| Consulted Services |  | $ |
| Travel |  | $ |
| Equipment |  | $ |
| Materials |  | $ |
| Profit |  | $ |
| Indirect Costs |  | $ |

#### Project Funding and Expenditure Detail

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID |  | Internal unique ID |
| Fiscal Year |  | YYYY |
| State or Federal |  | Indicates whether the record pertains to the federal fiscal year or the state fiscal year |
| Funding Source |  | See code lists |
| Amount Estimated |  | $ |
| Amount Approved |  | $ |
| Date Approved |  | Date |
| Amount Expended |  | $ |
| Expenditures Updated Date |  | Date |

#### Contract Detail

This provides detailed information about research contracts or individual task orders within a master contract agreement.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID | Recommended | Link to Research Project |
| Contract ID | Recommended | Link to Contract |
| Vendor ID | Recommended | Link to agency vendor information |
| Contract/Grant Number | Recommended | Note this is a required item for RiP – included under Project Identification and Classification information above for agencies that don’t want a separate contract detail table. |
| Purchase Order Number |  |  |
| Payment Terms |  |  |
| Contract Status | Recommended |  |
| Contract Effective Date | Recommended |  |
| Notice to Proceed Date |  |  |
| Original Contract End Date |  |  |
| Current Contract End Date | Recommended |  |
| Original Contract or Task Order Amount |  |  |
| Current Contract or Task Order Amount | Recommended |  |

#### Contract Modifications

This includes information on each contract modification.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID |  | Link to Research Project |
| Contract ID |  | Link to Contract Detail |
| Modification Number |  | ## |
| Cost Change |  | $ |
| New Contract End Date |  | Date |
| Reason for Change |  |  |
| Status |  | See code lists |
| Date Requested |  | Date |
| Effective Date |  | Date |

#### Task Detail

This includes detailed information about each task of a project.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID |  | Link to Research Project |
| Task Number |  |  |
| Task Title |  |  |
| Task Description |  |  |
| Task Deliverables |  |  |
| Task Start Date |  | Date |
| Task Completion Date |  | Date |
| Task Budget |  | $ |

#### Invoice Detail

This includes detail on the amount and status of each invoice for a contract

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID |  | Link to Research Project |
| Contract ID |  | Link to Contract |
| Invoice Number |  | ## |
| Invoice Date |  | Date |
| Invoice Amount |  | $ |
| Invoice Status |  | See code lists |
| Paid Amount |  | $ |
| Paid Date |  | Date |
| Status Comments |  |  |

#### Contract Deliverable Detail

This includes detailed information supporting tracking of contract deliverables.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID |  | Link to Research Projects |
| Contract ID |  | Link to Contracts |
| Deliverable ID |  |  |
| Research Document Type |  | See code lists |
| Deliverable Name |  |  |
| Deliverable Status |  | See code lists |
| Date Due |  | Date |
| Date Received |  | Date |
| Date Approved |  | Date |
| Status Comments |  |  |

## 4.8 Activities & Events

#### Communication and Event Log

This provides a place to track both project and program-level activities or events. These could include meetings of committees or project teams, peer exchanges, open houses, conference presentations, webinars or other research dissemination activities.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Event ID |  | Internal unique ID |
| Project ID |  | Link to Research Project – leave blank for program-level activities |
| Event Date |  | Date |
| Activity & Event Type |  | See code lists |
| Description |  |  |
| Lead/Responsible Person |  | Link to Contacts |
| Number of Participants |  | #### |
| Resources Required/Used |  |  |
| Activity Status |  | See code lists |
| Action Items |  |  |
| Link |  | URL |

#### Comment Log

This tracks comments on any research document including Problem Statements, draft SOWs, research project draft deliverables, SP&R work programs, etc.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Document ID |  | Link to Documents |
| Comment ID |  | Internal unique ID |
| Commenter |  | Link to Contacts |
| Comment |  |  |
| Date |  | Date |
| Resolution |  |  |
| Comment Status |  | See code lists |

## 4.9 Research Products and Results

#### Research Products

This tracks the final products of the research project.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID |  | Link to research project |
| Product ID |  | Internal unique ID |
| Research Product Type |  | See code lists |

#### Research Publications

This tracks publications associated with each research project.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID |  | Link to Research Projects |
| Product ID |  | Link to Research Products |
| Agency Report Number | Recommended |  |
| Report Link/URL | Required | URL |
| Report Name | Required |  |
| Publication/Release Date | Recommended | Date |
| TRB Accession Number |  |  |
| Corporate Authors | Recommended |  |
| Individual Authors | Recommended |  |

#### Report Production and Distribution Tracking

This is used to plan for and track report production and distribution processes.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Product ID |  | Link to Research Products |
| Recipient Name |  |  |
| Recipient email |  |  |
| Recipient web page URL |  | URL |
| Recipient mailing address |  |  |
| Digital copy? |  | Y/N |
| Number of print copies |  | ### |
| Date sent |  | Date |

#### Implemented Products

This lists products created by or as a result of the research that have been implemented into practice.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID |  | Link to research project |
| Implemented Product ID |  | Internal unique ID |
| Implemented Product Type |  | See code lists |
| Description |  |  |

#### Research Outcomes

This records summary information describing the project’s accomplishments, key findings, results and benefits, suitable for incorporation into an annual report.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID |  | Link to research project |
| Accomplishments |  | Description of what was done |
| Findings |  | Description of what was learned |
| Results |  | Description of changes made based on the research |
| Benefits |  | Description of benefits achieved |

#### Research Performance Measures

This would be used to track performance of research projects for an agency-selected set of measures.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID | Recommended | Link to research project |
| Performance Measure Type | Recommended | See code lists |
| Performance Measure Value | Recommended |  |

## 4.10 Project and Program Documents

A variety of documents are associated with research projects or with the In addition, there are some documents that are produced as part of the research planning, coordination and scoping process and are not associated with specific projects. Documents can be stored in an agency repository and registered in the RPMD (rather than stored in the RPMD database).

#### Documents

This is a log of documents related to research projects or the research program as a whole.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Document ID |  | Internal unique ID |
| Document Type |  | See code lists |
| Document Name |  |  |
| Link |  | URI |
| Digital Object Identifier |  | DOI |

#### Project Documents

This tracks documents related to specific research projects.

| Attribute | Required or Recommended? | Comments |
| --- | --- | --- |
| Project ID |  | Link to research project |
| Document ID |  | Link to documents |

## 4.11 Code Lists

The following lists of values for categorized data attributes were assembled from a review of existing state DOT RPMDs. Code used in RiP are also included here. Agencies implementing an RPMD would use these as a starting point and tailor these value lists to their own needs.

#### Subject Categories

| TRB Subject Area |  |
| --- | --- |
| Administration and Management | Materials |
| Aviation | Motor Carriers |
| Bridges and Other Structures | Operations and Traffic Management |
| Construction | Passenger Transportation |
| Data and Information Technology | Pavements |
| Economics | Pedestrians and Bicyclists |
| Education and Training | Pipelines |
| Energy | Planning and Forecasting |
| Environment | Policy |
| Finance | Public Transportation |
| Freight | Railroads |
| Geotechnical | Research |
| Highways | Safety and Human Factors |
| History | Security and Emergencies |
| Hydraulics and Hydrology | Society |
| Law | Terminals and Facilities |
| Maintenance and Preservation | Transportation (General) |
| Marine Transportation | Vehicles and Equipment |

| Subject Category |  |
| --- | --- |
| Administration | Management & Performance |
| Construction & Specification | Materials & Pavement |
| Energy & Environment | Structures |
| Geotechnical | Surveying |
| Highway Geometrics | Traffic Engineering |
| Highway Safety | Training and Implementation Technologies |
| Hydrology & Hydraulics | Transit & Commuter Rail |
| Maintenance & Operations | Transportation Planning |

| Agency Goal Linkage | |
| --- | --- |
| Safety | Economic Vitality |
| Mobility | Sustainability |
| Preservation |  |

#### Status

| Project Status – TRB RiP |  |
| --- | --- |
| Proposed | Terminated |
| Programmed | Inactive |
| Active | Completed |

| Project Status – Additional Agency Categories | |
| --- | --- |
| Approved | On Hold (Temporarily Suspended) |
| Pending | Contract Complete |
| Closed | Implementation |

| Problem Statement Status | |
| --- | --- |
| Submitted | Deferred |
| Under Review | Needs Revision |
| Accepted | Rejected |

| Contract Status/Contract Modification Status | |
| --- | --- |
| Developed | Closed |
| Submitted for Signature |  |
| Executed |  |

| Deliverable Status |  |
| --- | --- |
| Not Yet Due | Distributed for Comment |
| Overdue | Returned for Edits |
| Received for Review | Accepted |

| Invoice Status |  |
| --- | --- |
| Received | On Hold |
| Approved | Cancelled |
| Rejected | Paid |

| Activity Status |  |
| --- | --- |
| Recommended | In Progress |
| Rejected | Completed |
| Planned | Cancelled |

| Research Implementation Status |  |
| --- | --- |
| NA (research in progress or terminated) | Implementation underway |
| Implementation not recommended or not applicable | Implementation completed |
| Implementation recommended but not yet started |  |

| Comment Status |
| --- |
| Open |
| Closed |

#### Budget and Funding

| Funding Source |  |
| --- | --- |
| SP&R Part 1 | Partner Agency |
| SP&R Part 2 | University |
| State | In Kind Contribution |
| State Non-Participating | FHWA Accelerated Innovation Deployment |
| Pooled Funds | Other |

| Research Budget Category |  |
| --- | --- |
| TRB Core Services | SP&R Research Projects |
| NCHRP | Overhead |
| Pooled Funds |  |

| Project Type |  |
| --- | --- |
| Pooled-Fund - Lead | Experimental Features |
| Pooled-Fund - Participant | Innovative Bridge |
| SP&R Part 2 | CRP Problem Submittals |
| Non-SP&R Agency Research | FHWA Accelerated Innovation Deployment |
| University Transportation Center | Other |

| Procurement Type |  |
| --- | --- |
| None - Internal Staff | Consultant Contract |
| University Contract | Other |

#### Research Outputs and Outcomes

| Research Product Type |  |
| --- | --- |
| Final Research Report | Data/Database |
| Technical Report | Video or other multimedia |
| Research Brief or Factsheet | Article |
| Research Note | White Paper |
| Research Summary |  |

| Research Document Type |  |
| --- | --- |
| Research Manual | Task Order |
| Research Road Map | Correspondence |
| Peer Exchange Report | Meeting Notes |
| Preliminary Investigation | Draft Intermediate Deliverable |
| Literature Review | Final Intermediate Deliverable |
| Request for Proposals | Progress Report |
| Scope of Work | Final Research Report |
| Proposal | Technical Report |
| Proposal Evaluation/Comments | Research Brief or Factsheet |
| Contract/Agreement | Research Note |
| Contract Modification | Research Summary |

| Implemented Product Type |  |
| --- | --- |
| Standard, Plan, Specification | Tool/Hardware/Equipment |
| Manual, Guidebook, Training Material | Data/Database |
| Legislation, Policy, Rule, Regulation | Product Evaluation |
| Business Practice, Procedure, Process, Method | Website/Software/App |
| Workshop or Training Delivery | Knowledge Transfer |

| Activity/Event Types |  |
| --- | --- |
| Project team meeting | Open House |
| Technical panel meeting | Webinar |
| Field visit | Training |
| RFP review meeting | Conference Presentation |
| Project Kickoff meeting | Poster Session |
| Meeting - General | Newsletter/Bulletin |
| Peer Exchange | Web Page Posting |
| Conference | Social Media Posting |

| Performance Measures |  |
| --- | --- |
| Agency Cost Savings | Project Within Budget |
| Lives Saved | PI Performance Rating |
| Crashes Avoided | Benefit/Cost Ratio |
| Customer Satisfaction Rating | Research Report(s) Published (Y/N) |
| Project On-Time | Project Results Implemented (Y/N) |

#### Stakeholders

| Research Group Type |  |
| --- | --- |
| Research Project Team | RFP Review Panel |
| Research Project Panel | Research Advisory Committee |
| Project Technical Advisory Group |  |

| Project Organization Role |  |
| --- | --- |
| Lead Organization | Partner Organization |
| Research Organization |  |

| Project Team Role |  |
| --- | --- |
| Principal Investigator | Project Champion |
| Agency Project Manager | Agency Project Technical Lead/Advisor/Liaison |
| Agency Project Sponsor - Office | Agency Project Coordinator |
| Agency Project Sponsor - Individual | Report Editor |

| Stakeholder Discipline |  |
| --- | --- |
| Air Quality | Hydraulics |
| Civil Rights | Operations |
| Construction and Project Management | Marketing and Communications |
| Design | Pavement and Materials |
| Environment | Planning |
| Financial Management | Program and Management Analysis |
| Freight | Realty |
| Generalist | Safety |
| Geotechnical | Structures |

# 5. RPMD Development Options and Transition Requirements

## 5.1 Introduction

The primary objective of this project was to define business requirements for an RPMD. The products of this research will help decision-makers determine whether to invest in improvements – through collective efforts to improve available tools, or through individual agency efforts to enhance internal capabilities. This chapter explores options for collective action. It presents a set of possible options for future RPMD development, and then outlines considerations and requirements for transitioning to a new RPMD. The transition requirements are based on interviews with four state DOTs and representatives of the FHWA Research and Technology program.

## 5.2 RPMD Development Options

A broad set of options were formulated for collective development of an RPMD – or components of an RPMD through a collaborative effort (e.g. Pooled Fund or AASHTOWare) that states could adapt to meet their individual needs.

As illustrated in Figure 3, options were designed for incremental development and build upon each other – starting with a data model and building to a full-fledged, turnkey RPMD solution.

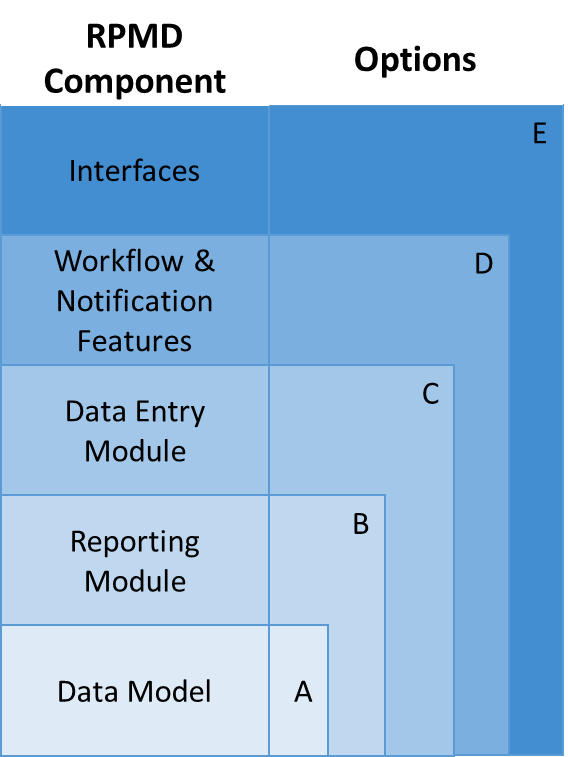


Figure 3. RMPD Development Options

The incremental approach was taken in recognition of the inherent challenges to developing a “one size fits all” system for state DOT research offices. These challenges include different information technology (IT) policies, standards and environments, differences across research offices with respect to scale (size of budget, number of projects, size of staff), the roles they play in research project management and coordination, and different business rules and terminology (e.g. how a “research project” is defined.)

Options were defined as follows:

* **Option A: Standard data model with core and optional data elements.** This would involve creation of standard data models for tracking:
  + Research problem statements - type, submitter, comments, rank, status
  + Research projects - description, status, funding sources and allocations
  + Research performance – accomplishments, output and outcome measures
  + Research activities – contracts, staff, budget and schedule
  + Research stakeholders - contact information, areas of interest/expertise, distribution lists, committee/group assignments, project assignments
  + Research staff assignments to projects and tasks
  + Meetings and events – schedules, agendas, notes
  + Research products – briefs, reports, other artifacts

The data models could include a “core” set of elements for standardizing data exchange between states and national research databases as well as a set of additional elements that are useful for research management. Core data elements would be compatible with TRB’s RiP database and TRID. The expanded set of data elements could provide a valuable resource to DOTs considering expansion of their existing RPMDs or conversion from spreadsheets to enterprise database systems.

This option could also include a standard set of code tables with lists of values for: problem statement source, problem statement status, project type, contract type, funding source, project phase, project status, stakeholder type, research objectives, research performance measures, etc. Where applicable, lists of values would match with those of national databases in order to promote consistency.

* **Option B: Data model + Reporting module.** This option would build on the standard data models in option a and create a series of model reports, implemented using one or more commercial database reporting packages (e.g. Microsoft Access, SQL Reporting Services, Crystal Reports, etc.) Reports might include:
  + Research problem statement summary report for use in rating and ranking
  + Research portfolio report – listing all projects by status (proposed, programmed, active, closed)
  + Research project management list report – list view of projects assigned to a particular manager, with status and upcoming milestones
  + Project detail report – detail view of information for a selected set of projects – showing project description, financial information, schedule of milestones, list of products, etc.
  + Research program performance report – research outputs and outcomes by project, program area, and year.
  + SP&R2 work program report – SP&R2 annual work program report that can be edited as needed and submitted to FHWA
  + SP&R2 accomplishments report – SP&R2 annual accomplishment report that can be edited as needed and submitted to FHWA.
* **Option C: Data Model + Reporting Module + Data Entry Modules.** This option would build data maintenance modules corresponding to the different types of data listed above in option a. These modules could be developed incrementally based on priorities.
* **Option D: Data Model + Reporting Module + Data Entry Modules + Workflow and Notification Features.**  This option would incorporate additional features supporting workflow and notification, including:
  + Solicitation of research needs from stakeholders
  + Solicitation of ratings and/or comments on problem statements, scopes of work, vendor proposals and research products
  + Compilation of stakeholder responses and tallying of votes
  + Obtaining project approval(s) for funding from responsible managers and FHWA
  + Email notifications to project managers and/or PIs of upcoming or past due milestones
  + Email notifications to reviewers of upcoming deadlines for completion of reviews
  + Email notifications to stakeholders about research project selections or release of final products
* **Option E: Data Model + Reporting Module + Data Entry Modules + Workflow and Notification Features + Interfaces with DOT websites, national and local research information repositories.** This option would incorporate additional features including:
  + Interfaces with national research databases (RiP, TRID, High Value Research)
  + Interfaces with project websites to populate/update information
  + Automation of research report distribution to national and local repositories

The full turnkey solution (Option E) could appeal to states wishing to move from spreadsheets to a basic system without paying for custom development. This solution would likely be most applicable to “medium” sized research programs that do not have highly complex or specialized requirements.

A more limited development approach (Development Option B) could provide basic reporting functionality and facilitation of data exchange between DOT research offices and national research data systems.

## 5.3 Transition Requirements

### Methodology

Interviews were conducted with four state DOTs and representatives of the FHWA Research and Technology Program to (1) gauge the level of receptivity to the initial options that were developed, (2) understand the process that would be used to make the decision to move forward with a change and then implement that change within the agency, and (3) identify key barriers or constraining factors including but not limited to funding considerations.

The four DOTs were selected to represent a range in research program size/complexity. Three of the four DOTs included were members of the project’s Technical Advisory Committee. Participating agencies were deliberately included because of their interest in this topic and their willingness and ability to assemble the right set of individuals within the agency to participate. While each of the four DOTs offered a different perspective, there were common themes across the agencies with respect to transition requirements.

Table 1 lists the interview participants.

Table 1. Transition Requirements Interviews

| Agency (Interview Date) | Individuals |
| --- | --- |
| Washington State DOT  (11/21/2017) | * Jon Peterson (Research Manager) * Rhonda Brooks (Research Director) * Marianne Painter (Research Business Manager) * Larry Gruginski (IT - Application Development) * Gary Brown (IT - Business Analyst) * Leni Oman (Knowledge Strategist; Project Manager) |
| Georgia DOT  (12/7/2017) | * Binh Bui – Research Implementation Manager * Supriya Kamatkar – Research Program Manager * Brennan Roney – Research Engineer * Yusuf Ahmed – Pavement Engineer * Teague Buchanan – Assistant Administrator – Data Management * Ian Rish – State Pavement Engineer * Sarah Lamothe – Research Engineer |
| Michigan DOT  (12/2/2017) | * Michael Townley – Research Project Administration Manager * Rebecca Petri – Departmental Analyst for Research * Joe Brewer – IT Manager – Department of Technology, Management and Budget |
| California DOT (Caltrans)  (12/8/2017) | * Jim Appleton, Chief, Division of Research, Innovation and System Information (DRISI) * Joe Horton, Chief, DRISI Office of Safety Innovation and Cooperative Research * Joel Retanan, Chief, TMS Development Support Branch, DRISI Office of Traffic Operations Research * Tori Kanzler – Chief, Research Program Development Branch, DRISI Office of Planning, Policy and Program Development * An Sarrels – Chief, Contracts and Resources Branch, DRISI Office of Operations and Resource Management (financial management of research projects) * Sean Campbell – Senior Transportation Electrical Engineer, DRISI (Research Project Manager) * Frank Law – Senior Transportation Planner, DRISI (Research Project Manager) |
| FHWA Research and Technology  (12/8/2017) | * Jack Jernigan - Research and Technology Program Development and Partnership Team Director * David Pamplin – Pooled Fund Program Manager * Tim Schmidt – Senior Advisor * Beth Yumlu - Office of Research, Development and Technology – Special Assistant * Carl Andersen – Office of Corporate Research, Technology, and Innovation Management Acting Director |

Interview participants were provided with an interview guide in advance, describing the different options. The interviews consisted of a guided discussion around the following topics:

* How useful might this product be for your agency?
* How might you fund an effort to use this product?
* What steps you would need to take in order to transition from your current method/systems for managing research project information to using the new system?
* What barriers or constraints you would face in implementing the product?

The FHWA interviews covered the broad concept of developing a modular research project and program management system via a pooled fund or AASHTOWare project that states could adopt/adapt. They also touched on some additional options that might be pursued at the national level:

* Development of a national SP&R2 database and standard interface for DOTs to submit work programs and accomplishment reports
* Development of a national research stakeholder directory (for building mailing lists for research needs solicitations, finding reviewers, finding potential PIs, and

A synthesis of findings is provided below.

### Key Findings – State DOT Interviews

### Findings of the state DOT interviews are summarized below, organized into three categories:

* Receptivity to Adoption of New/Modified RPMD
* Funding/Resourcing RPMD Improvements
* Transitioning to a New RPMD: Implementation Steps and Constraints

#### Receptivity to Adoption of New/Modified RPMD

Receptivity to modifying their existing RPMD or implementing a new RPMD varied across the four DOT’s interviewed, depending on the existing solution in place.

Three of the four DOTs have an existing RPMD solution – Caltrans and WSDOT have a FileMaker Pro system; Michigan DOT has a Microsoft Access Database that was developed in the past two years. Georgia DOT does not have an RPMD and was (not surprisingly) the most receptive of the four DOTs to developing or adopting a new system. Georgia DOT currently relies on standard agency project and contract management systems (not tailored to research) and supplements these with spreadsheets.

Each DOT weighed in on the five RPMD development alternatives:

* **Georgia DOT** preferred Alternative A – a model database. They suggested that this model database be based on an agreed-upon standard endorsed by FHWA. Their preference was to do internal development of data entry screens, reports, workflow capabilities and interfaces rather than to adopt an off the shelf product that might not meet their specific requirements or be compatible with their existing technology solutions. However, they stated that any design information related to reports could be useful for their internal development efforts.
* **Washington State DOT** preferred Alternative B – a database and set of standard reports. Their current RPMD already has reports included, but a model set of reports could be used to guide future additions. The WSDOT interview revealed that an estimated 30-40% of the information in the current RPMD is generated by the research office; the remaining 60-70% comes from other systems. This led to discussion of a data mart concept to facilitate reporting – as a variation to the original alternative B. This would involve developing a structure for a data mart (rather than a data model for a production system) – with mockups of reports that could be produced from the data in the mart. The data mart could be populated from source systems including the RPMD, financial systems, contract management systems, and others as appropriate.
* For **Michigan DOT**, Alternative C was the most attractive option since it would provide a full turnkey system that could replace and possibly extend MDOT’s current functionality. MDOT was not interested in Alternative D (which added workflow) because they already have workflow management capabilities in place (via their ProjectWise solution). They were not interested in Alternative E (which added interfaces) because (1) they do not view existing interface requirements with TRB systems as a pain point, and (2) the primary internal interface of interest is with the financial system – which would need to be custom created within the agency.
* **Caltrans** also felt that Alternative C made the most sense - providing the basic RPMD functionality for agencies that currently had no established solution. They noted that there would be challenges with designing workflow capabilities (Alternative D) since processes may not be stable. They recognized the value of interfaces with financial systems (Alternative E), but viewed this kind of capability as too much of a reach for a turnkey system. Like Michigan DOT, they did not view interfaces with the TRB systems as a pain point that needed to be addressed. They stressed the importance of providing a basic, simple RPMD system that would meet the minimum needs of a state – rather than trying to provide a “Cadillac solution.”

#### Funding/Resourcing RPMD Improvements

All four DOTs reported similar challenges in funding RPMD improvements. They all identified SP&R2 as the most likely source of funds – though the project size would be limited to $100,00-$300,000 and the project would need to compete with other SP&R2 project candidates.

Collaboration with other agencies is an option that has been used to pool resources for application development. Models include AASHTOWare, the Transportation Pooled Fund program, or informal agreements. For example, Georgia DOT reported that they had signed an agreement with Texas DOT to obtain a rail road crossing management system developed by that agency.

Each agency does fund internal software development projects, but these are highly competitive and focused on projects that have widespread benefits across the agency.

Resourcing system maintenance and upgrades was reported as a challenge at each of the DOTs. Practices vary across states with respect to use of SP&R2 funds for annual, recurring maintenance for systems. At the three DOTs with functioning RPMDs, ongoing maintenance was handled by the research staff rather than by the agency IT staff. Georgia DOT’s IT did report that they have a mechanism to support internally developed applications.

#### Transitioning to a New RPMD: Implementation Process

Transition to a new RPMD is not fundamentally different from other information system development and deployment efforts. It involves the basic steps of establishing a business case, determining feasibility, defining requirements, developing a deployment plan, designing and developing the system, and testing and deploying the system. Section 5.4 below describes a typical implementation process, based on a hybrid of the activities reported by the four states that were interviewed.

### Key Findings - FHWA

### As noted above, the FHWA interview covered three topics: (1) development of a national SP&R2 database; (2) development of a national research stakeholder directory, and (3) development of a modular RPPM database that DOTs could adopt/adapt.

#### National SP&R2 Database

The FHWA representatives did not support development of an FHWA-hosted database of SP&R2 work program or accomplishment information. There were several reasons:

* Lack of clear use for this information by FHWA staff at headquarters – given that FHWA divisions are charged with responsibility for approving DOT work programs;
* Time and cost that would be required to develop and support a new database and website – which would be subject to approval by an Investment Review Board and would need to meet multiple requirements (e.g. section 508 compliance, security standards); and
* Limited funding to build and support new IT assets; desire to reduce existing overhead costs.

An alternative, standards-based approach was offered which could potentially achieve some of the objectives for a national SP&R2 database – i.e. to provide a mechanism to aggregate and share information across states that would help to “tell the SP&R2 story” and facilitate increased collaboration. This approach would involve:

* Defining a standard set of data elements for research projects and products – including mandatory elements (e.g. those required for TRID and RiP) and potentially others agreed-to by state DOTs;
* Endorsement of the standard by FHWA and AASHTO;
* Publication of the standard, with definitions for each element;
* Designation of a body (e.g. AASHTO RAC) to own and update the standard;
* Designation of authoritative data sources for different elements;
* Development of Application Program Interfaces (API) at each state DOT (as well as FHWA, Universities and other data owners) to provide access to the selected data elements from the research databases or a separate data extract or mart; and
* Creation of one or more aggregator applications that would interact with the state DOT APIs to retrieve, process and report the data.

At the time of the interview, FHWA was in the process of developing a data specification for its own internal research project database, aligned with RiP and TRID. Once finalized, this specification could inform an effort to develop a more generic research project data standard.

#### National Research Stakeholder Directory

Participants suggested that two existing resources be leveraged to meet the need for a national research stakeholder directory: the ORCID database and the TRB member database.

* ORCID is a non-profit organization, established in 2012. Its mission is to “enable transparent and trustworthy connections between researchers, their contributions, and affiliations by providing an identifier for individuals to use with their name as they engage in research, scholarship, and innovation activities.” Its sponsors include universities, libraries, scholarly societies, funding agencies, research organizations, and publishers. Any researcher can register for an ORCID – which is persistent throughout their career. Once registered, researchers can input their contact information, education, employment, funding sources and links to published works. ORCID offers APIs and best practices for integrating its information with other systems.
* TRB’s online directory provides access to points of contact and information on TRB’s standing committees, project-based committees and panels, and governing committees, as well as to lists of TRB sponsors, affiliates, representatives, volunteers, and staff. Access to full directory information is limited to TRB Executive Committee members; members of TRB standing committees (but not subcommittees); and the representatives of TRB Core Program Sponsors.

Rather than creating a new directory, the potential for building on these existing resources could be explored. Part of the solution would require an initiative to encourage registration within ORCID.

#### DOT RPMD Development Effort

Participants acknowledged the value of maintaining good tracking information for research projects, pointing to the life cycle NCHRP project tracking activities as a model. This enables one to look up an NCHRP project, identify who did it, identify its status (and, if applicable, when it was completed), and access the final publications.

Several challenges and success factors were identified:

* Lack of alignment across DOT research functions/programs (potential barrier to developing a standard application);
* Limited funding to support such an effort – particularly for ongoing maintenance and updates;
* Need to demonstrate a positive benefit-cost for undertaking such an effort; and
* Need for active change management to adopt new, standardized processes and/or data definitions.

## 5.4 Transition Process Description

While specific implementation processes varied by agency, each agency had some version of the following general process in place for transitioning to a new system. Two cases are considered:

* A case in which an agency is transitioning from an existing RPMD to a new RPMD through either custom development or implementation of a new off-the-shelf solution.
* A case in which an agency is making relatively minor modifications to an existing product.

### New RPMD Implementation

##### Step 1. Business Case

* Identify a **champion** and **sponsor** for the new/modified system;
* Identify the **stakeholders** for the new/modified system (direct users, people who would need to support or interface with the system, indirect beneficiaries, etc.)
* In consultation with stakeholders, develop a **business case** for making changes that identifies:
  + who would use the new/modified system and how;
  + what benefits would result from transition to the new system (e.g. time savings, improved basis for decision making, reduced risk of project overruns, reduced risk of project failure, improved project outcomes, etc.); and
  + what the initial and ongoing costs of the system would be – considering database and software design and development, software licensing, hardware, backups, maintenance, and training and support.
* If the business case is compelling, proceed with feasibility analysis.

##### Step 2. Feasibility Analysis

* Map the **business process** – including the “as is” process as well as any desired changes to the process – the “to be”
* Model the **current data entities** and their relationships (e.g. project, task, roles)
* Assess **feasibility of transitioning** to the new system:
  + Develop a crosswalk from current data elements to proposed new data elements
  + Develop a crosswalk from the current business process to the proposed new business process
  + Assess the level of effort and degree of difficulty of making changes to existing processes.
* Assess **feasibility of building interfaces** supporting the new system:
  + Investigate the feasibility of building interfaces with existing systems (financial, project and contract management) with system owners
  + Investigate the feasibility of leveraging existing agency data warehouse and reporting capabilities for the system
  + Investigate the feasibility of leveraging existing agency workflow solutions for the system
  + Investigate the feasibility of leveraging existing agency document or content management solutions for the system
  + Investigate the feasibility of interfacing with project web pages on the agency’s internet and/or intranet sites
* Identify **funding sources** – including exploration of partnerships with other agencies
* Seek **approval/funding** to initiate system requirements and design (or determine that it is not worth moving forward)

##### Step 3. Requirements Analysis

* Establish a **formal or informal steering group** to guide the transition activities
* Designate data and system ownership and stewardship **roles and responsibilities**
* Develop and document **business requirements** that specify what the system must do, in the context of the business process analysis. Consider the results of the feasibility analysis in decisions about adding new data elements or other system features that will require ongoing maintenance and support.
* Develop and document **technical requirements** for the system – for example – reliability (up-time), capacity, scalability, security.

##### Step 4. Deployment Planning

* Develop a **data migration plan** specifying the source and transformations for all data to be loaded into the new/modified system.
* Develop a **deployment plan** that considers the following options:
  + Incremental deployment of new functionality (e.g. an Agile development approach
  + Single release deployment – with parallel operation of new and old system prior to full cutover
  + Single release deployment – with no parallel operation (“big bang” deployment)
* Identify **roles and responsibilities** for system maintenance and operation

##### Step 5. Design and Development

* Design, build and configure the new/modified system:
  + For an off-the-shelf solution:
    - Review the **system architecture** (database, front-end, other technology components) to ensure compatibility with agency standards and to maximize opportunities to leverage already existing tools (e.g. data warehouse, content management system, reporting services, workflow engines.)
    - Develop a **configuration plan** that specifies how any of the customizable elements or configuration options will be implemented.
    - Implement and configure the system
  + For a custom solution:
    - Architect, design and develop the system – utilizing a traditional “waterfall” or agile development approach.
    - Conduct unit and system testing.
* Perform data conversion/loading

##### Step 6. Testing and Deployment

* Move the system into a **user test environment**.
* Conduct **user acceptance testing.**
* Produce or provide **system documentation** to include
  + System metadata
  + Data models (logical and physical)
  + Data dictionary
  + User manual
  + Administrator manual/troubleshooting guide
* Conduct **training.**
* **Roll out** the system into **production** – consider:
  + A 30-day shakeout period in which resources are committed for support and bug fixes
  + Incremental roll-out depending on number of users

### Modifying an Existing RPMD

### For a relatively small, incremental change to an existing system, steps would be as follows:

##### Step 1. Business Case

* Consult with current users and other stakeholders to discuss:
  + the scope of the proposed change
  + the reasons for making it
  + the impacts of the change – on reports, on data entry requirements, on current integrations
* Get agreement that the change is worthwhile

##### Step 2. Requirements and Design

* Determine changes to the database, screens, reports, and functions
* Update design documents

##### Step 3. Development and Piloting

* Create a test copy of the system and make the changes
* Deploy in a test environment
* Pilot the modified system with a limited set of users
* Make updates based on feedback

##### Step 4. Deployment

* Conduct training, emphasizing the new/modified features
* Deploy the system into production

## 5.5 Conclusions and Implications

The purpose of looking at “transition requirements” was to understand what it would take for a DOT to move from their current methods and processes for managing research information to a new process involving a new or enhanced RMPD. Through exploration of the transition process and discussion of the initial set of options that were developed, we gained a good understanding of the challenges faced by DOTs for implementing new or improved RPMD capabilities.

### DOT Challenges: Making the Case for RPMD Development or Enhancement

Ability to fund a new RPMD is clearly a major challenge, given that SP&R2 provides the primary available source of funds, SP&R2 projects are typically small (under $300,000), and the project selection process is competitive. Building a strong business case for a new RPMD is critical to obtaining funding – and involves looking at benefits and costs.

The **benefits** of transitioning to a new RPMD may include:

* Time savings for research staff charged with preparing reports to funding agencies;
* Improved project manager ability to track project status and deliverables – presumably leading to fewer instances of overruns and delays; and
* Improved information availability about research project status, products and outcomes.

The level of effort and **cost** of transitioning to a new RPMD will vary depending on several factors:

* The platform for the system – desktop software or enterprise system;
* The scope of the system – which can range from simple maintenance of information needed for project status reporting to tracking of detailed milestones, research implementation activities and stakeholder groups;
* The number and complexity of interfaces (e.g. with agency contract and financial systems); and
* The number of users - where data maintenance is performed primarily by staff within the research office, there are few hands-on users and the implementation process is relatively straightforward. However, where data updates are made by research project managers across the agency, greater effort is required for involving users in the development process and conducting training to ensure that the system is properly used, and that consistent, current data are provided.

A strong RPMD business case will depend on striking a balance between system scale and complexity and benefits. A scaled-down, simple RPMD will keep costs low, but may not have the benefits of a more fully featured (and more expensive) RPMD that has multiple features and interfaces. Based on the interviews conducted, it was clear that there is little appetite for a “Cadillac system” – it is much easier to make the case for implementing a simple system that provides the essentials.

The agencies that already have RPMDs in place understand that any change to an existing system may not only require funding and/or access to highly constrained IT resources, but effort on the part of an already overburdened research staff. This creates a great deal of inertia. Overcoming this inertia requires a change that would be both highly impactful as well as relatively low cost to implement.

# 6. Recommendations and Next Steps

## 6.1 Overview

Four initiatives are recommended to build on the results of TPF-5(181) and enhance research management capabilities within and across DOTs:

* Actively disseminate project results;
* Create and adopt a research project data exchange standard;
* Design and test research project data mart; and
* Develop a basic, web-based RPMD

These four initiatives are described further in sections 6.2-6.5. The first item (disseminate results) is recommended for immediate implementation. The other three are recommended for serious consideration in order to build on project results and improve research data management capabilities within and across DOTs. The fourth initiative – development of a turnkey RPMD is not without its challenges given the diversity of information environments and research program structures and sizes across DOTs. However, it does merit consideration to meet the basic needs of agencies that do not currently have a research database. If there is sufficient interest on the part of a handful of agencies, a collaborative software development effort could be an efficient way to address these needs.

In addition to the four initiatives listed above, several supporting initiatives have been identified to improve national research data management resources provided and/or maintained by TRB and AASHTO. While this project focused on improvements to internal DOT research management capabilities rather than national research databases and tools, several suggestions emerged from information gathering efforts conducted as part of the project and are documented in section 6.6.

## 6.2 Disseminate Project Results

### Objectives:

* Ensure that DOT research offices are aware of the resources that have been developed to support internal development efforts.
* Initiate discussions on potential next steps

### Description

This would involve several activities to disseminate the results of the project to the target audience (DOT research offices.)

### Actions:

* Conduct a webinar to review the business, functional and data requirements that have been developed. Record the webinar and make it available for future reference.
* Deliver a presentation on the results of this project at the July 2018 RAC/TRB Reps Meeting
* Add resources gathered on current DOT RPMDs to the RPPM website

### Resourcing:

* These actions can be covered through voluntary activities.

## 6.3 Create a Research Data Exchange Standard

### Objectives:

* Create a research project data exchange standard
* Enable future automated interfaces between state DOT systems and TRB RiP
* Facilitate sharing and aggregation of DOT research project data

### Description

This would involve an effort to develop a research data exchange standard including mandatory and optional elements– building on the data structures of RiP and TRID – and leveraging the current FHWA effort to develop a standard data model. This effort would also define a model architecture for aggregating research data from individual RPMDs. While this would not provide states with any new RPMD capabilities, it is a positive first step towards gaining agreement on the essential data elements required for managing a research program and sharing information on its products. It would provide an important foundation for sharing and aggregating data across states for “telling the national SP&R story” and facilitating collaboration.

### Actions:

* Form a work group to determine approach – involve members of RAC, FHWA, USDOT chief data officer
* Evaluate potential use or adaptation of the FHWA research data specification (currently under development)
* Consider voluntary effort and/or use of contractor for support

### Resourcing:

* Initial effort: voluntary initiative
* Full implementation: $0-$100,000 (depending on level of contractor support)

## 6.4 Develop a Research Data Mart Specification

### Objectives:

* Create a model data mart that supports research project and program status and financial reporting
* A data mart could extend the reporting capabilities of existing RPMDs and provide an improved solution for integrating data from financial and contract management systems
* Support implementation of this data mart within a state DOT to demonstrate application

### Description:

Many of the data elements needed to track research project financial and status information are maintained in DOT financial, project and contract management systems. Interfaces between these systems and RPMDs can be problematic to establish and maintain over time. Several DOTs have established data warehouses that involve structured processes to create and refresh data marts to support needed reporting. Standard tools are generally made available for development of reports against the data mart. For some agencies, creating a research data mart supporting reporting would provide a way to enhance research program and project reporting capabilities without modifying existing RPMDs.

This initiative would involve developing a research data mart specification as well as specifications for sample reports that could be produced based on the data structure. To be effective, a host agency for development should be identified so that a functional solution could be demonstrated.

### Actions:

* Draft a Scope of Work (SOW) for designing and testing a research project data mart, building on the results of TPF-5(181)
* Circulate the SOW to determine interest among state DOTs in participating

### Resourcing:

* Data mart design and implementation support estimated to cost $50,000-$100,000 (depending on level of support)
* Assumes willingness of DOT staff to create the data mart (based on the design) and write scripts to populate the data mart from available databases

## 6.5 Create a Basic, Web-Based RPMD

### Objectives:

* Provide a basic, turnkey RPMD solution option for DOTs that are currently using spreadsheets and desktop (e.g. MS Access) databases
* Concept would be to develop and provide sample database and software “as is” for implementation by state DOTs

### Description:

This would involve an effort to develop a basic, web-based RPMD that provides a set of minimum capabilities for small to mid-sized DOTs that do not have a current RPMD solution. This could be undertaken through a new pooled fund project or through an informal collaborative effort on the part of several DOTs. This effort could use the “recommended” data model described in Appendix B as a foundation, and build out the user interface and reporting capabilities.

### Actions:

* Identify a lead state
* Draft a Scope of Work – building on the results of TPF-5(181)
* Circulate to determine interest

### Resourcing:

* Design and development of basic, web-based RPMD estimated to cost in the $400,000-$600,000 range.

## 6.6 Supporting Initiatives

The following set of initiatives were identified during the course of the research, and involve enhancements to existing national-level data sets and tools supporting research program and project management.

### **Feasibility Analysis for a National Transportation Research** **Stakeholder Database**

Currently many DOT research offices maintain email lists or tables of stakeholders for annual research solicitations, RFP/RFQ distribution and for identifying individuals to include in technical review panels. DOT research offices may refer to TRB and AASHTO committee listings, but this information is often out of date. In theory, a national directory of stakeholder information offers the potential for improved data quality with less collective effort. A consolidated directory could apply a consistent method for “tagging” each individual with areas of expertise and provide the ability to generate mailing lists for different purposes. Security could be put in place to hide contact information from unauthorized users, and to provide individual users of the directory the option of maintaining a set of “private” entries for their purposes only. There may be opportunities to leverage not only the TRB and AASHTO directories, but the ORCID database as well. ORCID offers researchers to obtain a unique ID and create a record with contact information, education, keywords indicating areas of interest, current organizational affiliations, and publications. As a first step, a working group could be established to explore opportunities and potential strategies.

### Research Data Quality Initiative

Maintaining current and accurate information within RiP, TRID, and research stakeholder databases maintained by TRB and AASHTO Committees is essential to getting full value from these resources. Stakeholders observed uneven data quality within these systems. For example, the status of some projects in RiP is not up to date and doesn’t match other data sources (e.g. NCHRP Project 08-70 shown in RiP as status: Active, with an actual completion date of 10/1/2010; the NCHRP web page for this project indicates a completion date of 6/30/2011.) A data quality improvement initiative could be undertaken involving TRB and AASHTO staff and committee members to assess the currency and accuracy of the data, current processes and develop specific recommendations for data cleanup and new or updated processes that would maintain data currency on an ongoing basis. These might include developing reports that perform cross-checks across different data fields and databases to identify inconsistencies (e.g. completion date in the past but active status.)

### Research Database Search and Query Improvement Initiative

This initiative would be aimed at increasing the efficacy of existing tools (RiP, TRID, TRB Research Needs Statement database) for sharing information about proposed, in-progress and completed research through improved search capabilities. It might include: (1) a structured process of search testing by a user panel to identify strengths and weaknesses, (2) review of search logs, and (3) undertaking improvements to taxonomy and search algorithms.

One aspect of improved search to investigate is strengthening linkage between projects and research products. The TRID database contains information on published research products. Project records from RiP are searchable in TRID while projects are in progress, but once projects are completed and closed out in RiP, the project information is archived. It would be useful to maintain a project history view from TRID to support the research management function. This would be particularly helpful given that the AASHTO RAC’s High Value Research website features completed research projects and includes the capability to interface with TRID and RiP.

### Curation Effort for Research Program and Project Management (RPPM) Website

The AASHTO RPPM website was developed to support information sharing across the transportation research community. It is envisioned as the “go to” site for best practices related to funding, conducting, managing, implementing, sharing and evaluating research programs, projects, results and products. Currently RPPM depends largely on individual research community members taking the initiative to contribute content.

In order to foster collaboration across DOTs on topics of common interest and enhance awareness of completed research, an initiative could be undertaken to actively curate research roadmaps (national, state, University), literature reviews or guides on different topic areas, problem statements (tagged with common topic categories), and links to topical research needs repositories such as AASHTO’s CEE TERI Database. One way to accomplish this would be to organize a “content drive” with publicity, deadlines and tracking of contributions.

### Research Report Distribution Process Improvement

When SP&R2 research projects are completed, research products are distributed to the National Transportation Library (via a TRID submittal form), the FHWA Library, the FHWA Office of Corporate Research, Technology, and Innovation Management, Northwestern University Library and NTIS. Individual state DOTs have other distribution lists for reports. In the stakeholder interviews, it became evident that report distribution processes are not always followed due to changing requirements, staff turnover, and other factors. A 2014 report examined this issue and found that while best practices were generally being followed, there was some variation across DOTs in report distribution. It recommended that FHWA issue revised guidance. This revised FHWA guidance was issued in 2015, and AASHTO developed a report distribution checklist based on this guidance. There are opportunities for further education on this topic (at a minimum), and potentially additional streamlining as technologies and acceptance of publish and subscribe models for distribution increase in the future. In addition, there are opportunities to further align report distribution processes and methods across state DOTs, USDOT, and Universities. As a first step, a TRB session or workshop for 2019 could be planned on strategies for improving and aligning research report distribution processes.

### Research Performance Measure Worksheet

Implementation of performance measures for research programs has been an active and important area of interest for transportation research program managers. NCHRP Project 20-63B: Performance Measurement Tool Box and Reporting System for Research Programs and Projects recommended a suite of research performance measures. Based on the results of this project, a research performance measurement website was created, with the intent that research program managers could use it to submit information for their projects. Relatively few states submitted information. Nevertheless, the stakeholder interviews found that research program managers have a keen interest in performance measurement and are seeking to implement simple and sustainable tracking and reporting approaches. A small research project could be initiated to develop a research performance measurement template with standard output and outcome measures. This could build on prior work (such as NCHRP 20-63B). The goal would be to facilitate adoption of a set of common performance measures. This would pave the way for a future ability to aggregate information across states in order to better “tell the story” about what SP&R2 funds are yielding.

### Balloting Tools

One of the common research program and project management functions is to circulate candidate research projects to a designated set of stakeholders for rating or ranking, and then compilation of these “votes” to determine which projects will be selected for funding. This process is used for annual NCHRP project selections; it is also used in many states to inform selection of new research projects for SP&R2 funding. A variety of methods are used to support the balloting process – many of which involve mailing spreadsheets and manual compilation of votes. Some states have developed tools to automate this process – for example, Caltrans has created a web-based tool for rating NCHRP problem statements and compiling results in a database.

At a minimum, there may be opportunities to identify opportunities to identify existing commercial tools that could be used, or agency balloting tools that could be shared. With relatively modest funding, a web-based system could be developed that would allow stakeholders to view information about candidate projects, submit their ratings, and then summarize the ratings (along with any comments). If intentionally designed, this system could be used by TRB/NCHRP for project selection as well as by individual states. Features for individual states could be used for soliciting opinions on national (NCHRP, AASHTO) project candidates internally in order to provide responses to requests for ratings. Given that many agencies have established IT standards and restrictions on the tools they can use, so a menu of options should be identified.

## 6.7 Summary

State DOT Research Programs manage a substantial amount of information for diverse purposes. The current practices are highly varied, some addressing a limited set of business requirements and others with more comprehensive coverage. Some of the research business requirements align with other agency functions and this report may help identify opportunities to take advantage of those existing data systems. Other needs are unique to research management. The business and functional requirements captured in this report provide a foundation for state DOTs to discuss research information management needs within their organizations and in support of national collaboration, reporting, and data integration.

# Bibliography

1. AASHTO RAC, “State of Research Program Budgets FY2013 SPR2 Survey Summary” (spreadsheet file and accompanying presentation slides)
2. AASHTO Value of Research Task Force, “High Value Research Submittal Guidance”, <https://research.transportation.org/wp-content/uploads/sites/31/2017/05/HighValueResearchGuidance-Final2016.pdf>, Accessed March 23, 2018.
3. California Department of Transportation Division of Research, Innovation and System Information. 2014. *Research Manual*. <http://www.dot.ca.gov/research/research_manual/docs/research_manual_2014_edition.pdf>. Accessed March 23, 2018.
4. Cambria Solutions, *California Department of Transportation Division of Research and Innovation webRPMD Draft Specifications* – Phase 1, Project and Task Development and Maintenance, version 1.6, March 7, 2011.
5. Casey, Pat, “Managing Transportation Research with Databases and Spreadsheets: Survey of State Approaches and Capabilities”, presentation to AASHTO RAC, July 18, 2013.
6. Crabtree, Joe, *Draft Memorandum report for Development of a Research Project Tracking System* (project KYSPR 14‐491) Deliverable #1: Identification and Assessment of Effective Online Project Management Systems in Other States, Kentucky Transportation Center, July 1, 2014
7. Federal Highway Administration, *SP&R Guidance Document*, <https://www.fhwa.dot.gov/publications/research/general/spr/staterd.cfm>, Accessed March 23, 2018
8. Florida DOT, *Research Program Manual*, July, 2016, <http://www.fdot.gov/research/docs/manual.2016.01.pdf>, Accessed March 23, 2018.
9. Hanson, Steve: “TPF-5(181) RPMD State of the States”, presentation to the TAC, April 6, 2015.
10. Hanson, Steve; *RPMD Technical Report – Outlining Phase 1 (Draft)*, June 12th, 2015.
11. Hanson, Steve, compilation of files: RPMD Phase 1 Raw Data; RPMD Phase 1 Metadata Analysis, RPMD Phase 1 “7 buckets”; individual RPMD documentation and sample files provided by state DOTs (collected in 2015)
12. Krugler, Paul, et al. *Performance Measurement Tool Box and Reporting System for Research Programs and Projects*. NCHRP Web Only Document 127 (2006): 20-63.
13. Louisiana Transportation Research Center, *Manual of Research Procedures*, July 2016, <https://www.ltrc.lsu.edu/pdf/2016/LTRC_RESEARCH_MANUAL_FINAL.pdf>, Accessed March 23, 2018.
14. New Hampshire DOT, *SP&R Program Manual*, 2015, <http://rppm.transportation.org/communicatingvalue/Lists/Program%20Evaluation%20List/Attachments/2/SPR%20Manual%20MASTER_Final.pdf>, Accessed March 23, 2018.
15. Ohio DOT, *Ohio DOT RD&T Manual of Procedures*. 2016, <http://www.dot.state.oh.us/Divisions/Planning/SPR/Research/researchmanual/Chapters/ResearchManual.pdf>, accessed March 23, 2018.
16. Oman, Leni, “WSDOT Office of Library and Research Services”, presentation on research funding, functions and processes, October 2011.
17. Oman, Leni, “Transportation Research Program Management Database: Lessons from a Pooled Fund Project”, presentation to AASHTO RAC & TRB State Representatives Annual Meeting, July 18, 2013.
18. Oman, Leni (et. al) “Research Funding in Three Acts”, presentation at the July 2013 TRB State Representatives Meeting.
19. Montana Department of Transportation, *Research Business Models Document*, Draft January 24, 2014.
20. Montana Department of Transportation, Research Requirements (spreadsheet file, May 1, 2014)
21. Montana Department of Transportation, *Contract Tracking and Monitoring Business Case*, May 19, 2014.
22. North Carolina DOT, *Research and Development Manual*, December 2015, <https://connect.ncdot.gov/projects/research/ResearchAnalysis/Research%20and%20Development%20Manual%202016.pdf>, Accessed March 23, 2018.
23. Seeber, Kirstin and Brian Hirt, *Research Peer Exchange: Implementation, Performance Measures and the Value of Research*, FHWA/MT-18-001/9510-566, Montana Department of Transportation, 2018, <http://www.mdt.mt.gov/other/webdata/external/research/docs/peer/2017_report.pdf> Accessed March 23, 2018.
24. Sillick, Susan C. et al, *Research, Development and Technology Transfer Guidelines for the Montana Department of Transportation*, FHWA/MT-11-001/8010 , March, 2011.

# Appendix A: State DOT RPMD Systems

Table A-1 provides information on state DOT RPMD systems in place as of March 2018. This information was created from an AASHTO RAC survey of state DOT research offices initially conducted in 2013. Information was updated based on telephone and email contacts made by staff at the Washington State Department of Transportation (WSDOT) in the summer of 2014. Selective additional updates were made by Spy Pond Partners, LLC based on contacts made for gathering business and stakeholder requirements in early 2017. Prior to the release of this report in March, 2018, WSDOT re-sent the 2013 survey to RAC members (with the 2014 and 2017 updates) and requested that they verify this information. Additional updates were made based on the 2018 survey.

Table A-1. Current State DOT RPMD Systems

| State | System Name/Platform | Features |
| --- | --- | --- |
| Alabama | No information available |  |
| Alaska | Simple (single form) MS Access database – no longer in active use  Last contact indicated intent to use agency’s general project management reporting system (MRS). | Older research database included tracking of project objectives, problem statement, manager, PI, advisory panel, schedule, status, implementation items, comments and associated website |
| Arizona | Research Track (MS Access) | Research contact management (internal , vendor, FHWA) – organizations and people  Project tracking – TAC members, consultants, milestones, tasks and deliverables  Project financial tracking – funding by source, budget and remaining contract amount, invoices  Report editing workflow  Research product distribution tracking  Summary view for library  Implementation tracking (free form) |
| Arkansas | Spreadsheet | Project info: objectives, agency performing, deliverables, implementation actions, committee comments and actions, simple milestone status (standard items with Y/N for completion)  Links to RFP, proposal, contract, tracking form, final report  PI contact information |
| California | Research Program Management (RPM) Database (FileMaker Pro) | Problem statement and proposal tracking  Project/task tracking – scope, expenditure authorization/funding sources, budget, schedule, milestones  Budget request workflow (by task)  Project financial tracking (no interface with accounting system; double-entry required)  Pooled fund tracking (lead state info, other/in-kind contributions)  Contract tracking – task orders, amendments, vendor information  Project close out  Program budget, expenditure, balance tracking (including non-project items)  Standard reports: project plan, annual work program, annual financial summary, project status |
| Colorado | ResearchDB (Microsoft Access) | Project tracking – links to progress reports, scopes, contract documents  Project financial tracking (no automated link to SAP, but structured to facilitate manual updates from SAP)  Contract tracking  Pooled fund contribution tracking |
| Connecticut | No information available |  |
| District of Columbia | Spreadsheets | Current and historical project lists  Research idea lists  Pooled fund participation lists |
| Delaware | No information available |  |
| Florida | Research Contract Administration (RCA) System (SQL) | New in 2015 – limited information available |
| Georgia | Spreadsheet |  |
| Hawaii | Spreadsheet |  |
| Idaho | Spreadsheet |  |
| Illinois | Transportation Project Database (Microsoft Access) | Basic project tracking – budget, schedule, comments  Project technical review panel membership  PI Evaluations  Technical advisory group members and meeting tracking  Project close-out form  Basic queries and reports – project list, panel members  Implementation tracking |
| Indiana | Joint Transportation Research Program (JTRP) Database (Microsoft Access with custom UI)  Use Smartsheet.com as sharing application with Purdue University to synchronize with the Access database. | Project tracking – including budget and time extensions, milestones/events  Research personnel/contacts tracking |
| Iowa | Converting existing SPR Access Database to off-the-shelf system - Cognito + Concord | Project tracking  Project financial tracking (not linked with accounting system)  Implementation tracking |
| Kansas | Spreadsheet | Very limited information on University and other contract Research. |
| Kentucky | SQL Server - "Research Project Tracking System" developed in-house | Store basic project information for active and completed projects  Produce QPRs for the SPR program  Create a website/homepage for each project, complete with project status  Link to key project documents stored on Dropbox  Store basic financial information for each project  Track back end performance measures and implementation action items (though not currently utilized) |
| Louisiana | Louisiana Transportation Research Center (LTRC) Project Management and Tracking System (web-based, custom developed in .NET) | Research problem submittal and evaluation workflow  Searchable project database  Summary work program information download  Project document repository  Project status and deliverable tracking  Project financial tracking (direct interface with financial system)  Automated progress reporting  Email notifications  Publication workflow tracking  Implementation activities and status tracking  Program and project performance measure tracking |
| Maine | No separate Research database. Use Department Oracle databases. | Use ProjEx project management system and TRACS contract database |
| Maryland | SharePoint | Track basic task information (cost, notice-to-proceed date, project number, Principal Investigator) and invoice receipt and payment information. |
| Massachusetts | No information available |  |
| Michigan | MS Access | Basic project tracking information  Working (2015) on spreadsheet with consolidated accounting information |
| Minnesota | Automated Research Tracking System (ARTS) (Microsoft Access, custom developed) | Research needs statements entry  Contract development process tracking  Searchable project database  Customizable reports  Project document repository  Project status and deliverable tracking  Project financial tracking (with reconciliation across accounting systems)  Automated progress reporting  Email notifications  Project evaluation forms  Client database |
| Mississippi | Database (Microsoft Access) | Proposal review tracking  Project tracking  Project financial tracking  Research organizations and people tracking |
| Missouri | As of 2017, using off-the-shelf “Cloud Coach” (Salesforce-based project management system in the cloud.) Formerly used SharePoint integrated with MS Project, switched platform due to change in enterprise agreements |  |
| Montana | Spreadsheet - Currently waiting for a Department-wide program and project management system (PPMS) RFP to be issued. Research was involved in the requirements gathering. |  |
| Nebraska | Spreadsheet |  |
| Nevada | Spreadsheet | Agreement tracking |
| New Hampshire | Research Projects Database (Microsoft Access) | Project Tracking  Personnel/Roles Tracking  Quarterly Progress Reporting  Document tracking/links  Since the beginning of FFY 2016, NHDOT has used MS Access to print out their quarterly and annual reports for FHWA Division Office |
| New Jersey | eProMPTS (Oracle – web based platform)  Currently finalizing a scope of work to develop a system compliant with 2 CFR 200 grants administration requirements which will be heavily customized to include the risk assessment monitoring component. | Research need/problem statement tracking  RFP and Proposal submittal/evaluation tracking  Project tracking  Deliverable tracking  Document transmittal tracking and workflow (task orders, invoices, contract mods, final reports, etc.)  Quarterly Progress Reporting  Project financial tracking  Customer and implementation survey tracking  Organizations and personnel tracking |
| New Mexico | Project Management Database (Microsoft Access) + Spreadsheets | Project tracking  Project financial tracking  Project personnel tracking |
| New York | Combination of spreadsheets, MS Access, and Oracle databases |  |
| North Carolina | Combination of spreadsheets, MS Access, SharePoint, SAP. Migrating from MS Access to SQLServer; and to NCDOT grants management system.  Separate systems for Project Management, Program Development and Research Contacts | Research idea collection and management of review process  Basic project tracking – funding by source, schedule  Research committee member tracking  Research contact management – mailing labels, email lists |
| North Dakota | Spreadsheets |  |
| Ohio | Research Administrative Research Management System (ARMS) (.NET system) | Project tracking  Deliverable tracking  Project financial tracking  Project personnel tracking  Contract tracking – including addenda workflow |
| Oklahoma | Spreadsheets | Project and program tracking is documented through various spreadsheets and email archives. Each employee is charged with the maintenance and security of their respective master files. All files are shared within the Office on a dedicated restricted server. |
| Oregon | Spreadsheets | SPR budget development and management |
| Pennsylvania | Research Program Management System (RPMS) Database (Oracle) | Selection committee membership  Quotes tracking (proposals)  Project tracking  Project financial tracking  Contract tracking  Staffing and roles tracking  Research agencies/vendor tracking |
| Rhode Island | Spreadsheet | Basic project list  Addendums  Invoices  Progress Reports |
| South Carolina | Research database (Microsoft Access) | Proposed Project tracking  Research input tracking  Project tracking  Invoices tracking  Progress reporting  Final Report tracking |
| South Dakota | Spreadsheets | Suggestions tracking  Proposal tracking  Project tracking  Progress reporting  Contract tracking  Project evaluation tracking  Implementation tracking |
| Tennessee | Spreadsheets + Webpage |  |
| Texas | Currently using SharePoint, transitioning to Microsoft Access | Project tracking  Project deliverables tracking  Project personnel tracking  Project financial tracking |
| Utah | Research database (Microsoft Access) | Project tracking  Project financial tracking  Project personnel tracking  Contract tracking  Exploring addition of implementation tracking (2018) |
| Vermont | Spreadsheet |  |
| Virginia | Research database (Microsoft Access) + Spreadsheets | Project tracking  Project financial tracking (no interface with financial system)  Implementation tracking: publication reference and implementation activities, and benefits |
| Washington | Research Program Management Database (RPMD) (FileMaker Pro) – modified version of California’s system | Problem statement and proposal tracking  Research Advisory Committee (RAC) members  Technical Advisory Panel (TAC) members  Project/task tracking – scope, expenditure authorization/funding sources, budget, schedule, milestones  Budget request workflow  Project financial tracking (work order expenditures can be imported), invoices and payments  Master Agreement, Reimbursable Agreement, Task Order tracking –amendments, vendor information  Project close out – documentation of publications  Implementation action and results tracking  ORLS biennial budget  Standard reports: project plan, annual work program, annual financial summary, project status |
| West Virginia | Research database (Microsoft Access) | Project tracking – including PIs and contract monitor names  Project financial tracking (no interface with financial system) |
| Wisconsin | SPR Track (Microsoft Access) | Project tracking  Project milestone tracking  Project financial tracking (no interface with financial system)  Contract tracking  Research organizations tracking  Research contact tracking |
| Wyoming | Spreadsheets |  |

# Appendix B: RPMD Data Models

As part of TPF-5(181), WSDOT information technology staff developed three physical data models based on the data requirements presented in Chapter 4. The three data models represent three different levels of RPMD development:

* Required - a minimal system with data elements needed to meet SPR, RiP and TRID reporting requirements;
* Recommended – a system with additional data elements needed to meet internal agency management needs, and
* Optional – a more fully built out system.

The following files are available for each of the three data models:

* An ERWIN file containing the source data model information
* A SQL script that can be used to create the database tables and populate code lists
* A data dictionary spreadsheet report with table and column names and descriptions
* A PDF file showing the entity-relationship diagram for the data model

These files can be accessed from the AASHTO RAC Research Program and Project Management Website (<http://rppm.transportation.org/Pages/default.aspx>)

To use these models, the following steps are recommended:

1. Review each model to determine which best meets the agency’s RPMD needs. In general, the “Required” model includes all of the data elements marked as “Required” in the tables in Chapter 4; the “Recommended” model includes all of the data elements marked as either “Required” or “Recommended”. The “Optional” model includes all of the data elements.
2. Make changes to the data model to add or remove tables and columns to meet the agency’s requirements. This can be done using ERWIN or an alternative data modeling package.
3. Review the code lists (see section 4.11) and make modifications to meet the agency’s needs.
4. Create the database using the modified model.

Agencies using these data models will need to create a user interface, reports and (potentially) interfaces with other agency databases to have a functional RPMD system. However, these data models should provide a significant shortcut for the development process.

1. See: <https://www.wsdot.wa.gov/NR/rdonlyres/8C50229D-FF27-4350-927E-0DE592BF6447/0/Mining_hyperlinks.pdf> [↑](#footnote-ref-1)