TRANSPORTATION POOLED FUND PROGRAM
QUARTERLY PROGRESS REPORT

Lead Agency (FHWA or State DOT): Oklahoma Department of Transportation

INSTRUCTIONS:
Project Managers and/or research project investigators should complete a quarterly progress report for each calendar quarter during which the projects are active. Please provide a project schedule status of the research activities tied to each task that is defined in the proposal; a percentage completion of each task; a concise discussion (2 or 3 sentences) of the current status, including accomplishments and problems encountered, if any. List all tasks, even if no work was done during this period.

Transportation Pooled Fund Program Project # *(i.e, SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX)* TPF-5(442)		**Transportation Pooled Fund Program - Report Period:** ☐ Quarter 1 (January 1 – March 31) ☑ Quarter 2 (April 1 – June 30) ☐ Quarter 3 (July 1 – September 30) ☐ Quarter 4 (October 1 – December 31)
Project Title: Transportation Research and Connectivity		
Name of Project Manager(s): Michael Molina, Musharraf Zaman	**Phone Number:** 405-325-5960	**E-Mail** mmolina@ou.edu, zaman@ou.edu
Lead Agency Project ID: TPF-5(442)	**Other Project ID (i.e., contract #):**	**Project Start Date:** April 27, 2020
Original Project End Date: February 28, 2023	**Current Project End Date:** February 28, 2023	**Number of Extensions:** 0

Project schedule status:

☑ On schedule ☐ On revised schedule ☐ Ahead of schedule ☐ Behind schedule

Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
$865,000	$0	8%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
$0	$0	0%

Project Description:

DOT employees operate in an increasingly digital and data-driven environment, and it is critical that they have access to reliable, relevant information. Working in the digital realm does not always guarantee access to complete and credible information. Many important resources are not yet digitized nor easily accessible due to a lack of proper knowledge management. Transportation researchers and knowledge resource professionals are in a unique position to aid staff in their organizations. They will not only meet staff information needs but also provide guidelines and standards to enable and expand the curation of digital and physical documents, increasing the operational efficiency of the DOT. For example, many transportation workers view Google as the only resource they need to locate information. But with Google searches often yielding unquantifiable and uninterpreted amounts of data, workers are left unsure if they have the best material available. Similarly, state DOTs contain vast troves of documents, from research reports to policies and procedures on a number of topics. Librarians assist in organizing and curating these materials, making the information accessible and usable for transportation professionals.

Unfortunately, some state DOTs have closed their libraries or cut back on funding. Librarians found themselves having to make do with limited resources, while still committed to delivering high-value content. To that end, transportation librarians created the Transportation Library Connectivity Pooled Fund studies, TPF-5(105) and TPF-5(237). The first Transportation Library Connectivity Pooled Fund study began in 2011 with 11 members from nine states; by the end of the second study in 2015, membership stood at 22 members from 23 states. The studies supported collaborative library development and enhancing existing efforts to develop a national transportation information infrastructure using Transportation Knowledge Networks (TKNs). The studies also facilitated coordination among federal, state, academic, and private sector libraries, providing a number of resources for its members. These resources included funding for members to travel to conferences, hosting annual meetings, conducting workshops, implementation of research projects, pooled subscriptions to online databases, and more. The project helped bring transportation organizations into a nationwide collaboration that proved exceedingly valuable for libraries and their stakeholders. The study generated much

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

On April 27, 2020, the pooled fund group held its first meeting. During that meeting all members who had joined the pooled fund study participated. The meeting agenda covered introduction of attendees, summary of the study, the first-year plan, as well as future meeting topics. As there were many questions and much material to cover, the meeting only covered the digitization project (including participant needs and vendor options) and touched briefly on ADA/508 compliance needs. After the meeting, the OTL librarian worked with Bob Sweet from the National Transportation Knowledge Network (NTKN) to create an online digitization survey to measure the scope and quality of materials pooled fund members would want digitized. The librarian sent out the survey on April 28.

Members joined the second pooled fund meeting on May 4, where they continued discussion of the digitization project, and delved deeper into 508 compliance, the toolkit for non-librarians, development of a white paper, and NTKN resource guides. At the behest of the OTL librarian, members also split off into separate working groups to tackle these projects. Working groups were created for the toolkit for non-librarians, development of the white paper, and resource guides. Between April and June, multiple meetings of these working groups would take place, where particulars about the project would solidify. Group members also expressed interest in learning more about Section 508 compliance through trainings and workshops. Working with Mary Moultin and Judith Salter of the National Transportation Library (NTL), the OTL librarian scheduled a 508 workshop to be held later in the year.

On May 29, the librarian conducted the first Resource Guide Working Group meeting. This meeting reviewed the list of NTKN Resource Guides at https://transportation.libguides.com/NTKN/resource_guides with attention paid to remediating old guides, and deciding what gaps, if any, existed. The group decided that creating a survey to send to state DOTs and pooled fund member organizations would be most helpful to gauge what research needed to be completed. The group workshopped particulars of this survey and worked via e-mail on its construction and implementation strategies.

Anticipated work next quarter:

Continue working group meetings to refine objectives and reach out to potential contractors to complete objectives.

Significant Results:

The pooled fund hosted a successful 508 workshop that met members' needs.

The group also launched several working documents that will refine the scope of the objectives which will enhance the ability of a contractor to create a meaningful product. These documents included: draft survey for resource guide needs, draft white paper questions, draft toolkit for non-librarians.

Creation of a pooled fund website to house important documents, surveys, and meeting recordings of the pooled fund.

Circumstance affecting project or budget. (Please describe any challenges encountered or anticipated that might affect the completion of the project within the time, scope and fiscal constraints set forth in the agreement, along with recommended solutions to those problems).

Many of the pooled fund's objectives hinge on all members participating and volunteering to help steer project objectives. Many members have shown enthusiastic support. However, if members are not able to respond in time to requests, some objectives may be delayed.

Potential Implementation:

All materials created from the pooled fund will be stored with the National Transportation Library and the National Transportation Knowledge Network for broad dissemination. The toolkit for non-librarians will be especially useful for other DOTs when learning about managing their own knowledge resources.