AASHTO-RAC &
TRB State Representatives
Annual Meeting

MnDOT's Project Management Software
Automated Resource Tracking System (ARTS)

July 18, 2013

Linda Taylor, Director
MnDOT - Research Services
Baton Rouge, LA

Your Destination...Our Priority

Agenda

- **Automated Research Tracking System**
- **ARTS Overview**
- **Research Management**
- **Finance & Contracting**
- **Future Enhancements**
- **Questions & Answers**

ARTS Background

Initially developed to replace financial spreadsheet

ARTS Development & Support Costs
- System Planning & Concept Design: $171, 200
- Five year Support Contract: $122,500
  - Linked to Financial System SWIFT
  - MAPS to SWIFT Conversion
  - ARTS Customization
  - Custom Reports
  - Enhancements
  - Troubleshooting & Support

ARTS Overview

▸ **Access database**

▸ **Internet access**

▸ **Login features using username & password w/user privileges**

▸ **Customized login screen/user**

▸ **Menu driven & user friendly**

▸ **Search features**

Automated Research Tracking System (ARTS)

Project Management
- TAPS, AL, TL, PI
- Reporting (Tracking Progress)
- Deliverables

Financial
- Contracts Documents
- Task Due Dates/Comments
- Financial Reports

ARTS Database
- Project Information
- Contract Information
- Work Plan Tasks
- Funding & Payment
- Media Tracking
- Evaluation Forms

Other Features
- File Folders
- Reports
- Client Lists

ARTS Features

▶ **Direct access to project files**

▶ **Client database**

▶ **Build in search capabilities**

▶ **Customized reporting capabilities**

▶ **Distribution lists => email list**

▶ **Automatic notification**
  - Tasks overdue
  - Contract expiration dates

ARTS Search Capabilities

Project Management Features

- **Needs statement management**

- **Portfolio management by research topic area or funding source**

- **Project management components**
  - Contracts
  - Partnership, interagency, intra-agency agreements
  - Purchase orders

- **Technical Advisory Management features**

Generate Need Statements

Needs Statement Search

Number:		**Status/Priority:**
Title*:		**Description*:**
Submitters:		**Submitter Org:**

Project Advisor:

> Amiri, Farideh
> Holdhusen, Bruce
> Moe, Clark
> Rindels, Alan
> Sherkow, Shirlee

[Search for Needs Statements]

* = Indicates multiword search capable. If desired, separate keywords by a comma.

-- or --

[Create Needs Statement]

TAP Management

▸ **Email Button**

▸ **Filing functionality**
  - Quickly point to the project file

▸ **TAP meeting forms**
  - Simply push a button TAP Attendance Sheets
  - TAP check off list on tasks
  - Materials needed at time of meeting for project management
  - Materials can be completed, scanned and filed after TAP meetings

RESEARCH SERVICES SECTION

Automated Research Tracking System

Logout | Help

version 1.5.4 - prod
User: Buss1Nic

Screen: 3100

iHUB

ARTS Links
ARTS Home Page
Search >
ARTS Reports
Administration >

Current Portfolio
P 2012-046
C 99008 WO#103

LRRB

| General Info | Components | Financial | Panel | Media Tracking | SPR Financials |

Project #: 2012-046 **Title:** Complete Streets Planning and Design Guidance Document MPR-2(...
Type: Other Implementation **Status:** In Progress

Project Search > Project General Info

Project #:	2012-046	**Type:**	Other Implementation
Status:	In Progress	**National DB Share?** ☐	
Date Project Created:	05/02/2012	**Date Project Completed:**	
SPR Project?	☑		
FHWA Reviewed:		**OCPPM for Processing:**	
FWHA Approval:		**Federal Authorization:**	

Category:

Title: Complete Streets Planning and Design Guidance Document MPR-2(015)

Short Title: MPR-2(015)

Purpose: The Complete Streets Guidance Document will be widely applicable to MnDOT and local agency administrators, planners, designers and transportation practitioners generally, as well as to

FSS Description:

Roadmap: RM-001: Multimodal
Sub-Category: Multimodal Planning and Design
Needs Statement:
Champion: Skallman, Julie **Phone:** 651/366-4831
Champion Org: Mn/DOT

Associated Programs:

Program	Program Proj #	Funds Committed	Funds Received	Auth. Date
SP & R	MPR-2(015)	$160,000.00	$	07/06/2012
State Research Program	MPR-2(015)	$40,000.00	$	05/01/2012

Project Status Comments:

Date Created	Author	Comments	View
Apr 9, 2013	hold1bru	Project status set to In Progress by hold1bru	View
Dec 18, 2012	mcle1ann	Rec'd SPA approved workplan. To Carole for processing.	View
Dec 10, 2012	hold1bru	Working with Jim Grothaus and Penny Harris to get the work plan finalized. It is currently being reviewed internally by CTS. MnDOT CS Internal Advisory Group meeting scheduled for January 4; it was planned to be a kickoff meeting for the new contract.	View
Oct 19, 2012	hold1bru	Met today with internal advisory group (TAP). Received draft work plan from Jim Grothaus for comment. Discussed today with CS Internal Advisory committee. Scott plans to provide comments back to Jim next week. I forwarded the draft work plan to Ann to make sure we can write the	View
Sep 7, 2012	hold1bru	Met today with internal advisory group (TAP), distributed draft outline or TOC of document for comments, due back to Scott Sept. 21. Next meeting Oct. 19 1 - 2:30	View

10 Comments found, displaying Comments 1 to 5

|◀ ◀ 1 2 ▶ ▶|

Add Comment

General Info	Contract Development	Tasks	Funding	Payments	Panel	Media Tracking	Eval Form

Type: Contract   **Status:** DFR Rec'd

Number/ID: 89261 WO#202

Contract/Agreement Search > Panel

P.I. Name: Liu, Henry (2684)   **P.I. Phone:** 612/ 625-5522

Panel:

Client ID	Client Name	Phone	Email	Include In Email List	Position
2179	Rindels, Alan	651/366-3779	alan.rindels@ state.mn.us	☑	Project Coordinator
541	Misgen, Steven	651/234-7835	Steve.Misgen@ state.mn.us	☑	Technical Liaison
2738	Drager, Eric	612/ 596-0309	eric.drager@ co.hennepin.mn.us	☑	Panel Member
2840	Kary, Brian	651/234-7022	Brian.Kary@ state.mn.us	☑	Panel Member
2913	Impola, Lars	651/234-7820	Lars.Impola@ state.mn.us	☑	Panel Member
3100	Newton, Randy	952/ 949-8339	rnewton@ edenprairie.org	☑	Panel Member

Email Button -->

☑ PI + CO-PI(s)

☑ TL

☑ Regular Members

Copy Panel Members

Deliverable Management & Invoicing

Tasks:

#	Type/Project Link	Title	Current Date Due	Date P.C. Sent for Invoicing	Task Cost	Pct Comp	Action
1	Interim	Review factors that influence economic	11/05/2012	Nov 5, 2012	$8,000.00	100.0%	View
2	Interim	develop signal contract strategies for incidents	10/31/2012	Feb 21, 2013	$30,000.00	100.0%	View
3	Interim	Develop signal control strategies for incidents	12/31/2012	Feb 21, 2013	$30,000.00	100.0%	View
4	Interim	Develop traffic signal control software with	12/31/2012	Feb 21, 2013	$30,000.00	100.0%	View
5	Interim	Install SMART-signal on TH55 and evaluate the	12/31/2013	Feb 21, 2013	$50,000.00	100.0%	View
6	Interim	Transfer equipment and the title thereto Mn/DOT	07/31/2013		$0.00	0%	View
7	Draft Final Report	DFR	06/30/2013	May 8, 2013	$6,700.00	100.0%	View
8	Final Report	Final Report	06/30/2013		$8,300.00	0%	View
9	TSR	TSR	07/31/2013	Nov 5, 2012	$0.00	100.0%	View

Financial & Contract Management

Finance & Budget Management
- Local Road Research Board (LRRB)
- Transportation Research Innovation Group (TRIG)
- Funding Source
- SP&R Pooled Fund Program Management

Finance Contract development process

Contract Management

Reconciliation between cost accounting systems (FMIS, SWIFT & ARTS)

Financial & Contract Management Reports

Click on a folder to display the corresponding report

⊟ 📁 ARTS
    📁 Client Reports
    📁 Deliverable Reports
    📁 Financial Reports
    📁 Measures Reports
    📁 Project and Contract Reports
    📁 Quarterly Reports
    📁 Roadmap and Needs Statement Reports
    📁 RS Annual Report
    📁 SPR Reports
    📁 Temporary Reports
    📁 Utility Reports

Reports

- Available State Research Funds
- Contract Funding Detail
- CSS Fiscal Year Encumbrances
- Encumbrance Reconciliation by Contract
- Encumbrance Reconciliation Report
- Financial Summaries by Category for Funding Program
- Financial Summaries by Category LRRB Grouping
- Fiscal Year Carry Over
- Funding Program Report
- Funding Source Contract Summary
- Funding Source Financial Summary
- LRRB Balance Report
- Mn/DOT Category Summary by Fiscal Year
- Payment Reconciliation Report
- State Research Funds Report
- State Research Funds Report - Administrative
- State Research Funds Report - Contingency
- State Research Funds Report - Research

Contract Development Process

Status: DFR Rec'd   **Status Date:** 05/08/2013

Pre-Contract Activities:

Project Coordinator Assigned:	☑		
Technical Liaison Assigned:	☑		
TAP Created:	☑		
Pre-Scoping Meeting:	08/23/2010	**Set By:**	wies1car
Final Scope Approved:	09/20/2010	**Set By:**	wies1car

Financial Services Section Dates:

Effective Date:	02/02/2011		
Orig Exp Date:	09/30/2013	**Amended Exp Date:**	

University/Contractor Scope Approval:	
TC08 Form Filed:	
Contract Requisition Complete:	11/16/2010
Contract Req to C.S.S.:	11/17/2010
Certification to P.C.:	
Certification to RSS Director:	
Contractor Date:	01/28/2011
Encumbrance Date:	02/01/2011
State Agency Date:	02/02/2011
Admin Date:	02/02/2011
Audit Date:	

Future Enhancements

Marketing
- Using ARTS data to generate individual "project pages" on the public website with links to reports, technical summaries, and other materials
- Tracking marketing materials by project/contact
- Providing public access to program information (i.e., At-A-Glance information) via the website

Research Management
- Develop a workload summary reports by PA, PC and PI
- Provide linkage with idea, NS and project proposal
- Enhance automatic due date email notification
- Expand PM screens to include Gantt chart reporting
- Automate entry of quarterly report statements

Future Enhancements

Finance & Contracting
- SP&R Budget Information
- Fiscal Year Impacts due schedule creep
- Enhance amendment tracking

Program Level
- Performance measures
- Monitor and track Implementation efforts
- Develop program level assessment tools

ARTS Benefits

▸ **Invaluable tool to effectively manage research program**

▸ **One stop shop for all research project and budget information**

▸ **Customized budget reports save time & resources**

▸ **Search function allows for quick access to information**

▸ **Automates the generation of annual program information**

ARTS Challenges

▸ **Database is only as good if information maintained and current =>dedicated staff**

▸ **Define clear roles and responsibilities for maintaining data and information**

▸ **Keep database current as processes, procedures and requirements change**

▸ **Maintain system documentation**

▸ **Training new staff on ARTS**

▸ **Managing enhancement and changes to best optimize consultant time & effort**

Questions?

Linda Taylor
Director Research Services
MnDOT Research Services
Linda.taylor@state.mn.us
651–366–3765

Your Destination...Our Priority