

*Solving Emerging Transportation Resiliency, Sustainability, and Economic Challenges through the Use of Innovative Materials and Construction Methods: From Research to Implementation*

Transportation Consortium of South-Central States

# Implementation Report

## **Context**

The implementation report is a companion document to the project-specific technology transfer (T2) plan. The project-specific T2 plan is a ***guide*** to successfully plan and execute activities during the implementation phase of the project; whereas the implementation report is a ***report out*** of such activities. The implementation report retains the same basic format (and requests similar information) as the project-specific T2 plan.

## **Instructions**

The implementation report shall give a complete description of and developed products from the education, T2, and workforce development activities that were executed during the implementation phase. The aim is to be a ***concise*** document, simply providing adequate information as to inform Tran-SET of conducted activities, who was involved, and their relative success and impact.

Principal Investigators (PIs) are required to utilize the following template (and provide the requested information) in developing their implementation report. The most up-to-date template will be accessible on Tran-SET’s [website](https://transet.lsu.edu/pi-toolbox/).

Reports are due the last day of the implementation phase of the project and shall be e-mailed directly to Tran-SET ([transet@lsu.edu](mailto:transet@lsu.edu)). ***The e-mail must also include implementation-related, developed products*** (e.g., presentation slides, webinar recordings/links, workshop materials, etc.).

## **Contact**

Please contact Dr. Husam Sadek (at [transet@lsu.edu](mailto:transet@lsu.edu) or 225-578-0131) if you have any questions or would like additional information.

## **Implementation Report**

**Step 0. Project Information**

| **Element** | **Information** |
| --- | --- |
| Project Title |  |
| Project Number |  |
| Principal Investigator(s) |  |
| Participating University/Institutions |  |
| Report Date |  |

**Step 3. Identify Stakeholder Groups by Name and Role**

*The stakeholder is the entity who is (or might be) interested in your research project and its outcomes. A wide range of stakeholder types can be involved in Tran-SET’s research program. The* ***type of a Stakeholder*** *can be:*

* *State DOTs;*
* *Local Government Entities;*
* *Non-Profit Organizations;*
* *Industry Partners; and*
* *Others: federal governmental agencies, trade associations, research institutions, tribal organizations, professional societies, and student groups.*

*Please list the key stakeholders that were involved in the implementation activities. Please list specific stakeholders, categorized by stakeholder type (the above categories), and categorized by the following six fundamental* ***categories****:*

* *Sponsors of research and T2;*
* *Researchers and developers;*
* *Deployment team;*
* *Early potential adopters and problem owners;*
* *Late potential adopters that follow the output’s development\*; and*
* *Others: allies and foes, such as trade organizations, regulators, suppliers, etc.*

*Please include education- and workforce development-related stakeholders. Tran-SET and the project research team are not considered stakeholders.*

*Please add or delete rows as necessary.*

| **ID** | **Stakeholder Name** | **Stakeholder Type** | **Category(ies)** |
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*\*Project output can be: product, technology, guidelines, technique, approach, concept, tool, or any other kind of output from the project.*

*If industry has been involved in any of the activities, please* ***demarcate*** *the industry stakeholder to distinguish from other stakeholders. For example, utilizing a colored background or superscript (e.g., Barriere Construction, aHVJ Associates, etc.). Please do this every time the industry stakeholder is mentioned in the implementation report.*

*If industry was not involved, please* ***provide a brief reason below*** *(e.g., if the project is solely focused on public sector policy, etc.).*

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**Steps 5/6/7. Organize Communication Tracking for Stakeholder Groups, Develop Engagement Plans, and Identify Resources to Engage all Stakeholders**

*Please list each activity that occurred during the implementation phase in the following table. Activities include but are not limited to:*

* *Peer-reviewed publications and presentations;*
* *Educational and training materials;*
* *Webinars, short courses, or workshops;*
* *STEM events;*
* *Professional society-related events;*
* *Revised course materials;*
* *Patents;*
* *Product demonstration fairs;*
* *Field testing; and*
* *Meetings (in-person or online) with potential adopters.*

*Please include* ***education- and workforce development-related*** *activities. Project deliverables to Tran-SET should not be included. Please organize activities by project task, and specify whether they were originally designated in the proposal (or in addition to those activities).*

*Please add or remove rows as necessary.*

| **ID** | **Associated Proposal Task** | **Included in Proposal?** | **Engagement Activity** | **Date of Engagement Activity (mm/dd/yyyy)** | **Stakeholder(s) Involved**  **[mention ID(s) in Step 3]** | **Audience**  **(# and Type)** | **Successful?**  **(give a score 1-10)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
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*For the* ***most successful and effective engagement activities*** *listed above* ***(select at least two activities)****: please briefly summarize the event, describe the audience in attendance, the general success of the activity, and what potential impact that activity may have.*

***Please follow the format and instruction below for each brief summary****. Please be concise and limit repetition from the table. Feel free to add pictures. Suggest a maximum of three paragraphs per activity.*

**ID # - Brief Title of Engagement Activity**

**Success:** Describe why the activity was deemed “successful”. Describe whether the activity accomplished its purpose. Please specify the metric used to estimate “success”. This could be the number of people attending, post-workshop survey, feedback from participants, etc. *This section is important for Tran-SET to identify and recommend successful practices*.

**Expected Impact:** Please describe the potential impact the activity may have on education, T2, or workforce development. This may include impacts associated with: an increase in scientific knowledge, adoption of a new practice, commercialization, an increase in the effectiveness of the transportation system (increase in service life and/or reduction in repair costs), lead to a new policy or regulation, a better trained transportation workforce, etc.

***At the end of this section, if applicable, please identify activities that were listed in the proposal but were not conducted; and explain why such activities were not conducted****.*

**Step 8. Identify and Address Barriers to Adoption**

*Please identify stakeholder barriers related to adopting research outputs/products that occurred during the implementation phase. Please add or remove rows as necessary.*

| **ID** | **Stakeholder Name** | **Barriers to Output Adoption** | **Potential (or Actual) Actions to Address the Barriers** |
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**Step 9. Establish an MOU between Early Adopter and Research Sponsor**

*After the implementation phase is completed, Tran-SET’s Research and T2 Program Coordinator with assistance from Tran-SET’s Program Manager and Associate Directors will informally and formally assess the effectiveness of engagement activities that occurred during the respective project cycle. This assessment will include identifying products/output suitable for further studies via MOUs with established stakeholders.*

*In regard to T2, MOUs are typically entered into with early adopters to collect data on the output’s performance in the working environment when it is implemented. Please provide any information that may inform and be useful for Tran-SET in deciding to pursue MOUs related to the developed products/output. For example:*

* *Would the products/output benefit from an MOU with an established stakeholder? Are the products/output at the state where stakeholders can provide insightful feedback or provide supplemental performance data?*
* *What would the MOU look like? Who would be the stakeholder and what would their role and contributions be?*

*It is OK if the products/output are not in an appropriate state or form to pursue MOUs; but if so,* ***please state so with a brief reason why****.*

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