

# Regular Projects: Sample Timeline of Events

Project Milestones (assuming a January 1 Start Date, and a 2 year projects) month		2018												2019											
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
1	Kickoff Meeting	█																							
2	PI conducts Research	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
3	PI writes DRAFT report																								
4	PI Submits Final DRAFT report to ICT for editing																								
5	ICT Preliminary editing phase																								
6	PI/TRP editing phase																								
7	Final editing phase																								
8	Report Posted to ICT website																								
	(Quarterly Progress Reports Due)		█			█			█			█			█			█			█			█	
	(Semi-annual Evaluations Due)				█					█						█						█			
	(TRP / PI Meetings)		█			█			█			█			█			█			█			█	

1. **Kickoff meeting**
    - TRP Chair and PI schedule this meeting. This meeting should be within 2 weeks of official start date.
    - TRP and PI will agree on what the Interim Deliverable will be, if there is any.
  2. **PI conducts research**
    - This block of months represents the time that the researcher has to conduct the actual research. .
  3. **PI writes DRAFT report**
    - The PI should begin to write this report (at least) 6 months before the due date of the project.
  4. **PI submits final DRAFT report to ICT for editing**
    - This should be submitted to ICT to begin the editing process (at least) 3 months before the due date of the project.
  5. **ICT preliminary editing phase**
    - The PI submits the complete report in MS Word format to ICT Project Management, [ictprojectmanagement@illinois.edu](mailto:ictprojectmanagement@illinois.edu) . The PI should follow the ICT report formatting guidelines (available on ICT website) *Reports not properly formatted will be returned to the PI for reformatting and resubmission.*
  6. **PI/TRP editing phase**
    - The PI reviews the ICT technical edits, accepts/rejects changes, addresses all comments, and forwards the edited report to the project’s TRP Chair for review.
  7. **Final editing phase**
    - When the report is approved by the TRP Chair, the PI forwards the final report and the *TRP Final Review/Approval Sign-Off Sheet for ICT Reports* (available on ICT website) to ICT Project Management for final editorial review. *Reports submitted without the TRP approval form will not be accepted.*
  8. **Report Posted to ICT website**
    - ICT Project Management assigns an ICT report number, publishes the report on the ICT website and Transportation Research Board databases, and prints hard copies and CDs for distribution.
- (Quarterly Progress Reports Due)**
- PI’s are responsible for updating and submitting the QPRs at the end of every 3 months (using the ICT website).
  - TRP Chairs are responsible for updating, reviewing, and approving the QPRs at the end of every 3 months after the PI has submitted (using the ICT website).
  - Please note that the PI and TRP may be asked to complete a final QPR even if the project has officially ended.
- (Semi-annual Evaluations)**
- PIs are responsible for evaluating the TRP every 6 months by completing the form on the ICT website.
  - TRP Chairs are responsible for evaluating the PIs every 6 months by completing the form on the IDOT website.
  - Please note that the PI and TRP may be asked to complete a final Semi-Annual Evaluation even if the project has officially ended.
- (TRP / PI meetings)**
- TRP meeting should occur quarterly or as necessary, with a face-to-face meeting held at least every 6 months. (Copy [ictprojectmanagement@illinois.edu](mailto:ictprojectmanagement@illinois.edu) and [DOT.BR.RESEARCH@illinois.gov](mailto:DOT.BR.RESEARCH@illinois.gov) when setting up meetings to ensure both ICT and IDOT are aware of the meetings. [ictprojectmanagement@illinois.edu](mailto:ictprojectmanagement@illinois.edu) will provide someone to take minutes. Please give at least a 2 week notice for minute takers. )