



TECHNICAL PANEL ROLES AND RESPONSIBILITIES

Technical panels (TP) oversee all MDT research projects. The panels are formed at the beginning of each project. Members are carefully selected with specific backgrounds that will provide a robust and well-rounded review of the project.

The research project belongs to the technical panel; the project's success hinges on the technical panel and its oversight.

Each project has its own technical panel, consisting of three to ten individuals from both inside and outside of MDT, with knowledge and a vested interest in the research topic, results, and implementation. FHWA and MDT Research Staff are on all technical panels, with the Research Staff serving as the Research Project Manager. Individuals on panels should adequately represent the technical breadth of the issue at hand and be balanced with respect to viewpoint and representation. Each panel member is chosen to represent the needs of their respective division, department, organization, and/or constituencies.

Benefits

The benefits of serving on a technical panel are many and varied. Some are listed below.

- ★ Obtain answers to questions and solve problems.
- ★ Help MDT to meet its mission by improving quality, safety, cost effectiveness, economic vitality, and sensitivity to the environment.
- ★ Help to guide the future direction of MDT.
- ★ Help to improve operations within your area.
- ★ Communicate, coordinate, and collaborate within a team environment.
- ★ Contribute to your professional development.

Responsibilities

Note: All tasks must be performed in a timely manner.

Technical Panel Member

- Identifies members for the technical panel.
- Oversees project from inception through implementation. Implementation (i.e., products necessary, identification of barriers, mitigation of barriers) should be considered from the very first panel meeting.
- Reviews literature search results from the solicitation stage at the first panel meeting.

- Determines the best method to proceed (cancel project; implement available results; or secure funding from local/MDT, regional, or national research programs).
- Develops a scope of work (SOW) at the first panel meeting. A clear and concise SOW is the guide for the project proposal, which is basis of the project contract.
- Determines the consultant procurement option. Typically, the team selects a consultant from a public institution. However, the team may determine that an RFP should be issued.
- Reviews proposal(s) and ensures it represents the research question. Recommends to the RRC a proposal for funding. Proposals are based on the SOW.
- Attends the project kick-off meeting and other meetings, with the consultant as documented by the project proposal and/or technical panel.
- Carefully reviews all project products for completeness and accuracy. The task reports (TR) are especially critical for technical panel members to review. The TR provides detailed information on each task, including what was done, how it was done, and the results. The TRs can be combined to form much of the final report.
- Monitors project progress to ensure the project stays on scope and delivers desired products. Reviews project deliverables (i.e., progress reports, task reports, other interim products, final report, and other final products) and communicate issues with consultant through the MDT Research Project Manager. This is critical for project success.
- Inform management, organizations, and/or constituencies of all progress and products of the project.
- Makes implementation recommendations for MDT.

Technical Panel Chair (typically the MDT Champion)

- Identifies technical panel members and confirms each has time and are willing and able to commit to the technical panel.
- Presents scope of work and business case information to the Research Review Committee (RRC) for approval-in-concept. For more information about the roles of the RRC, please contact the Research Staff.
- Presents business case for project and proposal technical panel recommends for funding to RRC for funding approval.
- Leads technical panel meetings.
- Encourages active participation by all panel members.
- Helps the panel reach consensus.
- Participates in implementation.

MDT Research Project Manager

- Schedules technical panel meetings.
- Serves as the liaison between the technical panel and consultant, providing panel decisions to the consultant.
- Manages all information flowing between the technical panel as a whole or individual technical panel members, and the consultant.
- Ensures project stays within scope and budget, and issues are addressed in a timely fashion.
- Manages contractual compliance.

Time Commitment

Time commitment varies with each project. The following table provides major categories with typical timeframes.

Scope and business case development	2 to 8 hours
Proposal review	2 to 4 hours (If an RFP is issued: 1 to 5 days)
Report review and meetings	1 to 3 hours per submitted product
Final product review	1 to 2 days