

State of Wisconsin/Department of Transportation
RESEARCH PROGRESS REPORT FOR THE QUARTER ENDING: September 30, 2007

Program: SPR-0010(36) FFY99	Part: II Research and Development
Project Title: Mississippi Valley Freight Coalition Pooled Fund	Project ID: TPF-5(156)
Administrative Contact: Jason Bittner	Sponsor: CFIRE
WisDOT Technical Contact: Sandy Beaupre	Approved Starting Date: 2/1/2007
Approved by COR/Steering Committee: \$137,000	Approved Ending Date: 1/31/2009
Project Investigator (agency & contact): Teresa Adams, Ph.D., Director, National Center for Freight and Infrastructure Research and Education (CFIRE), University of Wisconsin-Madison.	

Description:

Total study budget	Expenditures for current quarter	Total Expenditures to date	Percent Complete
\$137,000	\$42,675	\$87,310	64%

Progress This Quarter:

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

Pooled Fund Deliverables:

- Three Priority Initiatives
 - A Regional Freight Transportation Workshop and Meetings
 - See associated QPR, **MVFC 01**
 - A Logistics Course for the Public Sector
 - See associated QPR, **MVFC 02**
 - The Development of Model Planning Approaches for Freight Transportation
 - See associated QPR, **MVFC 03**
- Website
 - Have continued to make necessary updates to www.mississippivalleyfreight.org, including posting the MVFC Study Progress Timeline; upcoming events related to freight; and posting minutes from meetings of the Executive and Technical Committees and the Mississippi Valley Traffic Operations Coalition.
- Coalition Action Plan
 - The Coalition Action Plan consists of the scope of work for each of the Three Priority Initiatives. Project scopes were developed for all three projects. Four additional projects were identified at the Regional Freight Workshop in February. Upon receiving the Technical Committee's recommendation for approval of all four projects, CFIRE staff worked with the Coalition to refine the project into full problem statements, which became the scopes of work with approval from the Executive Committee in July 2007. Those four projects include...
 - Mississippi Valley Freight Coalition Workshop on Responding to National Transportation Initiatives
 - Planning to Address Regional Freight Bottlenecks
 - Study of Mississippi Valley Clearinghouse of Freight Traveler Information
 - Expanded Truck Parking Facilities
 - The Executive Committee approved the projects on July 9th.
- Committee Meetings (at least semi-annual) Executive and Technical Committee meeting minutes can be viewed at <http://www.mississippivalleyfreight.org/>.
 - Executive: Meeting of the AASHTO's Mississippi Valley Conference on July 9 – 11th where CFIRE Director, Teresa Adams presented initiatives from above for Committee consideration and approval – all were approved.
 - Technical:
 - Teleconference on June 20, 2007, provided updates on the progress of MVFC 02 and MVFC 03. Four problem statements (listed above under Coalition Action Plan) were recommended for approval.
 - Mississippi Valley Traffic Operations Coalition: (Minutes of the MVTOC can be viewed at <http://www.mississippivalleyfreight.org/traffic.htm>)
 - Conference call on June 6th to discuss details and comments on the MVFC Expanded Truck Parking Facilities project.
- Other business:

- On November 16th in Madison, Wisconsin, CFIRE will be hosting a workshop in an effort to define its freight transportation research roadmap and research priorities for 2008 and 2009. CFIRE supports research to improve freight movement, increase freight capacity, and improve public sector decision-making related to freight.
- The MVFC will be holding its second Regional Freight Workshop in March 2008. This workshop is still in the planning stages.

Work Next Quarter:

- Three Priority Initiatives
 - Work will continue on these projects and will be reported in accompanying quarterly reports.
- Website
 - Will continue to update the MVFC website as needed.
- Coalition Action Plan
 - Will continue to carry out activities of the Coalition Action Plan.
- Annual Joint Meeting of All Committees
 - Will continue planning for 2008 meeting.
- Committee Meetings
 - Will continue to meet with all committees via teleconference as needed.

Circumstances affecting progress/budget:

- None. The work of the Coalition is on time and budget.

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Program: SPR-0010(36) FFY99	Part: II Research and Development
Project Title: 2007 Regional Freight Workshop and Meetings Administrative Contact: Jason Bittner WisDOT Technical Contact: Sandy Beaupre Approved by COR/Steering Committee: \$57,500 Project Investigator (agency & contact): Teresa Adams, UW-Madison	Project ID: MVFC 01 Sponsor: CFIRE Approved Starting Date: 2/1/2007 Approved Ending Date: 10/31/2007

Description:

1. Identify Workshop data and location.
2. Develop an agenda
3. Put together white papers and other reading materials
4. Coordinate presentations
5. Hold Workshop

Total study budget	Expenditures for current quarter	Total Expenditures to date	Percent Complete
\$57,500	\$16,655	\$33,725	95%

Progress This Quarter:

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

Working to close out project.

Work Next Quarter:

Close out project.

Circumstances affecting progress/budget:

None

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Program: SPR-0010(36) FFY99	Part: II Research and Development
Project Title: Logistics for the Public Sector Training Course	Project ID: MVFC 02
Administrative Contact: Jason Bittner	Sponsor: MVFC
WisDOT Technical Contact: Sande Beaupre	Approved Starting Date: 3/1/2007
Approved by COR/Steering Committee: \$36,500	Approved Ending Date: 2/28/2008
Project Investigator (agency & contact): Teresa Adams, UW-Madison	

Description:

1. Literature review
2. Conduct survey of select state DOT and MPO staff to determine level of logistics knowledge
3. Develop focus and format for the class
4. Develop course materials
5. Offer course as a dry run
6. Finalize course
7. Offer final course materials and post to the web

Total study budget	Expenditures for current quarter	Total Expenditures to date	Percent Complete
\$36,500	\$14,300	\$35,185	80%

Progress This Quarter:

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

The project has been on schedule. The team has finished draft of lecture notes and power point presentations.

Work Next Quarter:

Interview carriers, shippers and other parties to get input on what public sector freight planners should know to improve their planning work in order to better serve the needs from the private sectors. The interviews will be video taped to be inserted into the course instruction.

The team will work hard to put this course online for public access.

Plan for offering a dry run.

Circumstances affecting progress/budget:

N/A.

Gantt Chart:

Task/Month	M	A	M	J	J	A	S	O	N	D	F	M
Interview selected DOT and MPO staff	■	■	■	■								
Literature Review and Summarizing			■	■								
Develop focus and format for the class			■	■								
Develop course materials					■	■	■	■				
Offer course as dry run								■				
Finalize course									■			
Offer final course										■	■	
Reporting and Final Products										■	■	■

Task completed

Yet to be completed

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Program: SPR-0010(36) FFY99	Part: II Research and Development
Project Title: Model Planning Approaches for Freight	Project ID: MVFC 03
Administrative Contact: Jason Bittner	Sponsor: CFIRE
WisDOT Technical Contact: Sandy Beupre	Approved Starting Date: 2/1/2007
Approved by COR/Steering Committee: \$43,000	Approved Ending Date: 4/30/2008
Project Investigator (agency & contact): Jessica Guo, UW-Madison	

Description:

1. Review and summarize federal guidance and requirements on freight planning at the state and MPO levels
2. Review existing publications on successful practices of freight planning within MPOs and state agencies
3. Develop an audio Power Point presentation on the federal guidance and requirement for freight planning
4. Develop interview questions and an online questionnaire surveying the 10 MVFC state DOTs and major MPOs, including Chicago, SE WI, Detroit, Indianapolis, Twin Cities, Cleveland, Cincinnati, St. Louis, and KC
5. Conduct telephone interviews and execute the online survey
6. Create a document summarizing the findings of the interviews and online survey
7. Develop audio Power Point presentations based on the findings of the online survey and interviews
8. Based on the outcomes of Tasks 2 and 6, identify four organizations that have been most successful in addressing the freight planning challenges faced by the planning agencies in the MVFC region, prepare questions for face-to-face interviews, and conduct on-site interviews
9. Develop a guidebook to describe current practices among the MVC agencies and recommend effective freight planning tools and strategies for state DOTs and MPOs
10. Develop audio Power Point presentations that provide an overview of the guidebook

Total study budget	Expenditures for current quarter	Total Expenditures to date	Percent Complete
\$43,000	\$11,721.72	\$13,017.91	70%

Progress This Quarter:

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

- Task 3 completed.
A PowerPoint presentation on federal guidance and requirements for freight planning has been developed.
- Task 4 completed.
Survey questionnaires have been developed for surveying all state DOTs and medium/large MPOs in the nation.
- Task 5 completed.
Three waves of on-line surveys have been completed respectively for small MPOs, large MPOs, and State DOTs. These surveys were supplemented with telephone interviews for additional clarification. The universe of survey respondents was expanded from MPOs and DOTs in the upper mid-west region to those throughout the nation. This expansion helps the research team to identify the best practices and to broaden the impacts of the study findings. However, the expanded scope also led to the extension of the survey period (till September) and a delayed start for Task 6.
- Task 6 in progress.
Survey responses collected from Task 5 underwent an extensive cleaning, coding, and verification process to ensure data accuracy and consistency. This task also started after a delay in task 5 due to the survey sample being expanded to include all MPO's and DOT's in the nation. This process is more labor intensive than originally anticipated. (Please see next section for discussion on plan to recover schedule slippage due to delay reported). All survey responses have now been compiled in SPSS file formats. Initial analysis of the responses has been completed and the results are being summarized in a standalone report. The guidebook outline is also being revised accordingly.
- Task 7 in progress.
A Powerpoint presentation of the survey findings is being developed along with the survey summary report.
- Task 8 in progress.
Two on-site visits have been conducted. Additional agencies where on-site visits will be conducted will be identified based on the survey findings from Task 6.

Work Next Quarter:

- To complete the analysis of survey responses and finalize the survey summary report as well as the accompanying Powerpoint presentation (Tasks 6 and 7). We are currently mitigating the schedule variance by managing the tasks at a more micro level to ensure that the tasks continue to track towards the revised completion dates. As shown in the project schedule, we are also working on completing several tasks concurrently.
- To conduct additional on-site interviews (Task 8).
- To begin to develop the freight planning guidebook (Task 9).

Circumstances affecting progress/budget:

Please refer to the description of Tasks 5 and 6 under Progress This Quarter.

Gantt Chart:

Task/Month	2007											2008			
	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A
1. Review and summarize Federal guidelines	■	■													
2. Literature review and draft survey	■	■													
3. Prepare audio PowerPoint on Federal guidelines							■								
4. Prepare interview questions and survey tool			■	■	■										
5. Conduct telephone interviews and on-line survey				■	■	■	■	■							
6. Summarize interview and survey findings. Define course focus and draft outline of guidebook.						■	■	■	■	■					
7. Prepare audio PowerPoint on findings								■	■	■					
8. Prepare and visit planning agencies							■	■	■	■	■				
9. Write guidebook									■	■	■	■			
10. Prepare audio PowerPoint on guidebook													■	■	■