

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

<b>Program: SPR-0010(36) FFY99</b>	<b>Part: II Research and Development</b>
<b>Project Title:</b> Model Planning Approaches for Freight	<b>Project ID:</b> MVFC 03
<b>Administrative Contact:</b> Jason Bittner	<b>Sponsor:</b> CFIRE
<b>WisDOT Technical Contact:</b> Sandy Beupre	<b>Approved Starting Date:</b> 2/1/2007
<b>Approved by COR/Steering Committee:</b> \$43,000	<b>Approved Ending Date:</b> 4/30/2008
<b>Project Investigator (agency &amp; contact):</b> 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
<b>\$43,000</b>	<b>\$11,721.72</b>	<b>\$13,017.91</b>	<b>70%</b>

**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													■	■	■