

State of Wisconsin/Department of Transportation
RESEARCH PROGRESS REPORT FOR THE QUARTER ENDING: September 30, 2004

Program: SPR-0010(36) FFY99	Part: II Research and Development
Project Title: WHRP Program Development and Project Management	Project ID: 0092-04-16
Administrative Contact: Nina McLawhorn	Sponsor: WHRP
WisDOT Technical Contact: Peter Bosscher	Approved Starting Date: 10/1/03
Approved by COR/Steering Committee: \$140,166	Approved Ending Date: 9/30/04
Project Investigator (agency & contact): Peter Bosscher, UW-Madison, Dept. of Civil and Environmental Engineering, 2218 Engineering Hall, 1415 Engineering Dr, Madison, WI 53706; (608) 262-7245	

Description:

Total study budget	Current FFY budget	Expenditures for current quarter	Total Expenditures to date	Percent Complete
\$140,166.00	\$140,166.00		\$128,666.00	100%

Progress This Quarter:

(Includes project committee mtgs, work plan status, contract status, significant progress, etc.)

Hired Greg Waidley, who began work on 8/4/04, to fill the position of WHRP Program Manager left vacant by Jackie Jiran on June 25, 2004. As with any new hire there is a learning curve involved and a great deal of this final quarter of FFY 2004 was devoted to becoming familiar with the job. Perhaps the most time consuming over the first couple of weeks was going through the electronic files left behind by the previous program manager and reorganizing them into a format that was logical for me to understand. Concurrently, I spent a considerable period of time learning a couple new software programs necessary to the job. The first of these programs is MS Project. We use this program to keep track of the current projects being managed by WHRP and the final product of this program is posted on the WHRP website. The other software program I spent time learning was MS FrontPage, which is the program used to develop, modify and update our WHRP website. In addition to learning the programs, I used them to update the website. Time was also spent reading through the current projects familiarizing myself with the kind of research being sponsored by WHRP. Most of this was done in response to project PIs contacting me with questions about their projects/contracts.

Much of my administrative efforts were directed to tracking down project quarterly progress reports that were delinquent from the quarter ending June 30, 2004. These quarterly reports are required in order to meet federal reporting requirements. Many invoices were reviewed and approved during this quarter with the assistance of TOC research project managers and the quarterly reports submitted by the project PIs. Additional efforts were devoted to finalizing details such as contracts, work plans and budgets associated with the new FFY 2005 projects that were to be approved by the end of FFY 2004.

Time has also been spent reviewing two draft final reports and attending a draft final report review meeting where comments were given to the researcher following a presentation of the research. Also, I have worked with several researchers to get their draft final reports to print by provided comments offered by TOC members, and preparing electronic documents to the researcher necessary for project closeout.

Work Next Quarter:

I expect to be involved in the closing out of at least four research projects and perhaps more. This will include reviewing draft final reports, preparing cover pages for final reports, working with the researchers and TOC Chairs to get the closure forms and implementation forms completed and assisting with the printing of the final report and getting the required information to Pat Casey for publication. Beginning this quarter, I will be responsible for distribution of the 80 hard copies of the final report to ensure they reach their final destinations. Details regarding this new responsibility still need to be discussed with the new WHRP Technical Director, Hussain Bahia and WisDOT's Research Administrator, Nina McLawhorn.

The first quarter of FFY 2005 marks the start of the process for generating new research projects for the FFY 2006. This quarter, I will be involved in working with the TOCs, while they formulate goals for FFY 2006 research and publishing those goal statements. I will be providing my assistance to the TOCs in any way that I can.

As always I will be receiving, reviewing and passing on invoices that have accompanying quarterly reports to the TOC Chairs for their review and approval. As I will do every quarter, I will update the WHRP website as new final reports get published, as the status of projects

change (much of this will be based on quarter progress reports), and any meeting minutes or important updates to the WHRP come along. On a day-to-day basis, I will be available as the primary contact person for the PIs and TOC Chairs regarding anything related to their research project contracts, work plans or budgets.

Beginning this quarter, I will work on completing a WHRP Program Administration Manual. This will contain background information, organizational structure, program's mission, partners, activities, project development, reporting requirements, roles and responsibilities, etc. These activities are not all inclusive but will occupy the majority of my time in administering the WHRP.

Circumstances affecting progress/budget:

As a note regarding the budget information at the top of the report. I have included the initial contract budget of \$128,666.00 as well as the \$11,500.00 travel budget (travel and overhead) for a total of \$140,166.00. Understand that Peter Bosscher handled this contract's budget including the invoicing since I think he understood my hands were full learning the rest of the program. According to Peter, he invoiced the remaining \$65,381.25 of the \$128,666.00 budget. That is why I have that amount included in the "Total Expenditures to Date" cell. Additionally, \$4,304.74 has been spent out of the \$11,500.00 travel budget not including overhead. Therefore, another \$5,000.00 should probably be added to the total expenditures. Perhaps I shouldn't have even included the travel budget in the "Total Study Budget."

