Year Two Project Work Plan Template

This work plan template for 2018 CSCRS projects will inform management of the project as well as support reporting needs of the UTC program. Additional information will be required at a later date for progress reporting for this project.

Please fill out this form completely and email to [info@roadsafety.unc.edu](mailto:info@roadsafety.unc.edu) by **Fri., March 30, 2018**. HSRC will provide feedback within one month.

Questions? Please contact Jennifer Palcher-Silliman,[**silliman@hsrc.unc.edu**](mailto:silliman@hsrc.unc.edu) or 919-843-4859.

**Section 1: Project information**

|  |  |
| --- | --- |
| Project Title: | |
| Project Start Date:  2018-XX-XX | Project End Date:  2018-XX-XX |
| Name of Principal Investigator (PI1) and Affiliation (select one):  /  UNC  Duke  FAU  UCB  UTK | |
| Name of Co-Principal Investigator (PI2) and Affiliation (select one):  /  UNC  Duke  FAU  UCB  UTK | |

**Section 2: Project details**

**Key project goals and objectives**

Brief summary of key project goals and objectives (drawn from project description):

|  |
| --- |
| * [insert key project goal/objective] * [insert key project goal/objective] * [insert key project goal/objective] |

**Statement of work**

Brief description of the tasks that will be taken to complete the work of this project to reach the stated key goals/objectives.

*Reminders:*

* *IRB approval is the responsibility of PIs. Information about IRB status needs to be available on demand, but does not need to be a separate task in the project timeline.*
* *For every CSCRS-funded research project, the following tasks/deliverables are required:*
  + *Project data management plan (including development and execution of plan, i.e. provision of the final datasets)*
  + *A final report (including workforce development details and a brief PowerPoint summary slide deck)*

|  |
| --- |
| **Task A:**  (Description…)  **Task B:**  (Description…) |

**Summary of deliverables/products**

Please provide a list of scheduled deliverables for this project (including related education and professional development aspects of the project).

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| * [insert deliverable] * [insert deliverable] * [insert deliverable] * Data management plan * Draft final report * Edited final report * PowerPoint summary slide deck |

**Project timeline**

Please provide a project timeline by completing the following table of project milestones and deliverables. Timeliness and adherence to this schedule will be considered in future proposal granting activities.

|  |  |  |
| --- | --- | --- |
| **Task** | **Milestone (M) or deliverable (D)** | **Due date** |
| A: (ex. Kick off meeting) | (Meeting notes (D)) | (March 30, 2018) |
| B: |  |  |
| C: |  |  |
| D: |  |  |
| E: |  |  |
| F: |  |  |

**Staffing table**

Please complete the following table to indicate level of effort (by hours) by task for key personnel from all institutions:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Key personnel** | **Project role** | **Hours per task** | | | | | | **Total hours** |
| A | B | C | D | E | F |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Subject Area Details**

Broad categories that describe project transportation modes and functions (for RiP database)

☐ Safety ☐ Human Factors ☐Planning ☐Highway Design ☐Pedestrians & Bicyclists ☐Teen Drivers

☐Other (please describe) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Index Term Details**

For RiP database, please provide a few keywords that describe the project (For example: Title, project description, notes, subject areas, project identifiers, project managers, principal investigators, funding agencies, terms from the Transportation Research Thesaurus)

|  |
| --- |
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**Supplemental notes**

Any relevant information not readily covered in other fields.

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**Section 3: Contract information (for internal use only)**

|  |
| --- |
| Date Updated:  February 22, 2018 |
| Project Status:  Proposed  Selected |
| Contract Year:  *CSCRS Year Two* |
| CSCRS Contract Number (to be assigned by HSRC in format, 2018RX):  *2018RX* |
| CSCRS Team Contact (CSCRS Staff responsible for project schedules, progress, and management of project):  Nancy Lefler (Research)  Caroline Mozingo (Education, Professional Development) |

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