Detailed Information for Implementation Plan (FY 2014-15)

1. Getting Started

The information you provide in this questionnaire will be used by Research Services to draft an Implementation Plan for your proposed project.

Once you have provided a project title, your name and email address in this section, you can browse all of the remaining sections.

You can exit the questionnaire partially completed and return later to finish your work or make changes (from the same computer you started it, using the unique link provided).

The questionnaire has seven sections:
- 1. Getting started
- 2. Project overview
- 3. The opportunity, its application, and past efforts
- 4. Advisors, stakeholders and others
- 5. Innovation products and end-users
- 6. Work plan tasks and budget
- 7. Further steps to deploy the innovation

Experience last year was the questionnaire typically took about 2 hours to complete. If you think it is taking too much of your time, please contact Bruce at 651-366-3760.

You can send the survey link to other people if you need them to fill out part of the questionnaire, but they will open a blank survey that does not show your answers.

Research Services will email you a copy of your draft Implementation Plan in a Word file and you can make changes or final edits.
The process is:
Idea -> Questionnaire -> Implementation Plan -> TRIG decision -> Set up contract -> Manage project.

Contact Bruce Holdhusen if you have questions, technical issues or need assistance. (phone: 651-366-3760; email: bruce.holdhusen@state.mn.us)

*1. Please enter the project title (required before continuing):

*2. Please provide your name and email:

Name (required before continuing):

Office or District:

Position:

Email (required before continuing):

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3. Please provide information that will appear on the work plan for the proposed project manager or primary contact:

Name:	
Office or District:	
Address:	
City:	
ZIP:	
Email (if different different than Q2):	

4. The success of implementation depends upon having a key practitioner to manage the project, and a management champion (District Engineer, ADE, or Office Director) who is committed to having the project succeed... please provide the name of the Management Champion:

2. Project Overview

Project overview information will help reviewers understand your proposal... you will be asked for more details about the project in later sections.

5. (5) Provide a brief introduction or summary of your idea in 500 words or less (later questions will ask for details about the work plan):

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6. (6) Provide a summary of the expected benefits to MnDOT from this implementation project. If possible, quantify what will be cheaper, faster, safer or better. (later questions will ask for details about how the benefits will be achieved and who will be involved):

7. (7) What are the overall goals and objectives of the project?

3. The opportunity, its application and past efforts

The information you provide in this section helps Research Services evaluate the type of funding that can be applied.

8. (8) What is the problem that needs to addressed or the opportunity that can be taken?

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9. (9) What has been attempted in the past to solve this problem and what remains to be solved?

10. (10) How does this project build upon previous research? (if possible, include a title or reference to a completed research effort)

11. (11) Describe how the innovation will be applied at MnDOT and how it will become part of MnDOT's business practices. Please be specific about who will use the innovation.

12. (Comments on Section 3):

4. Advisors, stakeholders and others

By involving the right people during the project, the innovation will gain acceptance and your job will be easier later. The best way to do that is to include stakeholders and advisors in the project. This information will be used in our research tracking database.

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13. (13) It is helpful to have an implementation project steering committee or project advisory panel that meets periodically during the project. Provide names of people you would want on your project panel:

14. (14) You may need key people or established groups to review results, participate in decisions about deployment, communicate with the end-users of the innovation, or participate in delivery of the innovation. Who are the additional stakeholders who will need to be involved or informed, beyond the project advisory panel?

The list below will help us create a list of stakeholders for your future reference. Provide the information applicable for your project.

Key practitioners or management champions (in addition to those already named):	
MnDOT specialty offices (Bridge, Maintenance, Materials, etc.)	
Management group that should be informed (CMG, PCMG, etc.)	
...and identify who will bring it to the management group for discussion:	
MnDOT practitioner committee (hydraulics engineers, design engineers, etc.)	
...and identify who will bring it to the practitioner group for discussion:	
Other cooperating program, agencies or state (provide contact names at the other agency):	
MnDOT District(s) and district functional groups, individuals if known:	
Other stakeholders not included above	
Others who may be interested, but are not stakeholders	

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15. (15) Does the project include software, data management or technology devices that may require coordination with MnDOT ITS project management process? (see http://ihub/itweb/enterprise-program-management.html)

16. Does the project include anything that could be put on an "approved products" list, or are there any potential Intellectual Property or licensing issues related to implementation or deployment?

5. Innovation products for end-users

The essence of planning for implementation is to define who are the end-users, and what type of innovations they need. The list below provides general examples of typical innovation elements or products. There is also space in Question 17 for a description of how those elements fit together to deliver the results of your project.

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17. An "end-user product" is an innovation that is implemented, leading to a change that helps a set of end-users (practitioners, managers or decision-makers) do their job better, improving Mn/DOT performance. Or it could be an innovation that MnDOT delivers for the public.

Please select one or more types of end-user products from the list that best describe what you want to deliver. In the next question, you will be asked to provide details about the products you want to deliver, and who will use those products.

- [ ] Asset management system or supporting data
- [ ] Permit system
- [ ] Decision support system or supporting data
- [ ] Life-cycle costs or B/C ratio of investments
- [ ] Manual, handbook or field guide
- [ ] Best practices guidance
- [ ] Synthesis report for technical practitioners
- [ ] Develop curriculum for technical training
- [ ] Provide technical training or workshop
- [ ] A new specification or modify existing spec
- [ ] An improved design process
- [ ] Technical standard or practice
- [ ] Tool or piece of equipment
- [ ] Method (test, inspection or design)
- [ ] Construction method or materials
- [ ] Web site (interface or informational)
- [ ] Instrument or measurement system
- [ ] Innovation in facilities or operation
- [ ] Software, model or design tool
- [ ] Provide data to calibrate or use a model
- [ ] Summary of research findings for decision-makers
- [ ] Decision-making process or framework
- [ ] Synthesis report for management practitioners
- [ ] Develop curriculum for management training
- [ ] Provide manager training or workshop
- [ ] Implement or modify a policy, rule or regulation
- [ ] Management procedure or process improvement
- [ ] Innovation in contracting or finance
- [ ] Streamlining or automation
- [ ] Interagency agreement
- [ ] Performance measure
- [ ] Energy efficiency or alternative sources

Other type of end-user product:

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18. (17) Provide specifics about the items you checked in the table above, and who will use them. (This is not an easy question, but important for planning)

For example, if you checked two items "Tool" and "Test Method" in the table above in Question 16, you should name and describe the tool you want to develop, and describe how it will be used in a test method. (What is the tool; is it a new method, where will it be published; how will it be used; who will use it?)

19. (Comments on Section 5):

6. Communication Plan

Communication is the key to getting things done. There are several parts to a communication plan for innovation:
- Identifying target audiences;
- A plan to engage end-users and other stakeholders early in the process and gather information about the challenges and opportunities from their perspective, as well as marketing to them how it will help them do their job better and meet our goals;
- A plan to roll out the innovation, which could include presentations at conferences or meetings, training curriculum, field demonstrations, etc.

20. Craft a 'catch phrase' to help market your innovation. It should be short and easy to remember.

Some examples are "SMILT" or "Wildly Important Goal" or "Complete Streets: Mobility and safety are not only for motor vehicles."

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21. Communication (Target Audience): Use this space to list any additional people or groups to include in your target audience for early communication. End-users were identified in a previous section, along with some stakeholders and decision-makers, but it may be good to collect early input from a wider group to improve your probability of success.

We will use early communication to hear from your target audiences about the challenges (or barriers) to implementing the innovation, as well as opportunities and resources, and you can adjust your strategy to address any barriers to implementation.

22. Early Communication: What communication methods will work best for engaging your target audience and gathering the type of information you need? Select all that apply.

This will also allow you to reinforce their understanding of the need and benefits, and pave the way for later involvement and acceptance of the changes you are attempting to implement.

- [ ] Small group discussions
- [ ] Facilitated focus groups
- [ ] Brainstorming meeting
- [ ] Online survey
- [ ] Telephone interviews
- [ ] One-on-one meetings
- [ ] Webinar
- [ ] Videoconference meeting
- [ ] Email exchange
- [ ] Other (please specify)

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23. Early Communication: Pulling it all together into a plan.

Gather your thoughts about which methods you will use for early communication with each target audience, the timing for contacting them, and how you will compile the results. Who will be tasked with actually doing each part?

24. Comments or additional information about early communication:

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25. Communication: Rolling out the end-user product.

It takes more than just posting a guidebook or spreadsheet model on a web site to mainstream an innovation. The goal is to have end-users adopt it and make it part of normal business practice. We need to have a plan for how to spread the word, and provide enough information to get them started successfully.

Some of this work could be included as a task in the contract for the consultant or researcher.

What methods will work best for your project to roll out the completed end-user product and have the target audience adopt it? Select all that apply and add any others that are appropriate.

- [ ] Presentation to a conference
- [ ] Presentation to a technical group
- [ ] Internal office meeting
- [ ] Email blast
- [ ] Web site
- [ ] Powerpoint slide show
- [ ] Videoconference
- [ ] Webinar
- [ ] Workshops
- [ ] Include in other scheduled training
- [ ] New training module
- [ ] Other (please specify)

26. Add some notes here about a specific conference, meeting, etc. For example 'CTS Research Conference' and 'MnDOT Hydraulic Engineers Group Meeting.'

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27. Who will do these communication and roll-out activities? When do any regularly scheduled meetings or training typically occur in the year? How much lead time is needed to arrange the methods you have selected?

28. Comments or additional information about the communication plan for rolling out the innovation:

7. Work plan tasks and budget

This section of the questionnaire gets down to the nitty-gritty of how much funding you need, and how the work will get done in the project.

29. (19) Cost: How much funding do you need, and how did you arrive at that estimate?

30. (20) Equipment: Please describe any equipment that would need to be purchased for this project. (equipment must have a research-related purpose)

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31. (21) Procurement: At this time do you know what type of procurement process you will follow? (for example, issue an RFP, select from pre-qual list or certified list, write a purchase order, etc. - your project can have more than one contract or PO)

Do you have a consultant or vendor in mind who could do the work, and do you know the preferred project manager or principal investigator? Research Services can help with this, as well as with estimating the cost of a contract.

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32. (22) Work Plan: List the major tasks necessary to complete the project (additional space provided in Question 24 if needed).

For each task, we need the following information for the work plan (Research Services can help with this):

- Title and description of the task

- Who will perform the task (what will be done by a consultant, what will be done by MnDOT, etc.)

- Schedule or time needed to complete the task

- Cost or budget estimate for the task

- Outcome or deliverables for the task

- Equipment purchases.

If you have a work plan that was developed by a consultant or researcher, you can copy excerpts from it below or attach the work plan to your email (!) when you let us know you are done with the questionnaire.

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33. (23) Briefly summarize the scope of work of this project. This includes an overall description of how the project will be conducted. Please summarize coordination with other projects, or other work that is necessary for completion of this project, such as specialized help or input including data, materials, equipment, facilities, etc.

34. (24) Extra space for additional work plan information

35. Comments (work plan tasks)

8. Further steps to deploy the innovation

This section is about MnDOT's ongoing to commitment to support full implementation. Working out the end-game in advance will greatly increase the probability of success. This is not an easy section!

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36. (26) Further Steps to Implement the Innovation

List further efforts that will be needed from MnDOT, after completion of the project, to fully implement and deliver usable products to the end-users who need the innovation, and incorporate them into MnDOT's practices.

What are the steps, and who will follow through with them, such as:
- Who will revise a specification or special provisions
- Who will write a Tech Memo and shepherd it through the process
- Who will provide training
- What approvals are needed
etc.

Further step 1	
Further step 2	
Further step 3	
Other effort 4	
Other effort 5	

37. Additional information about further steps

38. (Comments on Section 7)

Click 'Done' if you have completed the questionnaire.

Also, please send an email to Bruce Holdhusen to let Research Services know you have finished entering information and they can start drafting your implementation plan.

THANK YOU!