

Technical Review Panel Kick-Off Meeting Outline

(Please share with TRP and PI)

This is an outline of the topics that need to be discussed at your technical review panel (TRP) kick off meeting. Please feel free to add additional notes and sub-topics for each of the following items as well as any additional topics that need to be discussed. Please note that work cannot begin until the work plan and budget are approved by the TRP.

Work Plan Discussion

- Does the work outlined in the work plan accomplish the objective of the project?
- Do the goals of this work plan meet the needs of IDOT?
- Are there any additional items that should be included in order to meet IDOT's needs?
- Are there any items that should be deleted?
- Does the work plan include suggested/potential implementable policies, procedures or products that will meet the needs of the department? Is there a way to quantify or otherwise assign value to the implementation of these items? If any potential deliverables include software, please contact the Research Implementation Engineer immediately.
- Does the work plan include interim deliverables (reports, study results, training modules, etc.)? Please identify, provide requirements and estimated date of delivery. *(Using these benchmarks will help your project to run more smoothly and stay on track.)*
- Does the work plan include adequate time for creation of final report/deliverable? *(ICT guidelines state that a 6 month period should be included in each project for report writing, TRP review and editing. Please note that the project is considered complete only when it has been published to the ICT website.)*
- Does the work plan include a visual schedule of the work?

Budget

- Does the budget appear to be reasonable and is it within the amount approved by the ICT Executive Committee?
- Are any equipment costs included in the budget?
- Equipment over \$500 must be approved by the Research Coordination Unit prior to purchase.
- Are travel costs included in the budget?
- Please specify cost estimates for any out of state, conference or non-TRP meeting travel.
- Include any anticipated travel for TRP chair/members.

Implementation Planning Worksheet (BR RC 001 – Please complete form)

- What outcomes may result from the research? For each outcome:
 - What steps need to be taken to implement the results (if favorable)?
 - What barriers may arise in implementing the results?
 - Who needs to be involved in the implementation process?
 - How can IDOT measure the success of the implementation of this result?

Reports and Evaluations –

- Please review these reporting and evaluation requirements with the TRP and PI during the kick-off meeting.

At Each Meeting

Implementation Planning Worksheet (BR RC 001) – At each meeting, the TRP will review (and update as needed) the Implementation Planning Worksheet with current plans on how the finding will be implemented. This worksheet will guide the implementation of the project outcomes.

Quarterly

Quarterly Progress Reports (QPRs – Online at ICT website) – are required for each project, using the online Quarterly Progress Report system. The PI will be contacted by ICT at the end of each quarter (March, June, September, December) with a reminder that the Quarterly Report is due. The PI is responsible for initiating the QPR. Once the PI has completed his/her section, the TRP chair is expected to contribute to and review this report and either approve or provide feedback to the PI. Quarterly Reports are published on the Research Coordination website, shared with IDOT management and with FHWA.

Twice Annually

Semi Annual TRP Evaluations (ICT Form – PI Completes) – In mid-summer and mid-winter, the PIs are contacted by ICT and asked to complete an evaluation of their work and collaboration with the TRP. This evaluation is mandatory, and is shared with IDOT and with the TRP chair. This report is used as an indicator of the success of the relationship between the TRP and PI. If any pinch points are identified by the PI, ICT and IDOT will work with the PI and TRP chair to resolve the problem. We ask that the TRP provide open and honest feedback about the PI(s), whether it is positive or outlines room to improve.

Semi Annual PI Evaluations (BR RC 002) – In mid-summer and mid-winter, the TRP chairs are contacted by IDOT and asked to complete an evaluation of their work and collaboration with the PI(s). This evaluation is mandatory, and is shared with ICT. This report is used as an indicator of the success of the relationship between the TRP and PI. If any pinch points are identified by the TRP, ICT and IDOT will work with the PI and TRP chair to resolve the problem. We ask that the TRP provide open and honest feedback about the PI(s), whether it is positive or outlines room to improve.

6 Months from Close of Project

Implementation Planning Worksheet (BR RC 001) – 6 months from the close of the project, the TRP will update the Implementation Planning Worksheet with concrete plans on how the finding will be implemented. This worksheet will guide the implementation of the project outcomes.

At Close of Project

Close Out Evaluation (BR RC 003) – At the end of the project, the TRP will be asked to collaborate on a final evaluation of the PI(s). This evaluation will help IDOT and ICT to gauge the level of satisfaction that the TRP had with the PI(s) throughout the project and also identifies the various deliverables that were (or were not) provided to the TRP.

Report Distribution/Order Form – At the close of the project, the Research Unit will contact you to ask how many copies of the published report you would like. Reports are available in hard copy (paper) format, online as a pdf, and in a cd format.

