

WSDOT Research Project Evaluation

Introduction

WSDOT Research and Library Services (RLS) uses performance management and research project evaluation to more efficiently manage the research program and determine the program's overall effectiveness. Every research project is subject to evaluation. The three areas of RLS research project evaluation are continuing project evaluation, annual project evaluation and final project evaluation.

Continuing Project Evaluation

Continuous project oversight occurs throughout the life of every RLS project. This oversight is handled informally as the project proceeds by regular communication between the assigned Research Manager (RM) from RLS and the WSDOT Subject Matter Expert (SME).

Annual Project Evaluation

When a project reaches the end of its first full year, an annual review is performed. The RM and SME will document the status of the research project (see WSDOT Research Project Annual Evaluation Form below) to determine if the project is on track (budget and schedule), if it is addressing the needs of the SME, if any update to the project plan is needed and if it should continue. The result of this annual review will be placed in the project file and provided to the Principal Investigator (PI).

Final Project Evaluation

Final evaluations are performed at the conclusion of each project (see WSDOT Research Project Final Evaluation Form below). The RM and SME will use the following questions to determine the lessons learned and success of the project:

- Were the objectives of the project met to the satisfaction of the SME and other stakeholders?
- Did the project produce the expected products?
- Have the customers accepted the products produced during the research?
- Did the products meet all functional, performance, and quality specifications?
- Was the final research report written and accepted by WSDOT.
- Has the research report been distributed to appropriate depositories and stakeholders?
- Was the project completed within the approved budget?
- Was the project completed within the approved schedule?
- If appropriate, are the research results in the process of being published in a peer

reviewed journal?

- Are the anticipated benefits of the research being realized?
- Is the product being implemented?

These questions will be scored and documented on a Project Evaluation Form by the RM and SME. The form will be placed in the project's paper file and provided to the PI.

WSDOT Research Project Annual Evaluation Form

This form is completed by the RLS Research Manager (RM), in conjunction with the WSDOT Subject Matter Expert (SME) and the Principal Investigator (PI), at the end of the first year of each research project.

Project Title:

Name of Principal Investigator:

Name of Research Manager:

Name of Subject Matter Expert:

Agreement Number:

Start Date of Project:

Current Date:

Evaluation Questions:

1) Has the project remained within scope?

Yes No Comments:

2) Are the project's actual expenditures to date in line with the original scope of work?

Yes No Comments:

3) Is the project addressing the needs of the SME?

Yes No Comments:

4) Is any update to the project plan needed?

Yes No Comments:

5) Are there any project risks? If yes, identify the risk and how will the risk be mitigated?

Yes No Comments:

6) Should the project continue?

Yes No Comments:

When completed, this form is placed in the project file and provided to the project PI.

WSDOT Research Project Final Evaluation Form

This form is completed by the RLS Research Manager (RM), in conjunction with the WSDOT Subject Matter Expert (SME) and the Principal Investigator (PI), at the end of each research project.

Project Title:

Name of Principal Investigator:

Name(s) of Subcontractor(s):

Name of Research Manager:

Name of Subject Matter Expert:

Agreement Number:

Start Date:

End Date:

Original Agreement Amount:

Final Agreement Amount:

 Rating scale:

Superior	Above Requirements	Met requirements	Below Requirements	Poor
10	9	8 7	6 5	4 3
				2 1

The scores shown below were jointly agreed to by the Research Manager and Subject Matter Expert.

Evaluation areas:

- Were the objectives of the project met to the satisfaction of the SME and other stakeholders?
 Score: Comments:
- Did the project produce the expected products?
 Score: Comments:
- Have the customers accepted the products produced during the research?
 Score: Comments:
- Did the products meet all functional, performance, and quality specifications?
 Score: Comments:
- Was the final research report written and accepted by WSDOT.
 Score: Comments:
- Has the research report been distributed to appropriate depositories and stakeholders?

- Score: Comments:
 - Was the project completed within the approved budget?
Score: Comments:
 - Was the project completed within the approved schedule?
Score: Comments:
 - If appropriate, are the research results in the process of being published in a peer reviewed journal?
Score: Comments:
 - Are the anticipated benefits of the research being realized?
Score: Comments:
- Is the product being implemented?
Score: Comments:

When completed, this form is placed in the project file and provided to the project PI.