

State of Wisconsin/Department of Transportation
RESEARCH PROGRESS REPORT FOR THE QUARTER ENDING: December 31, 2004

Program: SPR-0010(36) FFY99	Part: II Research and Development
Project Title: WHRP Administrative Contract	Project ID: 0092-05-11
Administrative Contact: Nina McLawhorn	Sponsor: WHRP
WisDOT Technical Contact: Hussain Bahia	Approved Starting Date: November 1, 2004
Approved by COR/Steering Committee: \$138,973	Approved Ending Date: September 30, 2004
Project Investigator (agency & contact): Hussain Bahia, UW-Madison.	

Percent Complete: 20% (based on the effort predicted in the first two months of an eleven month work program)

Project Description:

This project is for the administration of the Wisconsin Highway Research Program (WHRP) by the staff at UW-Madison assigned to perform the duties/tasks detailed below. The tasks listed are those that are to be completed over the length of the entire contract, which is scheduled to close on 9/30/05.

- Task 1: Development and Implementation of WHRP's Strategic Plan
- Task 2: Management of All Areas of WHRP Activities
- Task 3: Development of WHRP Operating Budget and Research Contracts
- Task 4: Research Project Management and Oversight
- Task 5: Develop Written Procedures for WHRP, HRSC and TOC Activities
- Task 6: WHRP Marketing and Outreach
- Task 7: Measuring Program Performance
- Task 8: Travel Funding

Progress This Quarter:

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

Task 1: Brought together existing TOC strategic plans for 1999 or 2000. Identified the need for TOCs to formulate their own 5-year strategic plans before WHRP staff can develop an overall WHRP strategic plan. TOCs will have their own 5-year strategic plans after the next meeting of the steering committee in March 2005.

Task 2: Organized meeting of the steering committee on December 16, 2004 including meeting agenda, accompanying documentation and meeting minutes. Organized meeting of the TOC chairs on December 3, 2004 including meeting agenda, meeting minutes and additional documentation. Attended meetings of all four TOCs including meetings for generating research ideas for FFY 2006 and TOC reviews of researchers draft final reports. Numerous meetings between WHRP and RCS were held (sometimes once per week) concerning issues such as implantation of projects, administration of quarterly reports and invoices, budget issues, creation of a construction and materials support center and the review of pooled fund projects.

Task 3: Worked with RCS to develop a FFY 2005 WHRP Administration work plan and budget to begin on November 1, 2004, following a no-cost time extension for the month of October 2004. Finally received an internal UW account number for our administrative project- 144NE98.

Task 4: Developed a policy for the reporting requirements of quarterly reports. This policy contains stronger language than in the past in that termination of the contract may result if the PI does not eventually submit the report. The responsibility for tracking the report lies with WHRP staff and does not involve the TOC chair or any of its members. Also contained within this policy is a new due date of the seventh day of the month following the end of the quarter. Leading up to this due date are a number of requests/reminders for the PI to submit the reports beginning three weeks in advance of the due date. Created a new quarterly report template that eliminated the need for PIs to fill out the financial information in the report, which was apparently a reason for frustration for the PIs and

an excuse for not getting the reports submitted on time. By using this new method of acquiring quarterly reports including the new format, 38 of the 45 active reports were collected by the due date – an 84% return.

Worked with WisDOT RCS, TOC members and the performing organizations in order to get invoices paid. By modifying the format of the quarterly report, the business of handling the financial information had to be changed. Now, instead of requiring the PI and his or her research administration office to complete the financial section of the quarterly report, WHRP staff now tracks that information in a spreadsheet that is invoice-based. Managed to not only pay new invoices but cleared out a number of the old ones that had been on the books for some time.

Completed three projects during this quarter, including Paul Eggen's 0092-02-01: Determination of Influences on Support Strength of Crushed Aggregate Base Course; Chris Foley's 0092-00-16: Structural Analysis of Sign and Luminaire Support Structures; and Hussain Bahia's 0092-01-02: Using the Gyrotory Compactor to Measure Mechanical Stability of Asphalt Mixes.

Worked with WisDOT RCS, TOC chairs and the steering committee to improve the quality of implementation of completed WHRP projects. A great deal of discussion has gone into this subject and at the December meeting, the steering committee approved that \$60,000 (\$15,000/TOC) be set aside for the implementation of completed WHRP projects.

Task 5: Developed a draft outline for the new WHRP Program Administration Manual that is due on March 31, 2005.

Task 6: Contributed \$200 of WHRP funds to help sponsor the Wisconsin Transportation Reception at TRB. To give WHRP more of a presence, created a couple of poster boards detailing the current projects and completed projects within each of the TOCs.

Supplied Pat Casey with information for the annual report such as a message from WHRP's technical director and pictures of students and researchers. Also supplied Pat with draft final reports prior to the publication of final reports and a list of WHRP sponsored presentations for the TRB conference.

Updated the WHRP website with up-to-date TOC membership information, quarterly reports from the final quarter of calendar year 2004, new WHRP contact information for the technical director and program manager, and a new schedule of annual WHRP activities.

Task 7: Using some of the previous recommendations offered by RCS, created a table to track project performance and impact. Discussions are ongoing to determine how and when the approach will be used for assessing performance. This concept is to go beyond on-time and on-budget by considering the projects impact.

Task 8: Provided funding for WisDOT and WHRP staff travel.

Work Next Quarter:

Task 1: Will follow up with TOCs for completing their 5-yr strategic plans and overall WHRP plan.

Task 2: Will work with TOCs and steering committee to get RFPs for FFY 2006 approved. Will continue to work with RCS on implementation activities, program impact and related topics.

Task 3: Work plans and contracts will not be started for FFY 2006 projects until the proposals are selected, which won't be until the quarter beginning April 1, 2005.

Task 4: Will continue to manage quarterly reports, invoices, final reports and to support the implementation process.

Task 5: Will complete a first draft of the WHRP Program Administration Manual.

Task 6: Will continue to market the program to our partners, including the Frozen Four. Will work with Hani Titi to assess our opportunities for contribution to his geotechnical conference. Will also continue to put together data for the RCS's annual research report. Will continue to update the WHRP website. Will continue to look for other regional opportunities.

Task 7: Will continue to measure the performance of WHRP activities.

Task 8: Will continue to fund the travel of WisDOT personnel and WHRP staff.

Circumstances Affecting Progress/Budget:

None.

WHRP Work Plan Details (FFY 2005)

Task	% Effort	November 04	December 04	January 05	February 05	March 05	April 05	May 05
Task 1: WHRP Strategic Plan (SP)	5							
1.1 Draft, Refine and Implement SP								
		XXX	X	X	X	XXX		
1.2 Rec's on Integrating Program Goals								
		XXX	X	X	X	XXX		
Task 2: Management of WHRP Activities	15							
2.1 Steering Committee								
			M			M		
			XX			XX		
2.2 TOC Support and Management		M	M	M	M		M	M
		XXX	XXX	XX			XX	
2.3 Coordination with RCS		M	M					M
		X	X	X	X	X	X	X
Task 3: Budgets and Contracts	10							
3.1 WHRP Budget								
3.2 Work plans/contract								
							XX	XX
Task 4: Project Mgmt and Oversight	35							
4.1 Coordination of QPRs								
				D	XXX	XX	XXX	XX
4.2 Mgmt of Invoices								
		X	X	X	X	X	X	X
4.3 Final Reports								
					XX	XXX		
4.4 Support for Implementation								
		XX			XX			XX

		November 04	December 04	January 05	February 05	March 05	April 05	May 05
Task 5: Development of Written Procedures	10							
		X	X	XX	XX	XXX	X	XX
Task 6: WHRP Marketing & Outreach	15							
6.1 Partner/Market Research Needs								
		X	X	X	X	XX	X	X
6.2 Communication and Annual Report								
		X	XX			X	XX	
6.3 WHRP Website								
		X	X	XX	X	X	XX	X
Task 7: Measuring Program Performance	5							
					XX			
Task 8: Travel	5							
			X			X		
TOTALS	100	M - 6 D - 3 X - 17	M - 1 D - 1 X - 15	M - 5 D - 1 X - 14	M - 0 D - 1 X - 16	M - 1 D - 5 X - 21	M - 5 D - 2 X - 15	M - 0 D - 2 X - 12

M = Meeting
D = Deliverable
X = Minimal Effort
XX = Moderate Effort
XXX = Most Effort

Task	June 05	July 05	August 05	September 05	
Task 1: WHRP Strategic Plan					
1.1 Draft, Refine and Implement SP					M – 0; D – 2
					X – 9
1.2 Rec's on Integrating Program Goals					M – 0; D – 2
					X – 9
Task 2: Management of WHRP Activities					
2.1 Steering Committee	M			M	M – 4; D – 0
	XX			XX	X – 8
2.2 TOC Support and Management		M M M M			M – 16; D – 0
		XX			X – 12
2.3 Coordination with RCS			M		M – 5; D – 0
	X	X	X	X	X – 11
Task 3: Budgets and Contracts					
3.1 WHRP Budget					M – 0; D – 1
	XXX				X – 3
3.2 Work plans/contract					M – 0; D – 2
	XXX	XXX			X – 10
Task 4: Project Mgmt and Oversight					
4.1 Coordination of QPRs		D			M – 0; D – 3
		XXX	XX		X – 15
4.2 Mgmt of Invoices				D	M – 0; D – 4
	X	X	X	X	X – 11
4.3 Final Reports				D	M – 0; D – 2
			XX	XXX	X – 10
4.4 Support for Implementation					M – 0; D – 0
			XX		X – 8

	June 05	July 05	August 05	September 05	
Task 5: Development of Written Procedures					M - 0; D - 2
					X - 12
Task 6: WHRP Marketing & Outreach					
6.1 Partner/Market Research Needs					M - 0; D - 2
	X	X	X	XX	X - 13
6.2 Communication and Annual Report		D			M - 0; D - 3
	X	XX		X	X - 10
6.3 WHRP Website					M - 0; D - 0
	X	XX	X	X	X - 14
Task 7: Measuring Program Performance					M - 0; D - 0
			XX		X - 4
Task 8: Travel					M - 0; D - 0
	X			X	X - 4
TOTALS	M - 1 D - 2 X - 14	M - 5 D - 3 X - 15	M - 0 D - 1 X - 12	M - 1 D - 2 X - 12	M - 25 D - 23 X - 163