**GDOT** Georgia
Department
of Transportation

**Office of Performance-based Management and Research**

# Quarterly Progress Reports for GDOT Research Projects

GDOT requires that a Quarterly Progress Report (QPR) be submitted for each ongoing project within two weeks following the end of a calendar quarter.  Requirements for the submittal of a QPR are summarized below, along with the administrative actions that will be taken by OPMR in response to late delivery or non-delivery of the quarterly reports.

### *Progress Report Quarters, Submittal Deadlines, and Naming Protocol*

| REPORT QUARTER | SUBMITTAL DEADLINE | NAMING PROTOCOL |
|---|---|---|
| January 1 – March 31 | April 15 | RP ##-##_20YY_Q1 |
| April 1 – June 30 | July 15 | RP ##-##_20YY_Q2 |
| July 1 – September 30 | October 15 | RP ##-##_20YY_Q3 |
| October 1 – December 31 | January 15 | RP ##-##_20YY_Q4 |

### *Quarterly Progress Report Submittal*

Reports must be electronically submitted to the GDOT Project Manager and Technical/Implementation Manager by the submittal deadline.  Hardcopies via U.S. mail are acceptable in addition to the electronic copy.  Regardless of delivery method, a brief explanatory message should accompany the report, which should be provided as an attachment in PDF format.  Reports should follow the guidelines shown in Exhibit A, which includes a sample report.

### *Late- or Non-Delivery of Progress Reports*

As detailed above, Quarterly Progress Reports are expected to be submitted no later than two weeks after the end of the quarter.  If a late submittal is necessary, it must be justified in an email from the Principal Investigator (PI) to the GDOT Project Manager (PM) and approved by OPMR management one week before the deadline.  If a progress report is not submitted by the deadline, the PM will contact the PI.  If the requested report is not received within one week thereafter, all invoices will be held until the report is received. The following instructions explain how to complete the standard Research Project Progress Report form.  Detailed instructions for each part of the report are provided herein, and an example of a properly completed report is included after the instructions.

| BLOCK | INSTRUCTION |
|---|---|
| Report No. | Number reports consecutively. |
| Date | Date progress report is prepared. |
| Report Period | If the project begins within a reporting period, the first progress report will cover the time from the beginning of the project through the end of that particular period.  The dates for the reporting period should be given in this block. |
| Project Number | The Georgia DOT research project number. |
| Project Title | Project title as contained in the research project proposal. |
| Research Agency | List performing research agency or agencies. |
| Principal Investigator(s) | List Principal Investigator(s). |

| | |
|---|---|
| **Starting Date** | Date project officially began.  Obtain this date from the date of contract or notice to proceed, which must match the date of contract. |
| **Completion Date** | Date project to be completed. |
| **Total Months** | Total project duration in months. |
| **Total Time Expended** | Based on the total project duration, the total months and percent of time that has elapsed from the beginning of the project through the end of the reporting period.  The total project time includes any approved time extensions. |
| **Funding Source** | Indicate if funding source is State Planning & Research (SP&R), 100% Federal, or otherwise.  SP&R is applicable to the majority of projects and should be used as the default source unless GDOT specifies otherwise.  The term "SP&R" should be entered in this part of the report to indicate that funding source. |
| **Total Funds Authorized** | Total funds authorized for the research project.  Obtain from research project contract including any amendments providing additional funds.  If funds are used from two or more sources, indicate by using agency abbreviations in front of the amounts authorized for each agency. |
| **Funds Expended in Report Period** | Funds expended during the report period.  The Principal Investigator(s) should obtain the correct dollar amount from the invoices submitted by their organization. |
| **Funds Expended Total** | Total project funds expended from the beginning of the project through the reporting period. |
| **Objectives** | A brief description of the project objectives, usually taken from the proposal.  It should give enough information so that a person not familiar with the project can understand the work. |
| **Status** | A brief summary of the progress made on the project from the beginning of the project to the beginning of the reporting period. The progress of each task, as well as the project itself, should be approximated in percentage of completion. |
| **Progress in Report Period** | This item is one of the most important in the report and should contain sufficient detail on project work completed during the period.  Each research task or phase as given in the research project proposal should be listed, along with a description of the work completed on each.  Include sufficient information so that a reviewer need not refer to the project proposal to understand the work statement.  If no work was done on a particular task or phase, list the item and state "No Activity."  A work plan schedule may be added to the report on a separate page for complex projects having several research tasks. |
| **Work Planned for Next Report Period** | Describe proposed activity for each task or phase, as appropriate, for the next period, using additional sheets as necessary. |
| **Findings** | Describe any significant technical information, findings, or implementation resulting from work conducted during the period or to date. |
| **Anticipated Problems/Course of Action** | Describe any administrative or technical problems in the conduct of the project.  Explain the need for any anticipated or imminent changes in project scope, time, or cost. At the end of the report include the name and title of the person preparing the report. |

**Exhibit A: Example of Quarterly Progress Report**

| GDOT Georgia Department of Transportation  **RESEARCH PROGRESS REPORT** | **Report No. 3** | **Date**: 4/15/19 |
|---|---|---|
| | **Report Period**: Q1, 2019  From: 1/1/19          To: 3/31/19 | |

| **Project No**.  RP 18-29 | **Project Title:**  Transportation Performance Management for Systems Operations [Phase I] | | |
|---|---|---|---|
| **Research Agency (s):**  Georgia Tech Research Corporation | **Principal Investigator(s):**  Adjo Amekudzi-Kennedy, Georgia Institute of Technology | | |
| **Starting Date:**  July 23, 2018 | **Completion Date:**  June 1, 2019 | **Total Months:**  10.25 | **Time Expended**  Months = 8.25          Percent =80% |
| **Funding Source (s):**  SP&R | **Funds Authorized:**  $80,000 | | **Funds Expended**  *Report Period*          *Total*  $47,345.86          $62,094.35 |

**Objectives/Tasks**:

This research will enhance TSMO capabilities at GDOT to: (1) respond to the MAP-21/FAST Act requirements for target setting and performance reporting (short term, 6 months), and (2) engage in enhanced systematic improvement of transportation system performance (long term, 1 year plus).

**Status**:

*Task 1 Deliverable*: Map of current GDOT TSMO decision-making/support process: 100% complete

*Task 2 Deliverable*: Report on best/effective TSMO practices: 100% complete

*Task 3 Deliverable*: Report on improvements for next-level TSMO: 100% complete

*Task 4 Deliverable*: Alpha version of TSMO tools: 45% complete

**Progress this Reporting Period**:

*Task 1 Deliverable*: Completed report on current GDOT decision-making/support process for TSMO.

*Task 2 Deliverable*: N/A

*Task 3 Deliverable*: Completed report on improvements for next-level TSMO at GDOT.

*Task 4 Deliverable*: (1) Continued study of available data sources and development of algorithms for calculating PM3 measures.  Alpha version of tools will use fixed speed limits, which may be expanded to variable speed limits for subsequent versions of tools. (2) Identified notable gaps in December 2018 NPMRDS data.

**Work Planned for Next Reporting Period:**

*Task 1 Deliverable*: None

*Task 2 Deliverable*: None

*Task 3 Deliverable*: None

*Task 4 Deliverable*: (1) Review gaps in data with NPMRDS Support Team.  (2) Continue to develop algorithms for calculating PM3 measures.  (3) Begin to package tools and document workflow.

**Findings:**

(1) TSM&O best practices reflect importance of approaching TSM&O from tactical, programmatic and strategic levels through agency business processes and formal documents.  (2) Tools must be configured to draw from several datasets.

**Anticipated Problems/Course of Action:**

None to report.

**Progress Report Completed by:**

Adjo Amekudzi-Kennedy, Ph.D. (PI)

**GLOSSARY OF TERMS**

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|---|---|
| MAP-21: Moving Ahead for Progress in the 21st Century | NPMRDS: National Performance Management Research Data Set |
| FAST Act: Fixing America's Surface Transportation Act | TIM: Technical Implementation Manager |
| ITS: Intelligent Transportation Systems | TSMO: Transportation Systems Management & Operations |