

Project Reporting Training for Research Project Managers

FDOT Research Center

1/18/2013



Today's Participants

Who is the Research Center?

- The Research Center oversees the Department's research program, projects that are requested by FDOT Offices and Districts and are contracted to universities and consultants

Who are you?

- Managers for research projects
- People with research needs
- Busy people



Why are you Here?

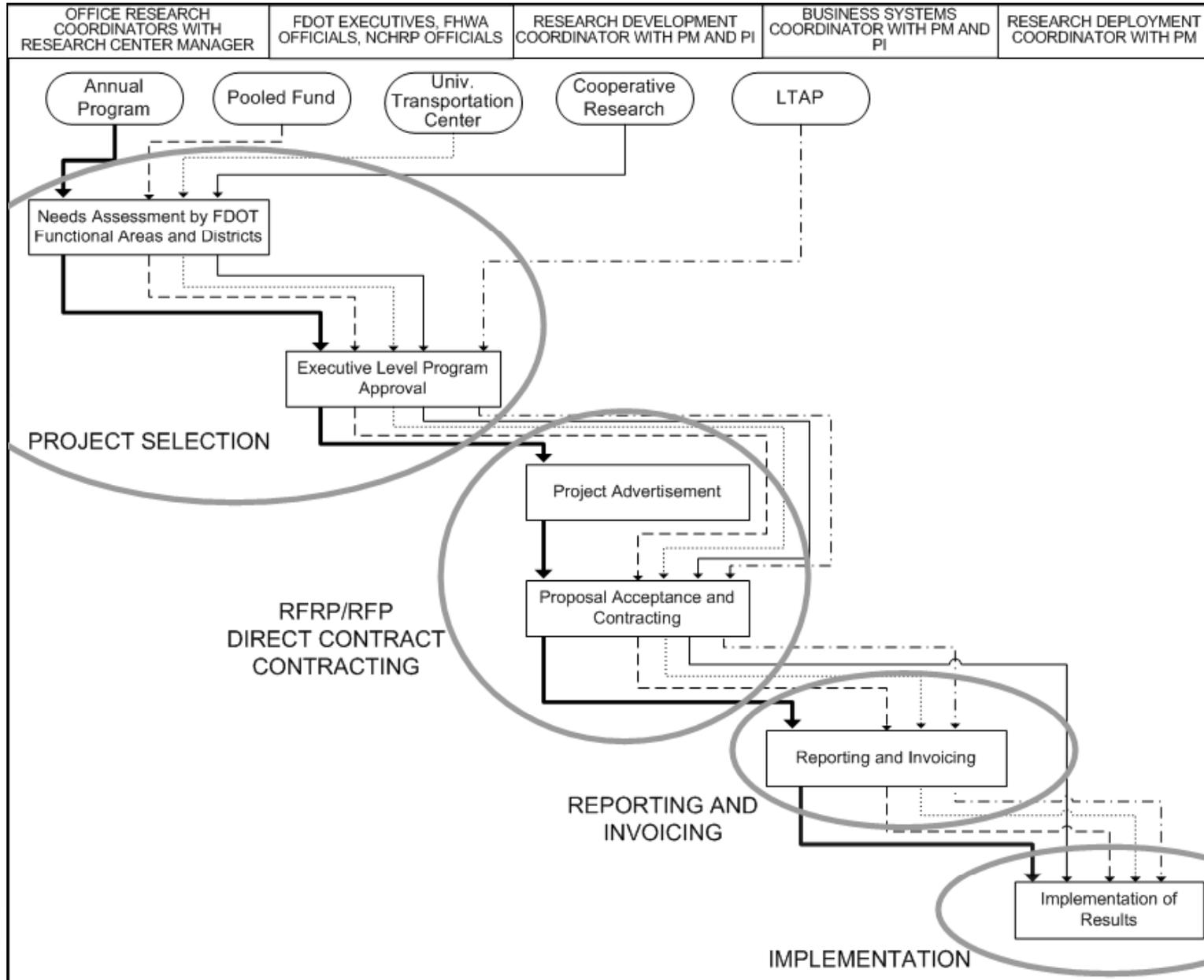
What is Covered in this Training?

- Procedure for progress report review and approval
- Final report requirements, review, and publication

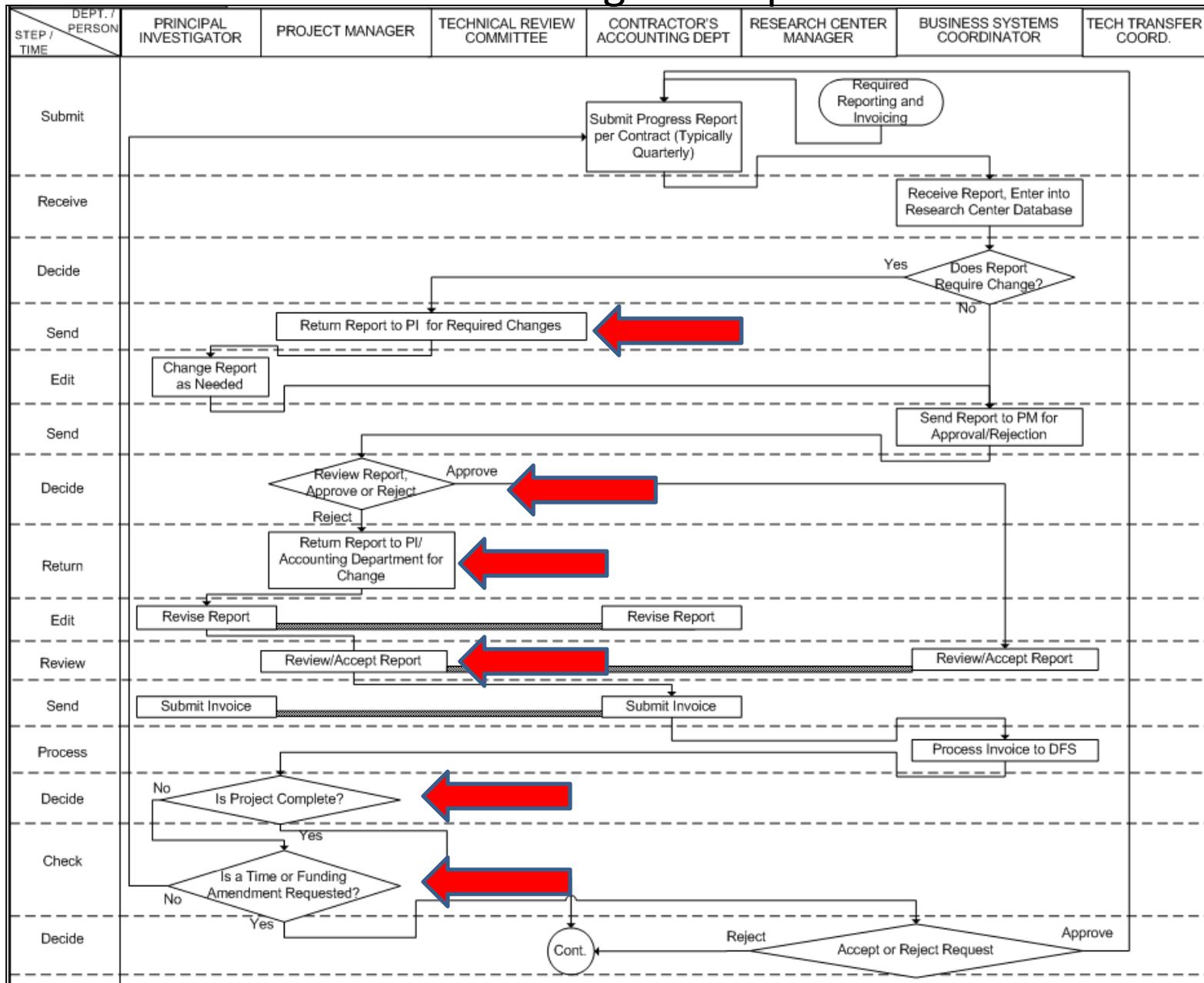
This training covers the Research Center's reporting process only.



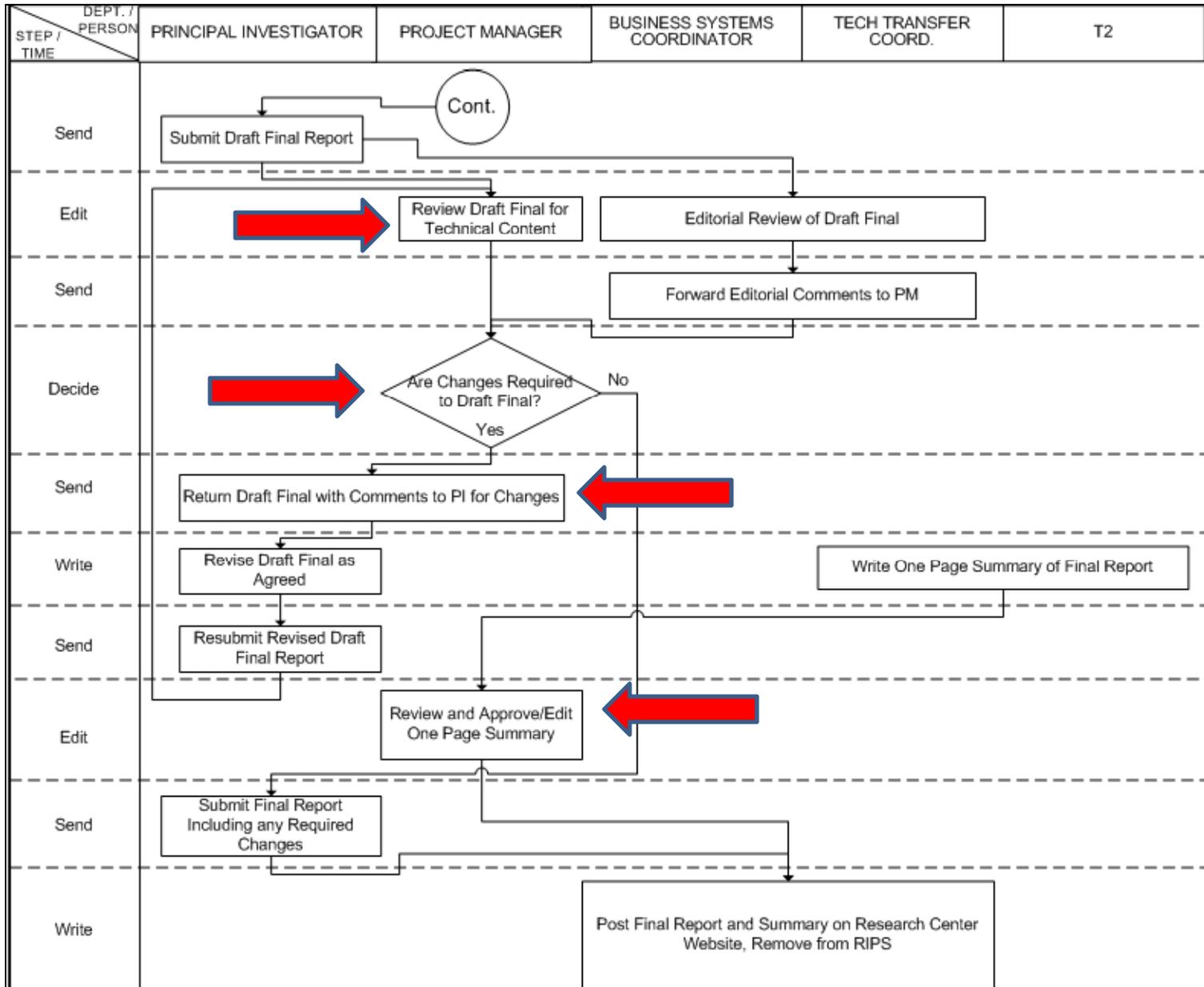
Research Center Overall Process



Research Center Progress Report Process

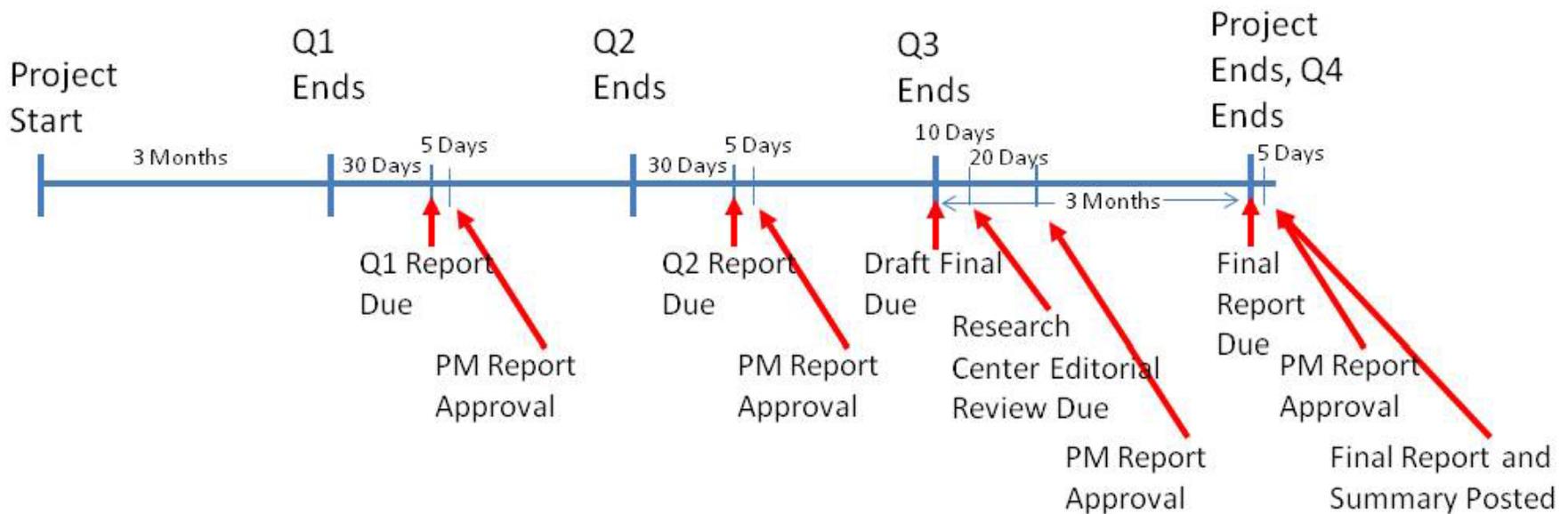


Research Center Progress Report Process



Reporting Timeline

Example for a One Year Project



Progress Reports in the Future

Deliverable Based Contracts

The Research Center is moving to Deliverable-Based Contracts

Deliverable-based compensation requires reports and invoices only when stated as a deliverable

Training on this will be delivered in 2013, also see Advancing Accountability training at DFS



Report Schedule

Report frequency was decided during proposal development

Typical

- Progress reports on calendar quarters
- Draft Final 3 months before the end
- Invoice based on overall percent complete
- Monthly or other schedules are possible



Progress Report Schedule

Examples of Progress Reports - Calendar Quarters

Progress Reports

The university will submit progress reports on a calendar quarter basis to the Research Center. Reports shall be submitted within 30 days of the end of the reporting period. If the task work order is executed and begins within the last 30 days of a quarter work performed during that period may be included with the progress report covering the successive and first full quarter.

Reports are due even if little or no progress has occurred (in which case, the report will explain delays and/or lack of progress). Progress reports will be sent in MS Word to Sandra Bell, sandra.bell@dot.state.fl.us.

Progress reports will include the following information:

1. Contract number, task work order number, and title
2. Work performed during the period being reported
3. Work to be performed in the following period
4. Anticipated modifications (i.e., to funding, schedule, or scope). This section is for reporting/informational purposes, not for officially requesting an amendment.

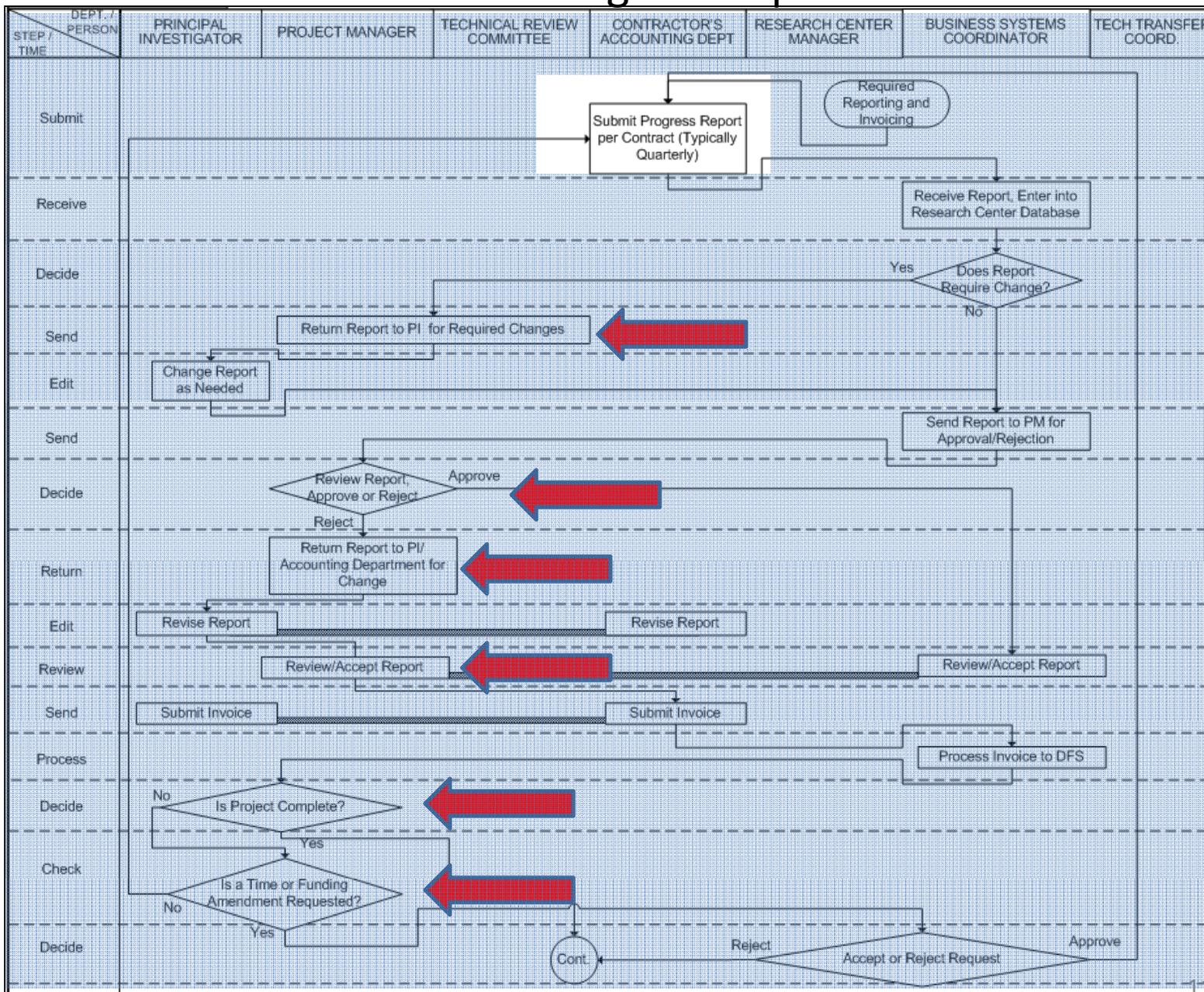
Note: To request an amendment to a contract, the contractor must provide the Project Manager with the appropriate information (i.e., what is being requested with justification) in the required format. If the Project Manager concurs with the request, he/she will forward it with his/her approval and commentary, as appropriate, to the Research Center for administrative review and processing (pending available funds, etc.)

5. A progress schedule updated to reflect activities for the period being reported.

Failure to submit progress reports in a timely manner may result in termination of the work order.



Research Center Progress Report Process



Progress Report Contents

For Projects Reporting on Calendar Quarters

http://www.dot.state.fl.us/research-center/Project_Mgt_Resources.shtm

FLORIDA DEPARTMENT OF TRANSPORTATION
Research Progress Report
Title: [insert Title of Contract]
FDOT Contract Number: [insert Contract Number]
[insert University, Department]
[insert Principal Investigator name]
[insert date prepared]

I. Activities Performed During Period [insert date range of reporting period]

[Provide a description of the activities performed during the reporting period. Sufficient detail should be provided to support percent complete and invoicing claims. Activities should be linked to identified tasks in the scope of service. Work is not to be performed outside of tasks defined within the scope of service; such work is not subject to compensation.]

II. Activities Planned for [insert date range of next reporting period]

[Provide a description of the activities to be performed during the next reporting period. Link planned activities to identified tasks in the scope of service.]

III. Summary of Modifications to be Requested

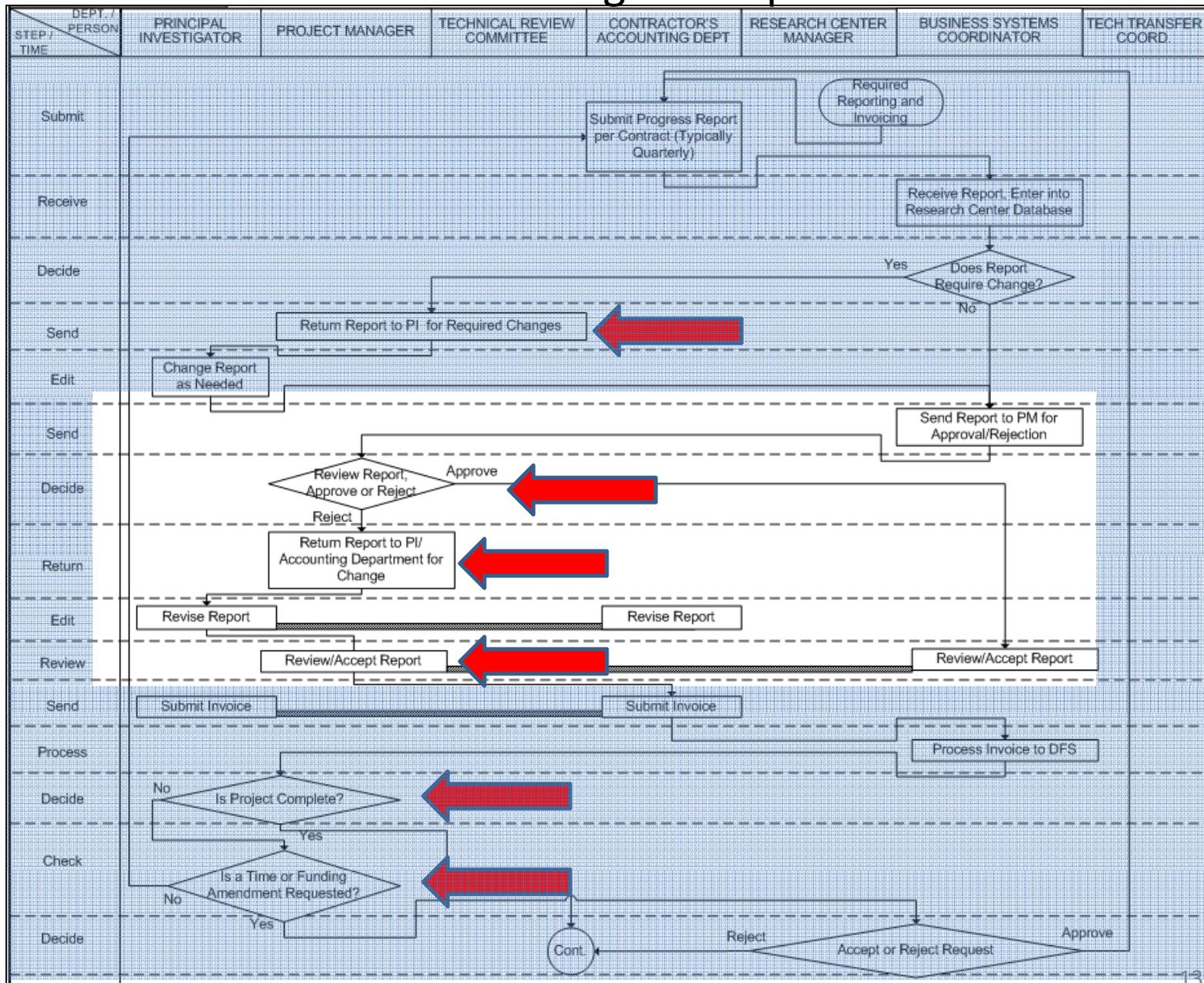
[Identify any anticipated changes to project work, duration, or funding that will be requested. This section is for informational purposes only. Requests must be submitted separately and will be processed and reviewed by the Project Manager and the Research Center. Approval of the progress report **does not** constitute approval of the request.]

IV. Project Schedule

[The project schedule is provided separately as an [Excel spreadsheet](#). The charts in the schedule may be pasted into this form or may be submitted as a separate Excel document. If submitted as a separate document, please insert in this section the following language: "Please see attached spreadsheet."]



Research Center Progress Report Process



Project Manager Review of Progress Report

What will a PM look for in an progress report?

- Reported % complete should match what has been done
- Technical progress
- Scope creep or slimming without amendments
- Remaining on schedule
- PM has five working days to approve/reject report



Project Manager Review of Progress Report

If you Require Changes to a Progress Report

Send comments to PI, copy the Research Center

PI may ask for clarification

PI will submit a revised progress report and the process starts over



Contract Amendments

Amendments will be covered in detail in another training

Types of Amendments

- Additional time
- Budget change
- Change in scope of service
 - What and why?
- Other
 - Changes in title or PI/PM

Amendments must be approved by the Project Manager and the Research Center



Project Schedule Check for Projects

Goal is for PM to determine if requested percent is realistic based on reported percent complete for each task

Report states “Estimated % Completion” for each Task based on progress;

Requested payment is tied to “Overall % Complete Actual”;

Draw a line from “Overall % Complete Projected” bar to show reported “Overall % Complete Actual.”

This line represents the needed progress to invoice at requested level;

For each Task check if progress meets the line;

PM discretion determines the weight of Tasks, e.g. does progress in front of line (Task 6) balance another Task lagging behind the line (Task 2)?

RESEARCH TASK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Estimated % Completion
Task 1	100																		100
Task 2	17	33	50	57	83	100													33
Task 3			10	20	30	40	50	60	90	100									20
Task 4							8	17	42	50	58	67	75	100					
Task 5											13	25	38	75	88	100			
Task 6							8	17	42	50	58	67	75	100					8
Task 7												13	25	63	75	88	100		
Task 8																20	40	100	
Overall % Complete Projected	4	5	7	13	16	20	25	30	45	50	54	61	67	86	90	94	97	100	
Overall % Complete Actual	3	5	7%	11															11

If appropriate “Approve”, if not request an explanation



Project Schedule Check for Lump Sum Projects

Goal is for PM to determine if requested percent is realistic based on reported percent complete for each task

Report states request for payment on 11% of overall effort – behind their projected pace

11% progress line shows:

- Task 1 should be complete
- Task 2 should be about half done
- Task 3 should be just started

Reported progress states

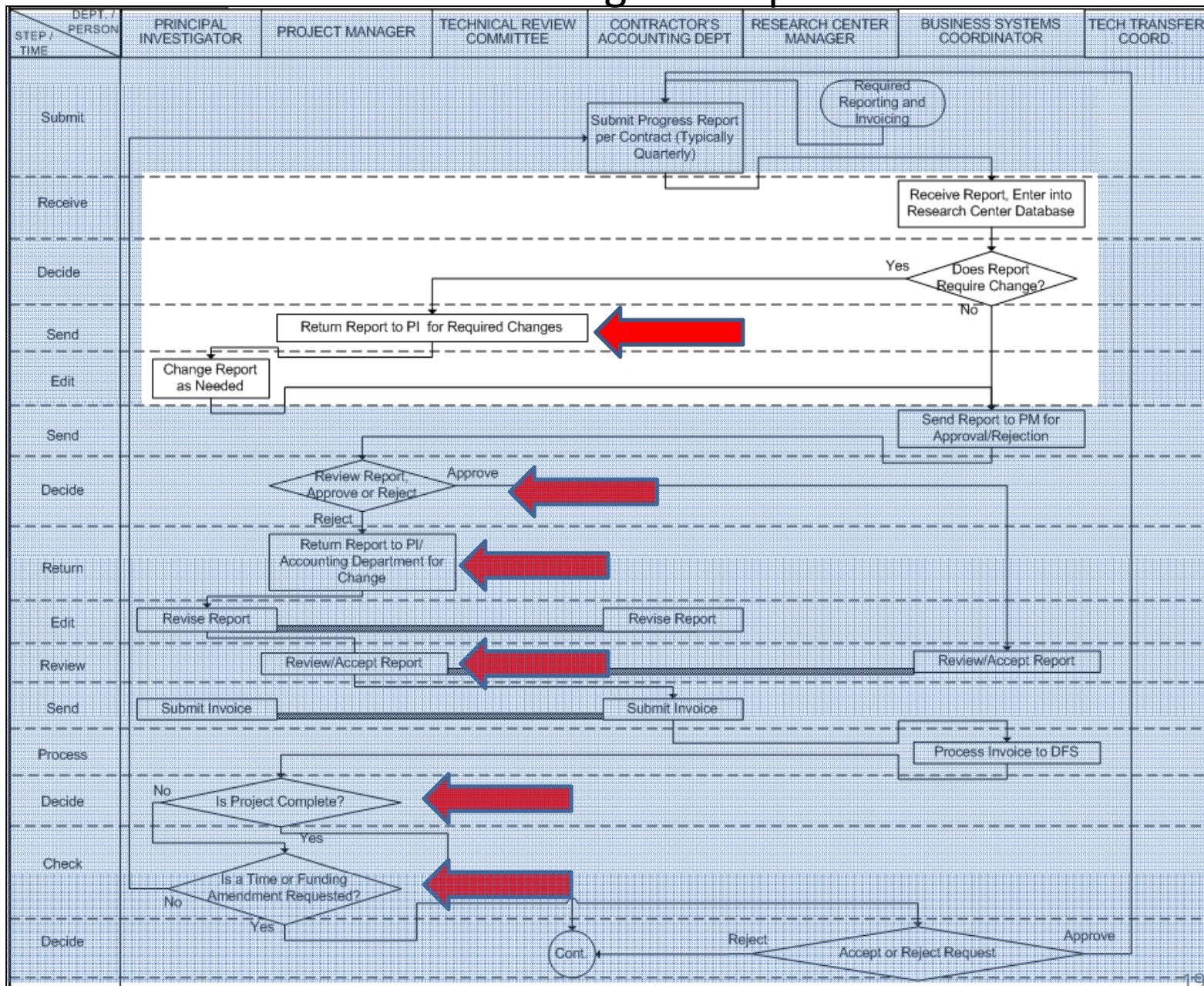
- Task 1 100%
- Task 2 33%
- Task 3 20%
- Task 6 8%

RESEARCH TASK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Estimated % Completion
Task 1	100																		100
Task 2	17	33	50	67	83	100													33 Behind
Task 3			10	20	30	40	50	60	90	100									20 Ahead
Task 4							8	17	42	50	58	67	75	100					
Task 5											13	25	38	75	88	100			
Task 6							8	17	42	50	58	67	75	100					8 Ahead
Task 7												13	25	63	75	88	100		
Task 8																20	40	100	
Overall % Complete Projected	4	5	7	13	16	20	25	30	45	50	54	61	67	86	90	94	97	100	
Overall % Complete Actual			75	11															11

If appropriate “Approve”, if not request an explanation



Research Center Progress Report Process



Research Center Review of Project Schedule

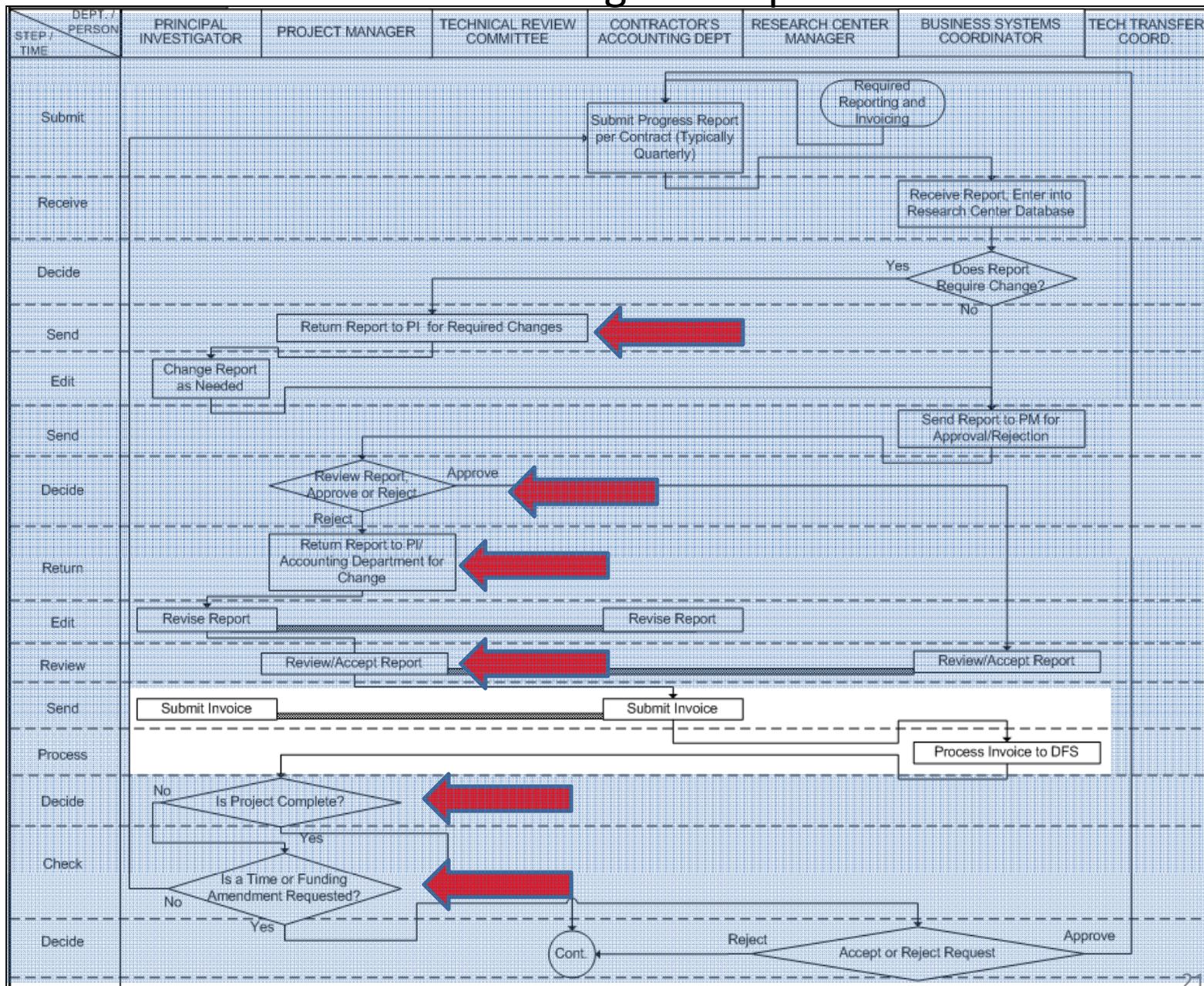
What do we look for?

- “Overall % Complete Actual” vs. task “Est. % Complete”
- Purchases
- Schedule plausibility
- Math

PROJECT SCHEDULE--QUARTERLY PROGRESS REPORT											
Project Title	Analysis of the Status and Impacts of NCTR Projects										
FDOT Project No.	BDK85977-30								November, 2011		
Research Agency	Center for Urban Transportation Research										
Principal Investigator	Michael J. Audino										
RESEARCH											EST %
TASK	1	2	3	4	5	6	7	8	9	10	COMPLETE
Task 1	X										
Project Kick Off Meeting	100%										100%
Task 2	X										
Presentation to CUTR Team	100%										100%
Task 3			X								
Interview CUTR Investigators			100%								100%
Task 4			X	X	X	X	X	X			
Industry Interviews			17%	33%	50%	67%	83%	100%			95%
Task 5		X	X								
NCTR Web Site Search		50%	100%								100%
Task 6									X	X	
Recommendations									50%	100%	85%
Task 7								X	X	X	
Final Report								25%	75%	100%	40%
Overall % Complete Projected	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
Overall % Complete Actual			20%			70%					70%



Research Center Progress Report Process



Invoices

Invoice review will be covered in a separate training

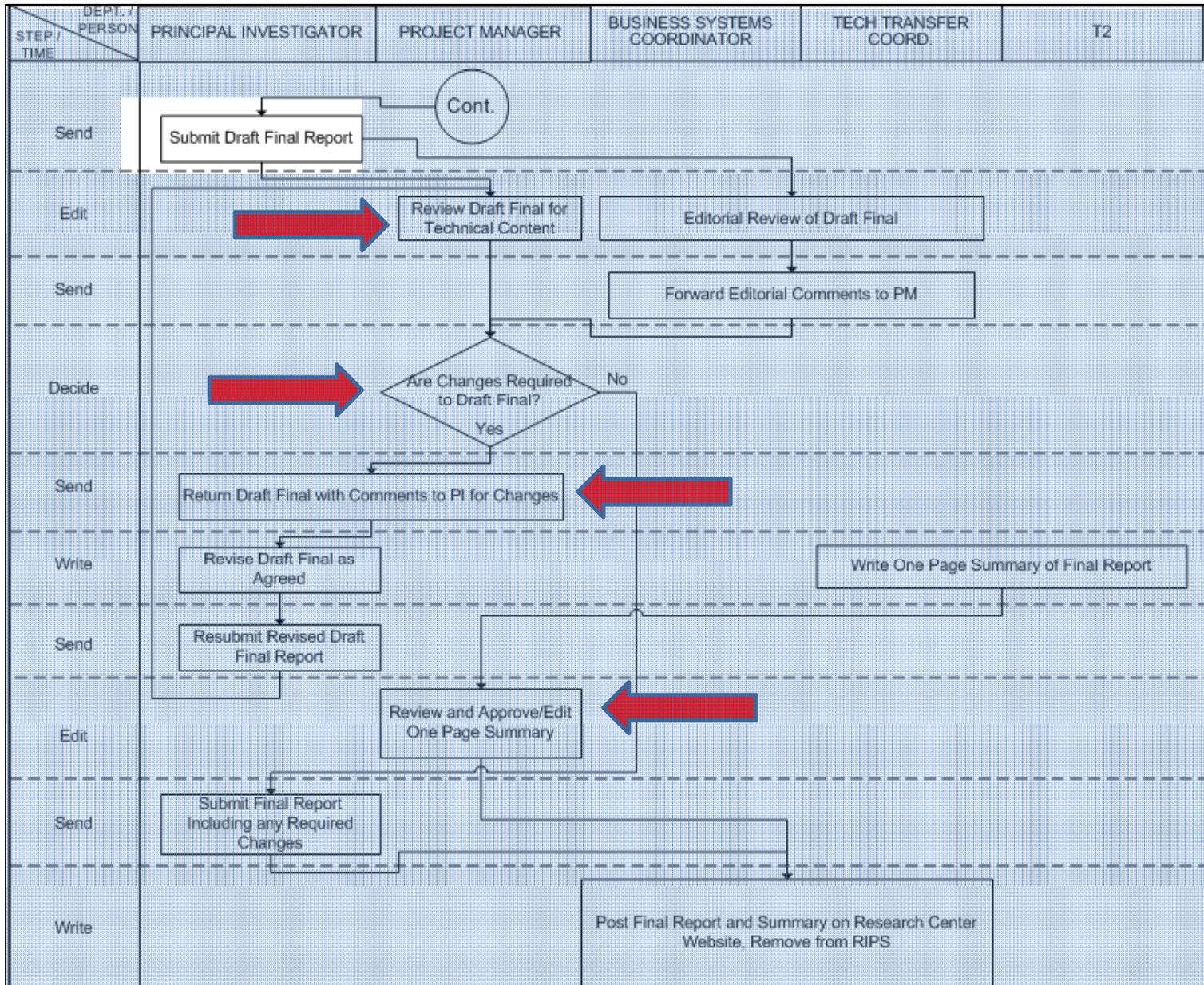
Prompt Payment Compliance

- State will pay within 20 days
 - PM has 5 days
 - FDOT Comptroller has 5 days
 - DFS has 10 days

Payment is made to University Accounting Department



Research Center Progress Report Process



Reporting Timeline

Example for a One Year Project



Draft Final Report - Requirements

“Draft” Final is not a rough draft. This report should be the unapproved final report.

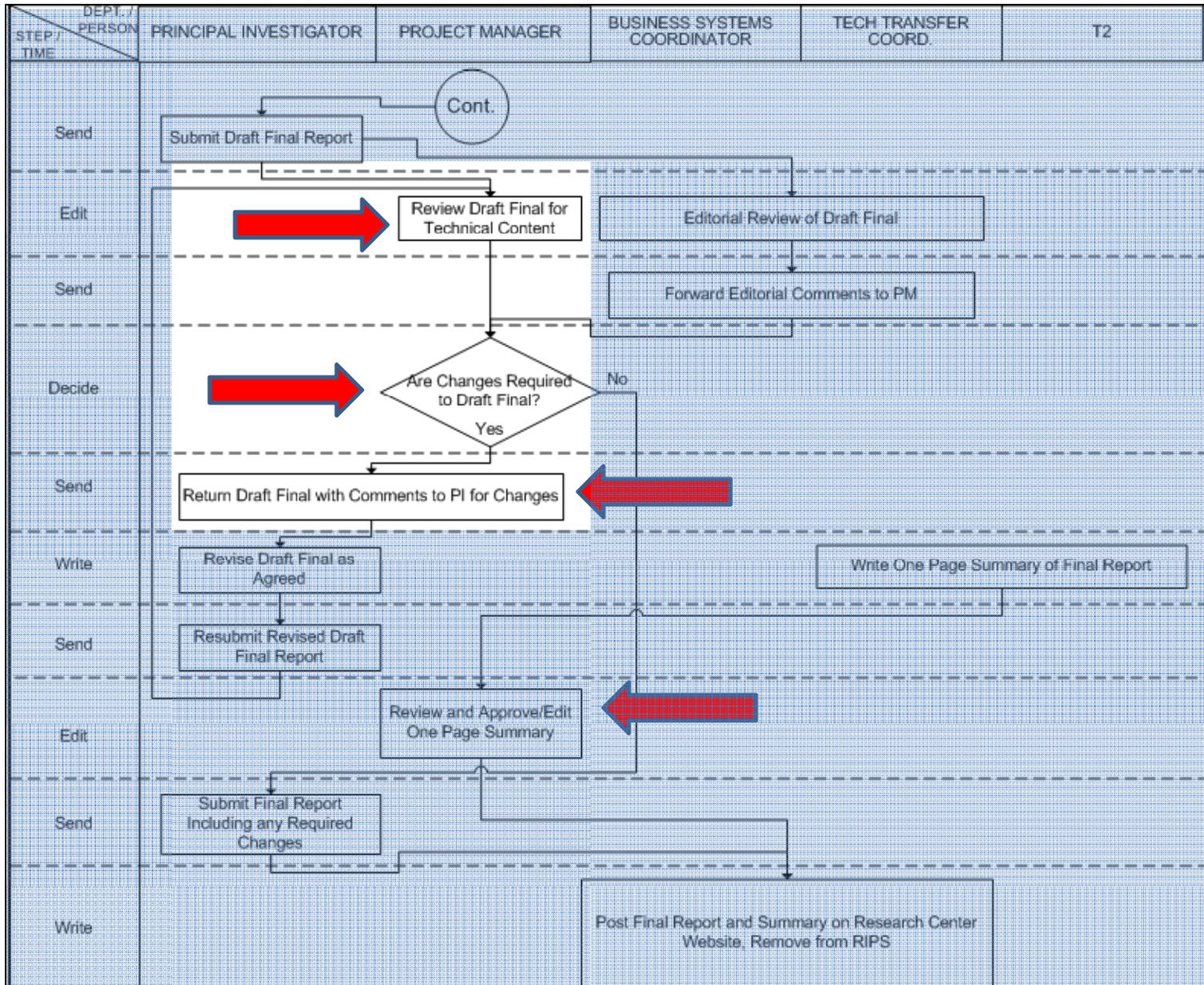
The PI should submit a document of publishable quality.

[http://www.dot.state.fl.us/research-center/Program Information/Guidelines.pdf](http://www.dot.state.fl.us/research-center/Program%20Information/Guidelines.pdf)

[Front Cover Page](#)
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[NCHRP 20-45](#)



Research Center Progress Report Process



Draft Final Report – Project Manager Technical Review

PM has 30 days to:

- Address technical content and message
- Review Research Center editorial changes
- Send technical and editorial comments to PI



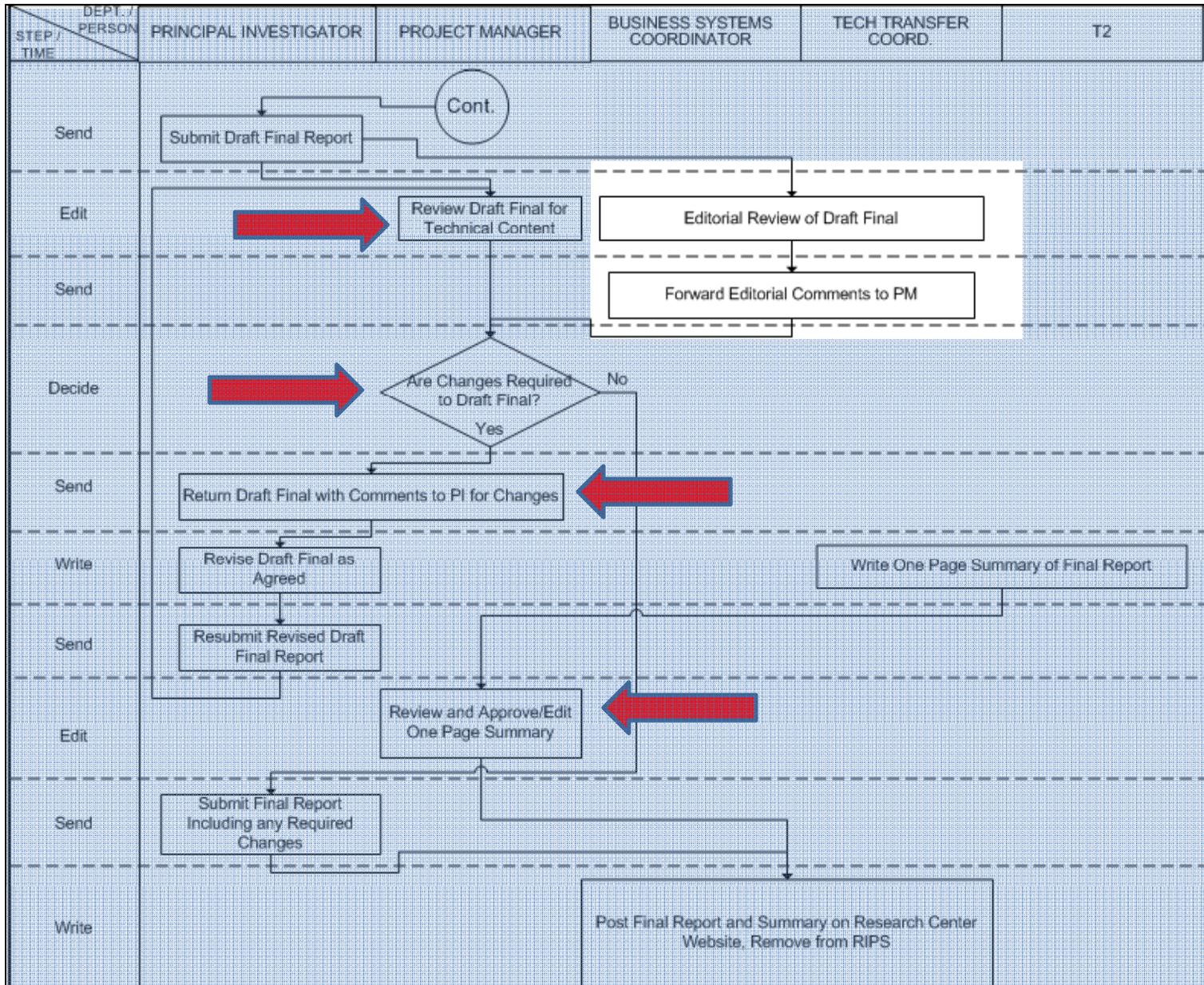
Draft Final Report – Project Manager Technical Review

If Revisions are Required:

- State the reason for revision via email
- Request a revised draft final
- Repeat steps until the product is acceptable



Research Center Progress Report Process



Draft Final Report – Research Center Editorial Review

Are required contents included and in order?

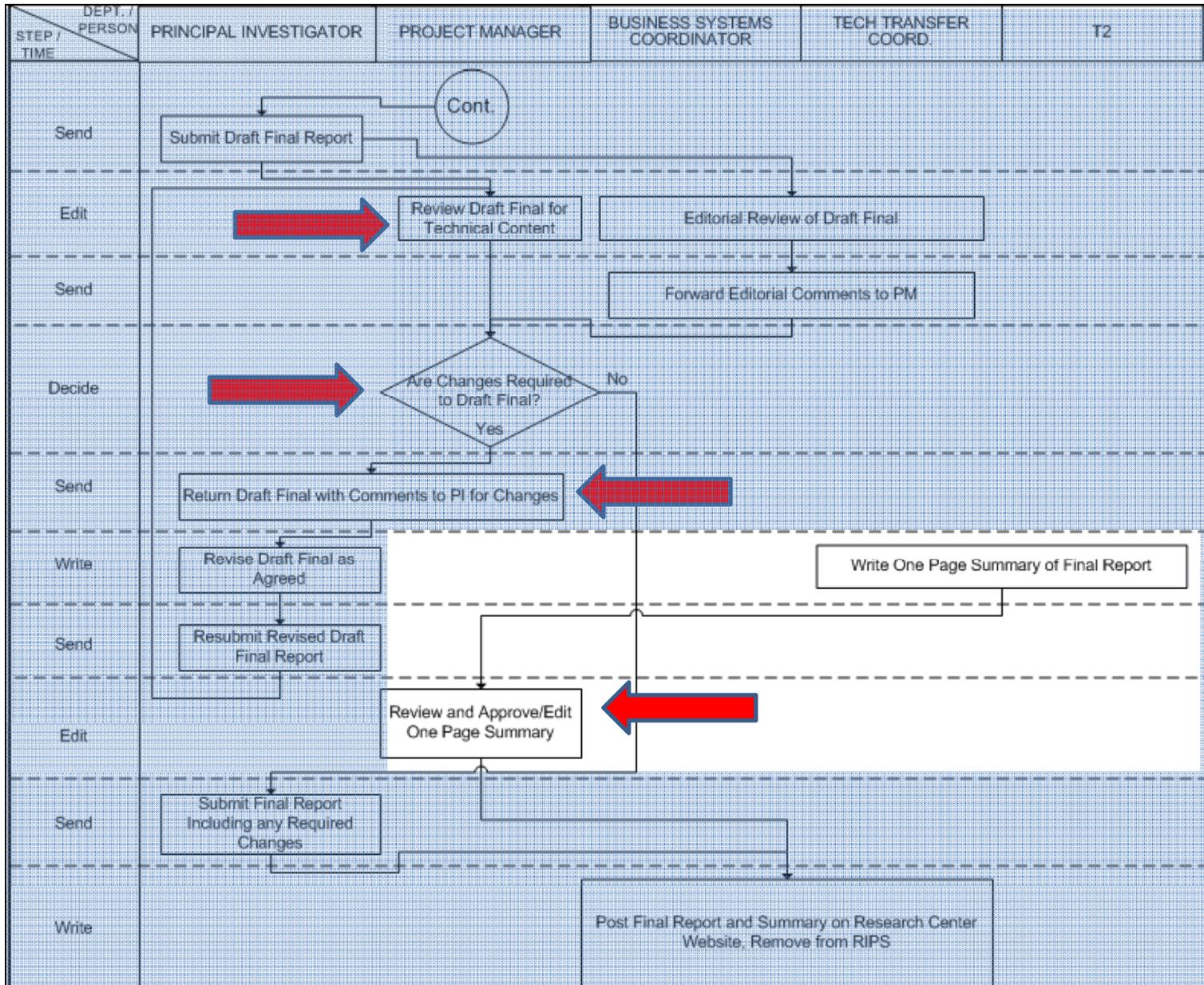
Is the format consistent with guidelines?

- Grammar
- Coherence
- Consistent and appropriate style
- Research Center has 10 working days to provide editorial comments

Research Center forwards its comments to PM for review and discussion with PI.



Research Center Progress Report Process



One Page Report Summary

Research Center Technology
Transfer Coordinator prepares
summary

PM reviews and edits/approves
summary

Provides a non-technical, plain
language synopsis

Posted with the Final Report



Florida Department of Transportation Research
Tracking Costs of Alternately Fueled Buses in Florida
BDK85 977-18

In an effort to address rising fuel costs and environmental concerns, many transit agencies across Florida have introduced alternative fuel technologies to their traditional diesel-powered fleets. Fuel types include biodiesel, compressed natural gas, hybrid-electric, battery-electric, hydrogen fuel cell, and other technologies. These advancements have resulted in increased capital and operating costs for some fixed-route operators and created challenges for the wide-spread adoption of advanced transit technologies.

In this project, the Florida Department of Transportation (FDOT) engaged researchers from the University of South Florida to establish a mechanism to capture relevant field data on the performance of alternately fueled transit vehicles in Florida. The power plants of these vehicles require special repair and maintenance methods, so FDOT tasked the researchers with investigating the costs for modifying transit maintenance facilities to make them suitable for servicing alternative fuel buses.

The researchers worked closely with the FDOT Transit Office to develop a data reporting tool for agencies to use in collecting information on the costs and reliability of their alternative fuel vehicles. The data collection template was produced as a spreadsheet table, to be filled by the transit operators, covering various parameters of transit vehicles and the historic costs associated with operating them. The template was designed to minimize additional data gathering and reporting without compromising project goals.

Once the data collection tool was finalized, the researchers mailed requests to all the fixed-route transit agencies in Florida, seeking their assistance in collecting data. Agencies were asked to report quarterly on their entire fleet, both traditionally and alternately fueled. Mailed requests were followed by phone calls to encourage submissions. Regular reminders were sent to the agencies in coordination with the project manager. In

Project Manager: Robert Westbrook, FDOT Public Transit Office
Principal Investigator: Stephen L. Reich, University of South Florida
For more information, visit <http://www.dot.state.fl.us/research-center>



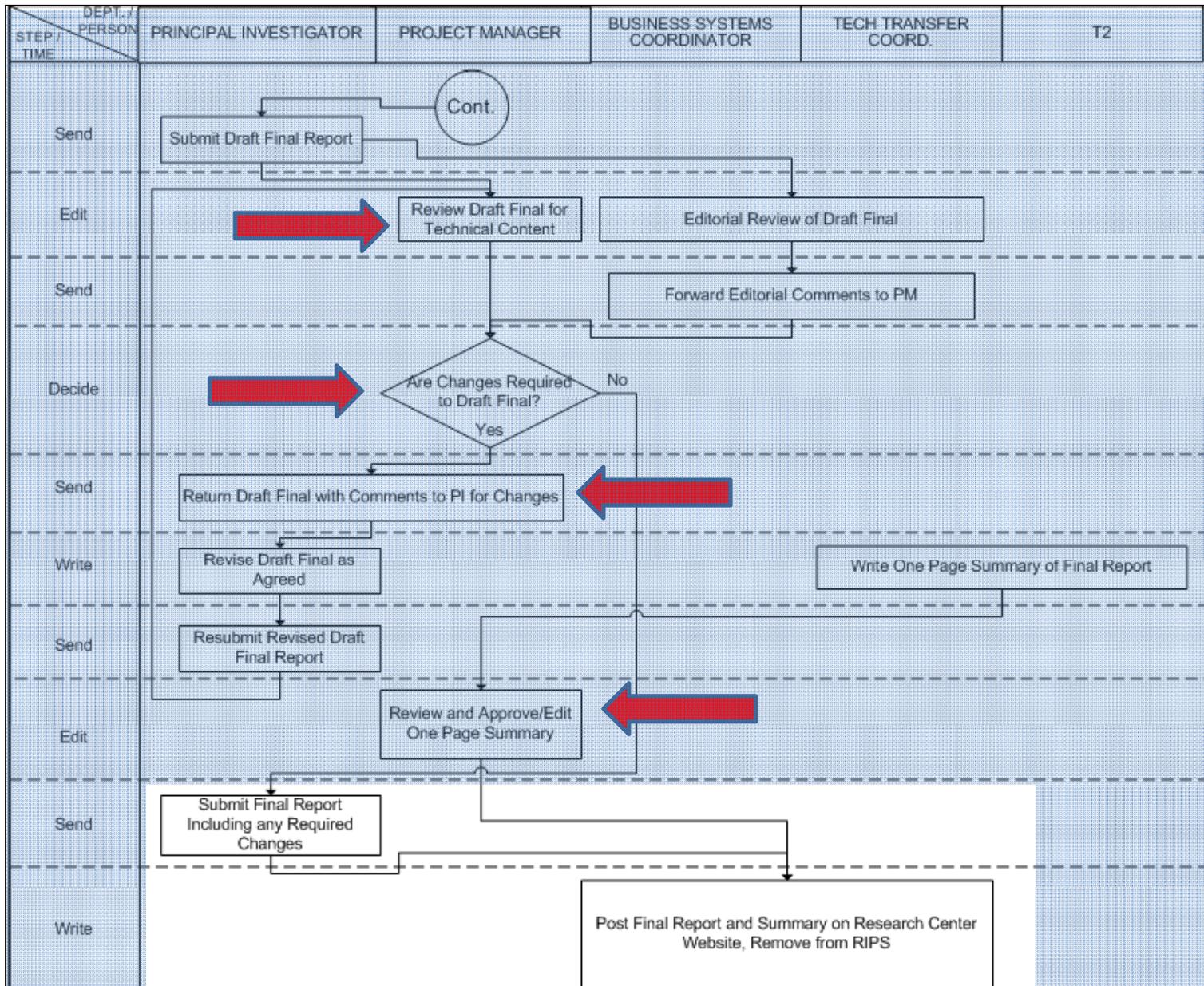
Gainesville's Regional Transit System bus fleet includes many vehicles powered by biodiesel fuel.

addition, the principal investigator maintained regular contact with the agencies to address questions and concerns about data collection and submission. Five agencies, representing over 70 percent of Florida's transit fleet, provided relevant maintenance and cost data for their fleets: Broward County Transit, Regional Transit System (Alachua County), Miami-Dade Transit, Palm Tran (Palm Beach County), and StarMetro (Leon County).

Efforts to obtain similar information from agencies regarding paratransit services were unsuccessful. Florida's statewide vehicle procurement system, provided inventories of paratransit vehicles, but no more specific information.

The researchers also investigated and documented the potential costs associated with modifying transit bus maintenance facilities to accommodate alternately fueled vehicles. A review was conducted of previous research, common practices, and other agencies' experience with operating alternative fuel vehicles to identify typical requirements and cost implications related to retrofitting transit maintenance facilities for the safe handling of alternative fuels.

Research Center Progress Report Process



Final Report

Distributed globally

- National Technical Information Service
- National Academy of Sciences
- AASHTO
- FHWA

Posted to Research Center website



Final Report

FDOT - Active Research Pr x
www.dot.state.fl.us/research-center/Active_Research_main.shtm

Florida Department Of Transportation

November 9, 2012

Research Center

Active Research Projects Listed by Functional Area

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FDOT - Completed Materi x
www.dct.state.fl.us/research-center/Completed_StateMaterials.shtm

Florida Department Of Transportation

November 19, 2012

Research Center

Completed Materials Research Projects

Please Note: This page provides links to FDOT-funded research projects completed from 2000 to the present. These files are provided in PDF format and require Acrobat Reader software to be viewed. To download document target as, and download to your computer. For a more complete list of State Materials Office contacts and activ Materials Office Web Site.

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PR508014 Assessing the Appropriate Construction Quality Index, [Summary](#) [PDF - 316 KB], [Final Report](#) [PDF - 3.605 KB]

PR490902 Instrumentation Data Interpretation, [Summary](#) [PDF - 709 KB], [Final Report](#) [PDF - 3.605 KB]

PR231450 (UO807/9) Acoustic and Structural Dynamic Diagnostic Evaluation of Rrap, [Summary](#) [PDF - 22 K 11.2 ME]

PR1575813 Statewide Test of Construction Quality Index for Pavement Software, [Final Report](#) [PDF - 845 KE]

PR1168398 (DO4491) Phase I of M-F PDG Program Implementation in Florida (Implementation Support for AAS: Guide in Florida), [Final Report](#) [PDF - 3.495 KB], [Summary](#) [PDF - 33 KB]

DO2022 Measuring Pavement Friction Characteristics at Variable Speeds for Added Safety, [Summary](#) [PDF - 2 2, 133 KD]

BDR76 Mobile Geographic Information System Solution for Pavement Condition Survey, [Summary](#) [PDF - 391 K 706 KB]

BDL76 Comparison of Resilient Modulus Values Used in Pavement Design, [Summary](#) [PDF - 641 KB], [Final R](#)

BDL13 977-01 Use of Aggregate Screenings as a Substitute for Silica Sand in Portland Cement Concrete, [Sum](#) [Final Report](#) [PDF - 3,501 KB]

BDK05 Using High Speed Ground Penetrating Radar for Evaluation of Asphalt Density Measurements, [Summar](#) [Report](#) [PDF - 17 MB]



<http://www.dot.state.fl.us/research-center/>

Do

Review reports before approval

Ask question, we are here to help

Check the Research Center website

Don't

Don't accept substandard reports

Don't wait until the last minute

A recording of this presentation can be found at:

[http://www.dot.state.fl.us/research-center/Project Mgt Resources.shtm](http://www.dot.state.fl.us/research-center/Project_Mgt_Resources.shtm)

Under the heading "Additional Resources"



Addressed in Additional Trainings

- RFRP contracting (slides available online);
- Deliverable based compensation contracting;
- Smart project selection;
- Kick off and closeout meetings;
- Project Implementation;
- Other contract types (RFP, Direct Contract, etc).



Thank You for Managing Research Projects

Questions? Call (850) 414-4615

Research Center Personnel

- Darryll Dockstader - Manager
- Sandra Bell – Business Systems Coordinator
- Patti Brannon – Research Development Coordinator
- Mark Greeley – Research Performance Coordinator
- Vicki Morrison – Technology Transfer Coordinator

