

Special Projects: Sample Timeline of Events

Project Milestones (assuming a January 1 Start Date)	month	2018												
		1	2	3	4	5	6	7	8	9	10			
1 Kickoff meeting		█												
2 PI conducts research		█	█	█	█	█	█							
3 PI begins preparing interim deliverable						█	█							
4 ICT edits interim deliverable							█							
5 PI submits final DRAFT report to ICT for editing								█						
6 ICT preliminary editing phase									█					
7 PI/TRP editing phase										█				
8 Final editing phase											█			
9 Report posted to ICT website												█		
(Quarterly Progress Reports Due)			█				█				█			
(Semi-annual Evaluations Due)					█									
(TRP / PI Meetings)			█			█			█					

1. Kickoff meeting

- The TRP Chair and PI schedule this meeting. This meeting should be within 2 weeks of official start date.
- The TRP and PI will agree on what the interim (six month) deliverable will be. Due to the time constraints of a special project, the interim deliverable should provide IDOT with a usable document or product that addresses the issue being researched (e.g., a white paper, executive summary, recommendation, etc.) and is due at the end six months.
- The TRP and PI will agree on what the interim (six month) deliverable will be. Due to the time constraints of a special project, the interim deliverable should provide IDOT with a usable document or product that addresses the issue being researched (e.g., a white paper, executive summary, recommendation, etc.) and is due at the end six months.

2. PI conducts research

- This block of months represents the time that the researcher has to conduct the actual research.

3. PI begins drafting interim deliverable

- The PI starts this task at beginning of 5th month of project. The interim deliverable is due at ICT for editing at the beginning of the 6th month of project. The PI continues to conduct research.

4. ICT edits interim deliverable

- The scope, content, and type of interim deliverable is determined at the kickoff meeting, along with a schedule for preparing and editing the interim deliverable.

5. PI submits final DRAFT report to ICT for editing

- This document is the official project report that will be posted to the ICT website upon completion. It is required for all projects (unless otherwise determined by IDOT).

6. ICT preliminary editing phase

- The PI submits the complete report in MS Word format to ICT Project Management, 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.*

7. 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.

8. 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.*

9. 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.

Special Projects: Sample Timeline of Events

(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 and DOT.BR.RESEARCH@illinois.gov when setting up meetings to ensure both ICT and IDOT are aware of the meetings. ictprojectmanagement@illinois.edu will provide someone to take minutes. Please give at least a 2 week notice for minute takers.)