**TRANSPORTATION POOLED FUND PROGRAM**

**QUARTERLY PROGRESS REPORT**

Lead Agency (FHWA or State DOT): \_\_Washington State 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.*

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| **Transportation Pooled Fund Program Project #**  *(i.e, SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX)*  TPF-5(181) | | **Transportation Pooled Fund Program - Report Period:**  □Quarter 1 (January 1 – March 31)  □Quarter 2 (April 1 – June 30)  □Quarter 3 (July 1 – September 30)  □XXQuarter 4 (October 1 – December 31) | |
| **Project Title:**  **Transportation Research Program Management Database** | | | |
| **Name of Project Manager(s):**  **Leni Oman** | **Phone Number:**  **(360) 705-7974** | | **E-Mail**  omanl@wsdot.wa.gov |
| **Lead Agency Project ID:** | **Other Project ID (i.e., contract #):** | | **Project Start Date:**  December 2009 |
| **Original Project End Date:**  **July 2012** | **Current Project End Date:**  **December 2018** | | **Number of Extensions:**  1 |

Project schedule status:

□ On schedule X On revised schedule □ Ahead of schedule □ Behind schedule

Overall Project Statistics:

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| **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** |
| $861,000 |  |  |

***Quarterly*** Project Statistics:

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| **Total Project Expenses**  **and Percentage This Quarter** | **Total Amount of Funds**  **Expended This Quarter** | **Total Percentage of**  **Time Used to Date** |
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| **Project Description**:  Originally, the RPMD was planned to modify the California Department of Transportation(Caltrans) Research Program Management Database (RPMD) in FileMaker Pro to:  1 ) accommodate the system modifications needed for implementation by the Washington State Department of Transportation (WSDOT),  2) identify the needs and proposed modifications for participating states, and  3) enhance the RPMD to add new functions to meet additional research program management business needs of participating states, including management of the Transportation Pooled Fund (TPF) Module.  Item (1) was completed, and the system has been implemented by WSDOT.  Item (2) was completed along with item (1), and the system is available for use by participating states.  Item (3) was at one point put on hold, due to concerns and new circumstances within Caltrans. The scope was then  refocused to emphasize the straight conversion of the RPMD from FileMaker Pro to a web based format without alteration of the database. After a period of time working on the web based format, the decision was made to stop work on this web based effort.  After consultation with the TAC, the decision was made to utilize the remaining TPF-5(181) funds on a forth research database effort. That effort is now underway, and described below:  Task (4):  Compare the Research Project Management Databases being used around the country by State DOTs and develop a “Best Practices” white paper outlining what elements should be included in a project database for states wanting to move to a new system in the future and/or the development of a national online RPMD system. A kickoff meeting has been held and we have contacted the individuals at the state DOTs to ask that they provide a copy of their database so that we can begin analyzing them. Not all states have a project management (PM) database and not all that do have a PM database are able or willing to share the database. Out of the 50 states, approximately 35 have been able to provide us with some information around their database.  The individual state DOT database entities have been broken down and documented on a spreadsheet and the table relationships have been recorded, and we can draw comparisons among the DOT databases.  The analysis has been reviewed by the TAC. We have now scoped the remaining project and have the technical requirements identified. The RFP has been drafted, and will be released shortly. Following the selection of a vendor, the final phase of Task (4) will be undertaken. |

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| **Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):**  **4th Quarter 2017 Report**  ​​​​​During this quarter the draft business and function requirements were updated to incorporate comments (see attached spreadsheet) and interviews were held with four state DOTs and representatives from FHWA, TRB, and AASHTO to discuss the options for research program and project databases and the transition requirements for these alternatives.  The interview summary was discussed with the project team.  The contract was extended through March 31, 2018 to allow time for review of the draft report.  Work began on the draft final report and plans were initiated for a final TAC meeting to be held in February. |
| **Anticipated work next quarter**: |

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| **Significant Results:**  During the next quarter, the draft report will be prepared and reviewed with the Project Team and TAC.  Comments will be integrated into the report and the final draft will be reviewed by the project team for acceptance.  Project closeout will be initiated. |
| **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).**  None at this time. |

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| **Potential Implementation:**  Once this work is complete, it will provide states with valuable information in order to implement or modify their research  program management database, and can be the basis for an AASHTOWARE database or a different state solution. |



**Background**

State Departments of Transportation (DOT)s manage research programs supported by State Planning and Research (SPR) 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 Management Databases (RPMDs) to track information about research projects and provide reporting functions. Others use spreadsheets and manual processes to manage information. While RPMD needs vary across agencies based on program size, many DOTs are looking to improve their research information management capabilities. This project is compiling information on research management data elements of common interest to state DOTs and researching potential options for database development – both within and between state DOTs. Adoption of common terminology 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 SPR funded research at the national level.

**Project Objective and Scope**

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

The products will include documentation of common DOT research management business requirements, functional requirements to support research management activities, and recommendations for future development of common RPMD tools that could be used by multiple DOTs. Tasks include:

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

**Find out more!**

**WEBSITE**

TPF‐5(181) Website:

<http://www.pooledfund.org/Details/S> tudy/407

**CONTACT**

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