**Ohio DOT Research Implementation**

Below summarizes questions the Ohio DOT’s Research Section uses to frame the discussion on implementation with our technical liaisons and researchers.  Please keep in mind these questions are just a starting point.  Based on the specific project (and responses receive during the discussion) additional questions may be asked and some of the ones listed below may never be proposed.

Research Retrospective (covers project completed during calendar years 2007-2012

The retrospective was a one-time project which is currently still being finalized. Met with the ODOT technical liaisons from each project and asked them the following five questions about each project:

1. What did ODOT get out of this research/what did we do differently because of this research?
2. Which category would you put this project into:  cost savings, time savings, knowledge increase or leverage?
3. In your opinion, was this research successful?
4. If you could go back in time and you had the money we paid for this research, would you invest it in this topic again?
5. Is there potential for additional research on this topic?

Project Start-Up Meetings

These questions are typically directed to the ODOT technical liaisons, but their responses are often supplemented by the researcher during the discussion.  The trick is to try to get them to think in general terms and away from trying to predict the actual research findings.

1. What does ODOT expect to get out of this research?  (If everything goes perfectly with this research and all the goals and objectives are met, what will that mean to ODOT?  What will we have?)
2. What criteria will ODOT apply to this project to determine if it was a successful endeavor (don’t tell me finished on time and within budget)?
3. Could the results of this research be of interest locally, statewide, regionally, or nationally? (Who other than ODOT would be interested in [or benefit from] this research?)
4. If ODOT was going to assign this project to a category, which one would it be:  cost savings, time savings, knowledge increase, leverage, process improvement (categories may change based on current leadership’s priorities)?
5. If the findings are positive [you get an answer], what would need to take place in order for you to actually use the results?  (Can you just run with them or do you need to get some sort of approval first and if so from who?  Who do you need to coordinate/work with in order to be able to use the information?)
6. If you get this answer and are able to use it, do you have any idea what type of information/data would need to be collected in order to evaluate if the utilization of the results was good?  Do you think it would be possible to determine/calculate a return on investment?   Do you think this data could actually be gathered and who might be able to gather it?
7. Do you think this research could impact an ODOT policy, specification, procedure or manual?  If so which one(s)?

Review Sessions

All projects are required to hold one formal research review session for every 12 months the contract is active.  The questions below are the general framework used for these project reviews.  Based on the presentation and administrative discussion that precedes this “implementation” update, these questions change, and in some instances are not even asked.

1. First we review the information that was gathered at the project start-up meeting and update the responses (or fill-in-the-blanks) as appropriate.  Two specific items that I make sure get updated include:
2. Has ODOT’s expectations of what this research will provide changed?
3. Have ODOT’s criteria for determining the success of this project changed?
4. If appropriate, I ask if any items have **already** been or are in the process of being implemented. If the response is yes, we go over the following questions:
5. When did implementation begin?
6. What steps have been taken in the implementation process?
7. Have any costs been incurred? If so, indicate the funding sources.
8. Who has participated in the implementation so far and to what extent?
9. What phase is the implementation currently in?
10. Have you experienced any obstacles?  If so, how did you overcome them?
11. What are the remaining steps?
12. Who is responsible for the remaining steps?
13. Will any costs be incurred for the remaining steps to be completed?  If so, provide a list and note the anticipated funding source.
14. What type of data would need to be collected in order to evaluate the implementation efforts and determine a return on investment?
15. How can this data be gathered and who is responsible for gathering it?
16. If appropriate, I ask if any items are **ready** for implementation to begin now.  If the response is yes, we go over the following questions:
	1. What steps need to be taken?
	2. Who are the key players needed for implementation to occur?
	3. Who is responsible for the implementation?
	4. What are the anticipated risks and obstacles to implementing these results? Provide strategies for overcoming these issues.
	5. Will there be any costs associated with the implementation? If so, provide a list and note the anticipated funding sources.
	6. What type of data would need to be collected in order to evaluate the implementation efforts and determine a return on investment?
	7. How can this data be gathered and who is responsible for gathering it?

Project Close-Out Meetings

The close-out meetings serve three purposes:

1. Review the contractual/administrative items of a project and make sure there are no unresolved issues (e.g.: deliverables received, equipment disposition, invoicing, etc.).
2. Gather information concerning the performance of the researcher, technical team, and research section.
3. Assess the results for implementation potential. Based on the assessment, either a full-blown implementation plan is development or an implementation summary.  Plans are for projects that require additional action beyond the research project before results can be used.  Summaries are for projects that do not require additional actions to take place.  Samples of a completed plan and summary have been provided.

For questions and/or addition information concerning Ohio DOT’s Research Implementation process please contact Vicky Fout at 614-387-2710 or Vicky.Fout@dot.state.oh.us.