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Transport Infrastructure Ireland

TII Publications

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Pilot and Trial Projects – Guidelines and Online User Manual

RE-PTP-07003
February 2017

RE Research

Technical

About TII

Transport Infrastructure Ireland (TII) is responsible for managing and improving the country's national road and light rail networks.

About TII Publications

TII maintains an online suite of technical publications, which is managed through the TII Publications website. The contents of TII Publications is clearly split into 'Standards' and 'Technical' documentation. All documentation for implementation on TII schemes is collectively referred to as TII Publications (Standards), and all other documentation within the system is collectively referred to as TII Publications (Technical).

Document Attributes

Each document within TII Publications has a range of attributes associated with it, which allows for efficient access and retrieval of the document from the website. These attributes are also contained on the inside cover of each current document, for reference.

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TII Publications Website

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TII Authorisation and Contact Details

This document has been authorised by the Director of Professional Services, Transport Infrastructure Ireland. For any further guidance on the TII Publications system, please contact the following;

Contact: Standards and Research Section, Transport Infrastructure Ireland
Postal Address: Parkgate Business Centre, Parkgate Street, Dublin 8, D08 DK10
Telephone: +353 1 646 3600
Email: infoPUBS@tii.ie

TII Publications

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1. Introduction

1.1. General

Transport Infrastructure Ireland (TII) is charged with providing transport infrastructure and services for National networks. In order to ensure a consistent approach to the provision and management of these networks, TII maintains a suite of standards and technical documentation within its online TII Publications system (http://tiipublications.ie/). TII continues to evolve and develop in line with emerging technologies and materials to ensure that the most efficient processes and systems are deployed and reflected within its standards, specifications and other technical documentation.

In order to make advances in standards, specifications and policies, TII is committed to undertaking pilots and trials in a formalised and structured manner so as to maximise learning outcomes. The outcome from any pilot or trial should:

a) inform the development of new standards, specifications or technical guidance;

b) update an existing standards, specifications or technical guidance;

c) inform policy changes;

d) provide documentary evidence to facilitate approval of products or processes where CE marking does not apply.

1.2. Scope

For the purpose of undertaking pilots and trials in a formalised and structured manner as outlined above, a dedicated pilots and trials website has been developed. This guideline document and user manual has been developed to outline the processes to be followed when managing Pilot and Trial Projects through the dedicated website. Please send any queries relating to Pilot or Trial Projects to infoPT@tii.ie marked for the attention of the Research Manager.

1.3. Pilots and Trials Website

In many cases it is anticipated that TII will work in partnership with a number of third party stakeholders such as contractors and consultants directly involved in undertaking, installing or monitoring the trial. Both intranet and extranet versions of the Pilots and Trials website have been developed as it is anticipated that the required details to progress through the 4 stages of the trial will be completed by the third party. The links to the relevant websites are as follows:

TII personnel: http://inet.nra.ie/pilots/

External third parties: https://web.nra.ie/pilots/

In all cases a username and password are required for access and these can be obtained by emailing itsupport@tii.ie requesting permission to use the Pilots and Trials website. For third parties this should be requested by the Project Leader in order to ensure that the correct access is granted.

1.4. Definitions

Project Partner: A Project Partner can be a third party or TII member of staff.

Project Leader: A Project Leader is the TII staff member leading the pilot or trial.

Research Manager: For the purposes of this document the TII Head of Research and Standards shall be read as the Research Manager.

2. Stages of Data Entry

2.1. General

The Pilots and Trials website comprises four stages of data entry from initial assessment (Step A) to completion (Step D). Each stage requires approval from the Research Manager to progress to the next step. The flowchart in Figure 1 represents a summary of the processes involved in each stage.

Step A (Assessment) is the first step of the project, intended to assess suitability and approval in principle. Basic project details are recorded and a unique Pilot and Trial Project (PT) reference number is assigned.

All projects require initiation by a Project Leader and can be supported by information gained by a third party contractor, consultant or other stakeholder directly involved in the pilot or trial.

Step B (Preparation) is focused on the preparation of all necessary elements to ensure the project is set-up appropriately. Key project requirements and details are set-down together with objective measures of performance.

Step C (Installation and Operation) covers the installation/implementation of the project, together with the operation of the project on the network. All relevant details regarding site conditions, installation works, testing, etc. are recorded here, together with ongoing monitoring and final monitoring details.

Step D (Completion) is the final step of the project, where completion is confirmed. A summary of the project findings, together with conclusions and recommendations are recorded.

The following sections provide step by step guidance through each stage of the Pilot and Trials website.

Note: To assist the user, information is available via floating notes on the online system by hovering the cursor over the sub headings on the left hand side of the screen (i.e. *A.1.1, A.1.2, A.1.3* etc.).

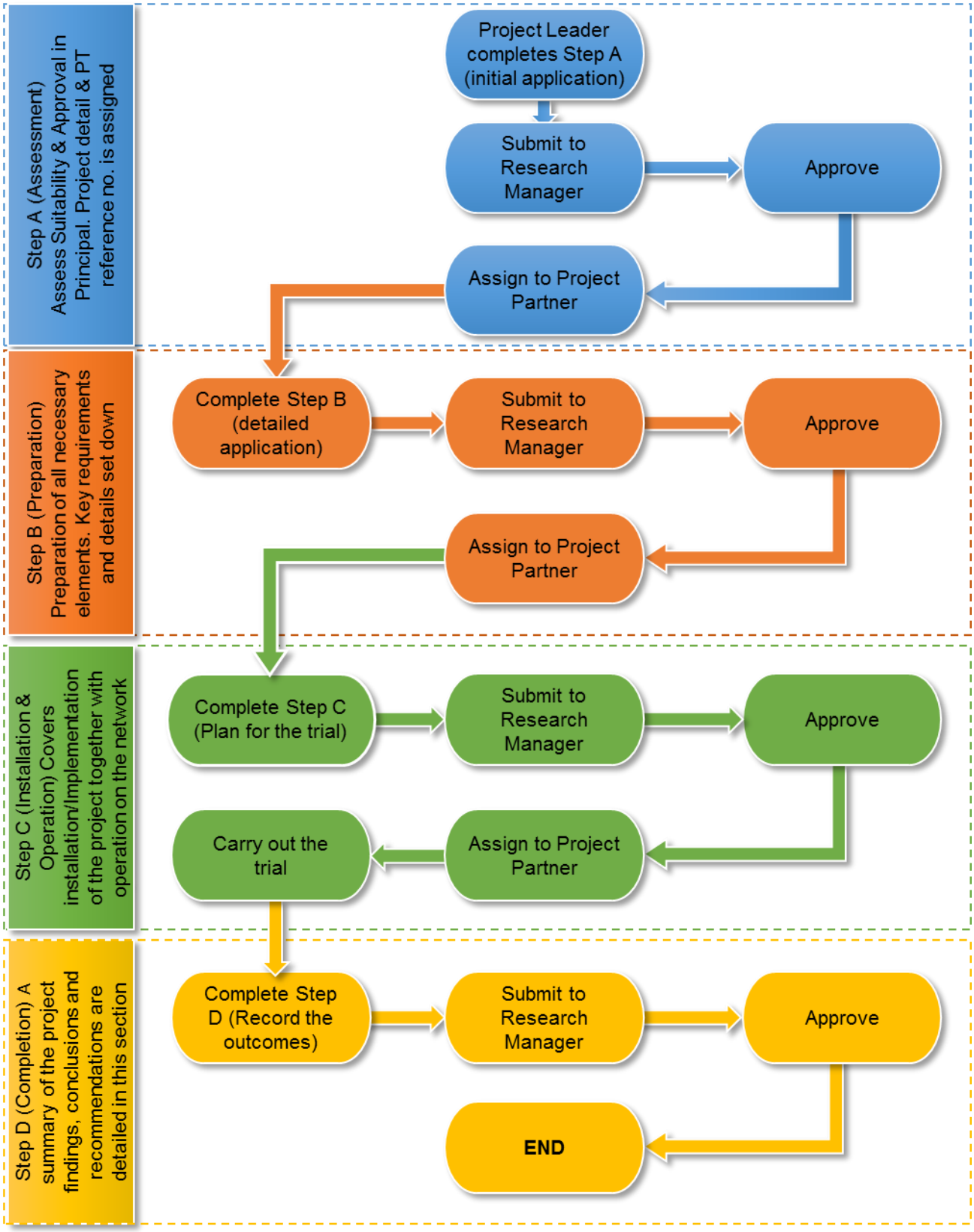

Figure 1 – Process Flowchart for Managing Pilot and Trial Projects

Step A. Assessment

Summary

Step A assesses the initial feasibility of the Pilot or Trial Project. The level of detail and investigation provided in this step will vary depending on the size and scope of the project. The information provided must however be sufficient to facilitate approval in principle from the Research Manager.

All data relating to Step A of the project shall be recorded through the Pilots and Trials website. Any additional documentation shall be uploaded to the website.

In the event that a partnership approach to undertaking the pilot or trial is adopted, and that information will be supplied by a Project Partner, Step A must be initiated, completed and submitted by the Project Leader prior to assigning the project to the Project Partner. The Project Leader provides information on the Pilots and Trials website to set down the aims, objectives and user needs to be addressed by the project, to identify any anticipated outcomes on current standards and to provide a sound justification for carrying out the project.

Aims and Objectives

The aims and objectives shall be set out at the commencement of the Pilot or Trial Project. These shall be agreed with all relevant stakeholders to minimise the possibility of scope creep and associated impacts on programme, costs and outputs.

The development of aims and objectives of a Pilot or Trial shall always be defined as SMART, in that they shall be:

a) **S**pecific – have a defined outcome/result that must be precise;

b) **M**easurable – the pilot or trial should be quantifiable;

c) **A**chievable – possible to deliver with the available resources (time/money);

d) **R**elevant – linked to the objectives and priorities of TII and appropriate to the network;

e) **T**ime-framed – indicative dates should be recorded for the project initiation, each project step and the anticipated end date.

User needs

The analysis of user needs should consider the overall strategy and aim of TII in developing services to deliver a safe network, reliable journey times and more informed network users.

In an ideal situation a Pilot or Trial Project should start with the user and their needs, however, it is more likely to start from either:

i) Problems users might be experiencing which might benefit from a new innovation;

ii) An innovation which has already been defined for which user needs must be identified;

iii) An improvement to an existing innovation for which user needs have already been identified.

Project Background

The Project Leader shall record background information to show that the project builds on previous experience and that any alternative options to the project are identified and assessed. Background information may be sourced from within TII and from Local Authorities and their Designers.

Relevant Previous Experience

Relevant previous experience relates to the implementation of the product/system or process being piloted or trialled, the implementation of any other similar product/system or process and any other project covering the same topic.

Previous lessons learnt, a cost breakdown and resource demands shall be reviewed and documented. Results of previous experience in other countries may also be considered but should be assessed in light of differences in driver behaviour and driving environments to those in Ireland.

Alternative Options

Analysis of alternative options that meet the same objectives as the Pilot or Trial Project shall be undertaken by the Project Leader. This analysis shall identify any existing product/system or process which may negate the need for the Pilot or Trial Project. It shall also provide a comparison of advantages and disadvantages of the possible alternative innovation to determine the unique benefits of the proposed Pilot or Trial Project.

Project Details

The Project Leader shall set out estimated project details including the project programme, any requirement for support personnel and the total GROSS project cost. At this stage the Project Leader shall also indicate the proposed form of agreement for the project.

Proposed Form of Agreement

Depending on the scope and complexity of the project, the form of agreement (or Contract documentation) and procurement shall be determined by the Project Leader along with details of the preferred participant(s) for the scheme. In some cases where there is a new technology or product being offered to TII, there may be a requirement to include a number of suppliers in the pilot or trial to allow for a valid comparison between products. This will be determined at the discretion of TII.

In the absence of a form of agreement, the Project Leader shall indicate any Guarantee, Warranty, License, or the like to cover liability.

Risk Transfer

The Project Leader shall indicate which parties to the project are carrying the key risks.

Preliminary risk assessments shall be undertaken and documented by the Project Leader. This will involve a high level assessment of the potential risks associated with the Pilot or Trial Project. This will assist in identifying and controlling the exposure to any type of risk, positive or negative, which may have an impact on the achievement of the objectives and also the overall probability of success. Contingency associated with any risks must be determined and incorporated into the Pilot or Trial budgetary estimate by the Project Leader.

The Pilot and Trial Project risk/opportunity template is available for download from the TII Publications downloads section http://tiipublications.ie/downloads/

Project Site

Suitability of Potential Sites

To determine suitable sites for the implementation of the Pilot or Trial Project, criteria for the site selection shall be derived e.g. traffic conditions, Health and Safety, environmental impacts, accessibility etc.

Review Health and Safety

The need for a Safety Audit for the project shall be identified by the Project Leader. The relevant stakeholders for railway safety should be consulted for Pilot and Trial Projects carried out on the rail network.

Where necessary, the Authority responsible for the Pilot or Trial Project shall appoint a suitably qualified Project Supervisor for the Design Process (PSDP) in accordance with the Safety, Health and Welfare at Work (Construction) Regulations, 2006 as amended. The PSDP shall notify the Health and Safety Authority (HSA) of particulars of the project at the commencement of the design process.

The Project Supervisor Construction Stage (PSCS), where required should be assessed, managed, and appointed by the Local Authority.

Network Issues

The Project Leader shall confirm the details of all planned or completed liaison with the relevant network operator in respect of any operations at the project site.

Project Participants

Identify/Assess Possible Project Participants

The process for selection of the project participants shall be determined by the Project Leader. The nature of any binding agreement with participants will vary in nature depending on the Pilot or Trial project.

Key Stakeholders

An effective stakeholder management strategy shall be established by the Project Leader. The range of stakeholders engaged will vary greatly depending on the particular Pilot or Trial proposed and should be clarified at an early stage by the Project Leader. Typically, the following core group of stakeholders will be involved in most Pilot and Trial Projects:

i) Transport Infrastructure Ireland (TII)

ii) Local Authority

iii) Designers

iv) Ultimate Users

A.1 Project Basics

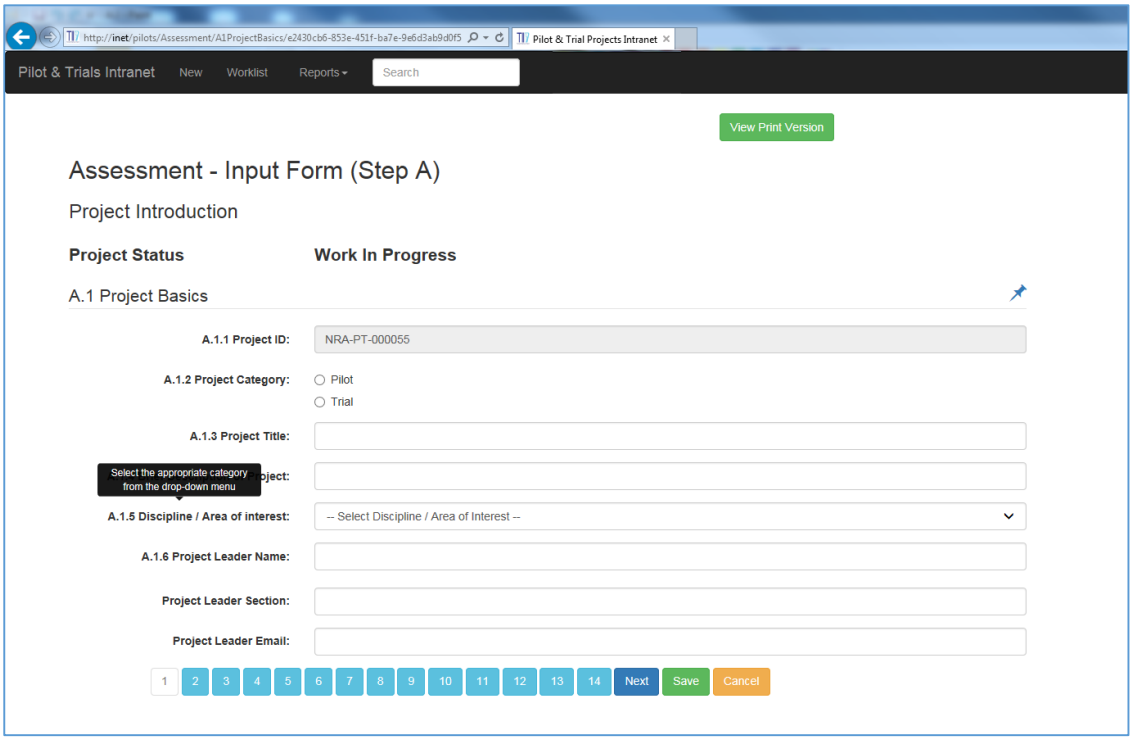

Figure A.1: Project Introduction, Project Basics

A.1.1 Project ID: A unique Project ID is generated automatically when the Project Partner completes page 1 of Step A and clicks “Next” at the bottom of the page. (Example: TII-PT-000040).

A.1.2 Project Category: The user should select whether the category of scheme to be applied for is a Pilot or Trial. See floating note for definitions.

A.1.3 Project Title: A short relevant title for the project.

A.1.4 Brief Description of Trial Project: A summary paragraph of text indicating the scope of the project. (Example: “Pavement repair works involving trial installation of permanent repair material products”).

A.1.5 Discipline / Area of Interest: Select an appropriate category from the drop-down menu. (Example: Pavement)

A.1.6 Project Leader Name: The Project Leader is the TII staff member leading the Pilot or Trial Project.

Project Leader Section: The section of TII where the Project Leader is based.

Project Leader Email: mailto:another@tii.ie

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A.2 Aims and Objectives

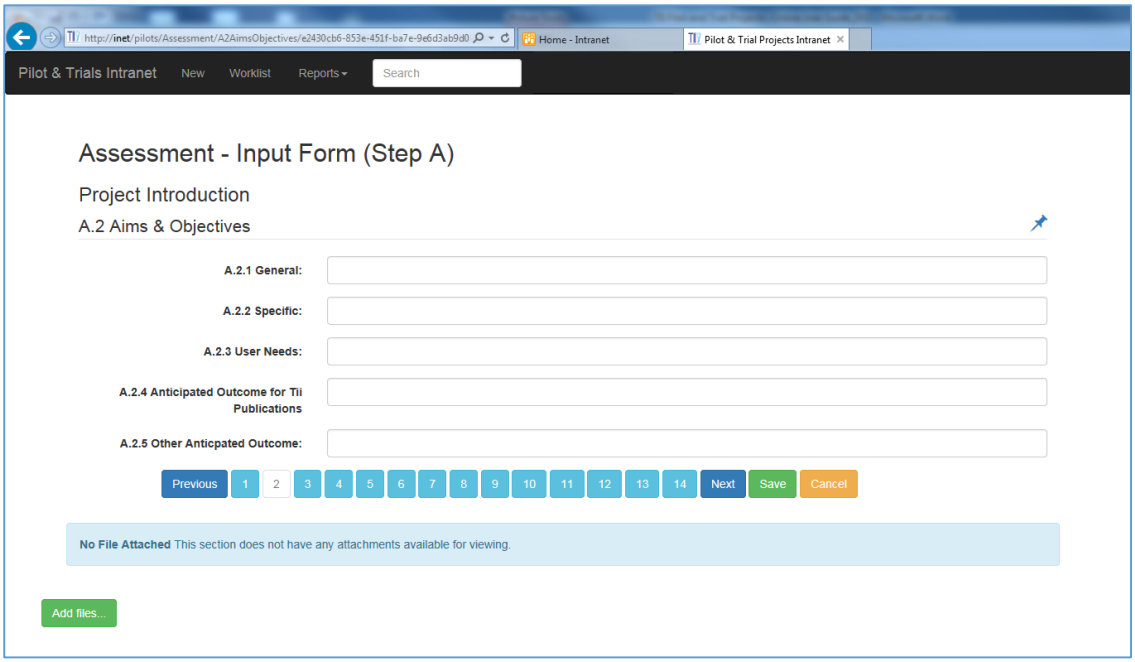

Figure A.2: Project Introduction, Aims and Objectives

Note: Supporting documents can be added to all sections between A.2 and A.14 inclusive by selecting the "Add files" button on the bottom left hand side of the screen, navigating to and selecting the file followed by selecting "Upload". The user is then presented with the option to "View" or "Delete" the file which has been uploaded.

A.2.1 General: The overall objective of the project. (Example: "The overall objective of this project is to determine the suitability of tested products to be used in pavement repair works").

A.2.2 Specific: The specific goals of the project which will contribute to the overall objective. (Example: "The specific goals of this project are to assess, over time, the condition of the pavement repair material/s within the test area/s and to quantify projected savings that could be gained by utilising the repair material/s on a network wide basis").

A.2.3 User Needs: The known issues on the network / system that have led to the project. (Example: "Road closures due to poor surface condition and increased maintenance costs due to the frequency of repairs").

A.2.4 Anticipated Outcome for TII Publications: The anticipated impact on TII Publications documentation as a result of the project. (Example: "A revision to CC-SPW-00900 - Specification for Works Series 900 - Road Pavements - Bituminous Materials in order to allow the use of CE marked permanent repair materials").

A.2.5 Other Anticipated Outcome: Indicate any other anticipated outcome as a result of the project. (Example: Approval for a new process or type of product which are not governed by CPR or increased energy savings arising from the use of energy efficient technology

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A.3 Project Justification

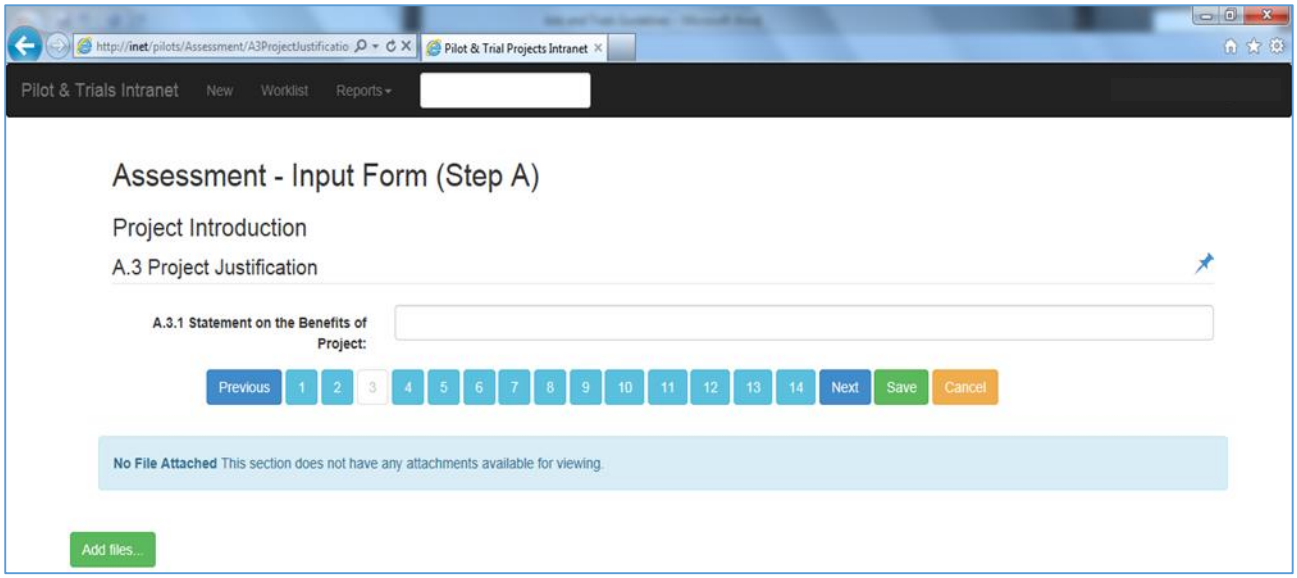

Figure A.3: Project Introduction, Project Justification

A.3.1 Statement of the Benefits of the Project: A simple statement of the benefit of the project to TII. (Example: “The outcome of this trial project may offer TII a better understanding of the quality of product available for use on the National Road network, the lifespan of such products and the potential for long term maintenance cost savings”).

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A.4 Project Relevance Previous Experience

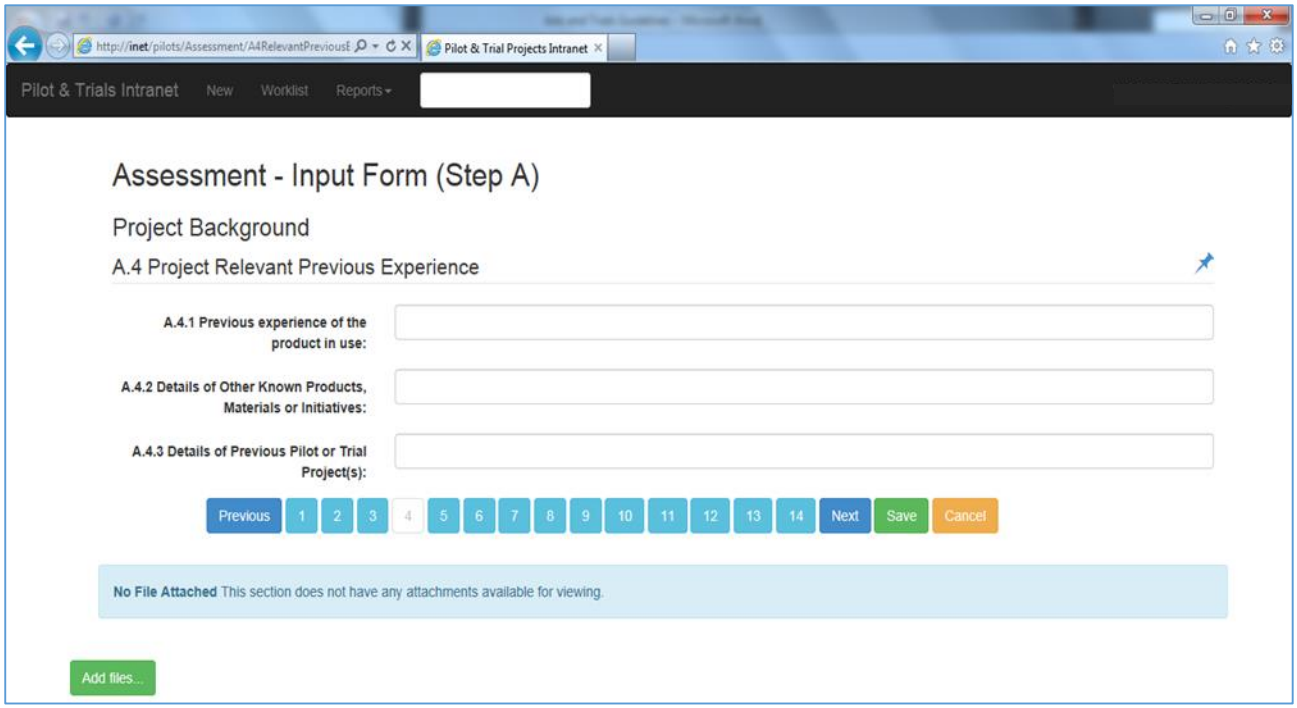

Figure A.4: Project Background, Project Relevant Previous Experience

A.4.1 Previous experience of the product in use: If there is experience of implementing this product /system or process elsewhere either on the Irish network or in other jurisdictions, then note it here. Otherwise note “not applicable”.

A.4.2 Details of Other Known Products, Materials or Initiatives: If there is experience of implementing a similar product, system or process elsewhere, then note it here. Otherwise note “not applicable”.

A.4.3 Details of Previous Pilot or Trial Project(s): If another Pilot or Trial Project has covered the same topic, please note it here (including Reference Number). Otherwise note “not applicable”.

User should save at the end of each screen and then select “Next”.

A.5 Project Alternatives or Options

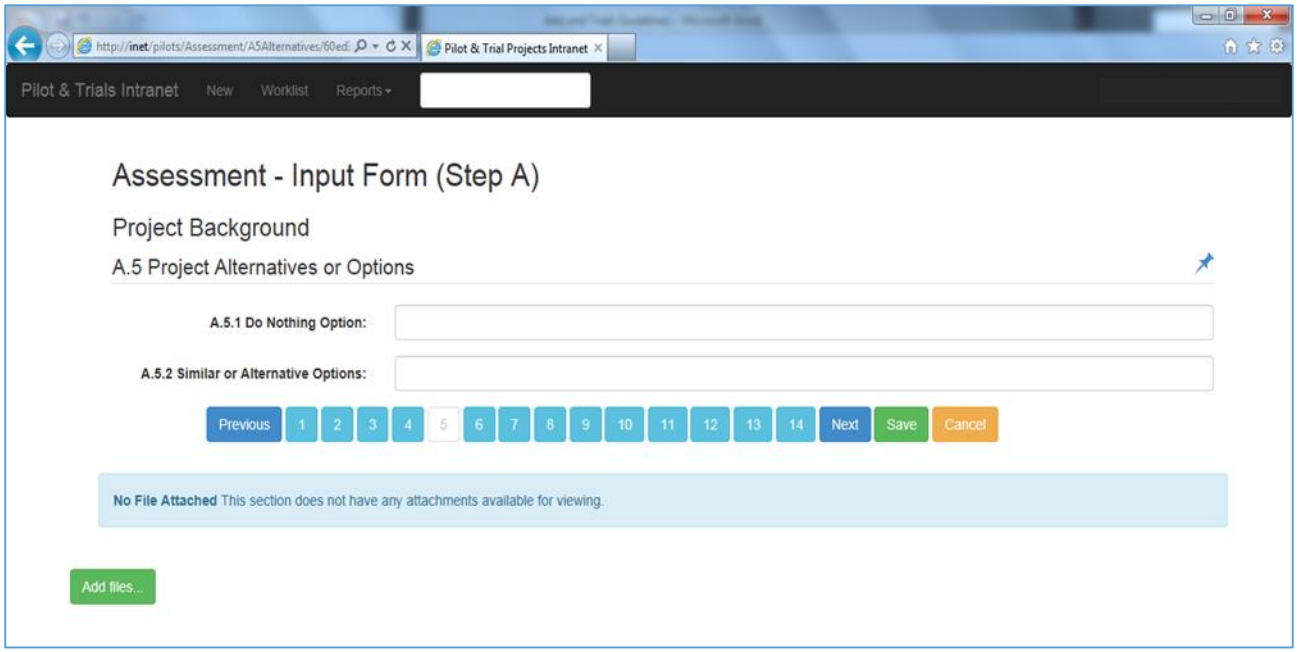

Figure A.5: Project Background, Project Alternatives or Options

A.5.1 Do Nothing Option: Indicate the likely consequences of taking no action in respect of the proposed project. (Example: “The number of collisions at this location will remain static or may increase should the proposed project not be implemented”.)

A.5.2 Similar or Alternative Options: Indicate briefly the possible feasible alternatives to the proposal that have been considered and discounted at this point. (Example: “Full pavement reconstruction was considered and discounted due to the associated cost and the increased travel time due to diversions”.)

User should save at the end of each screen and then select “Next”.

A.6 Estimated Project Programme

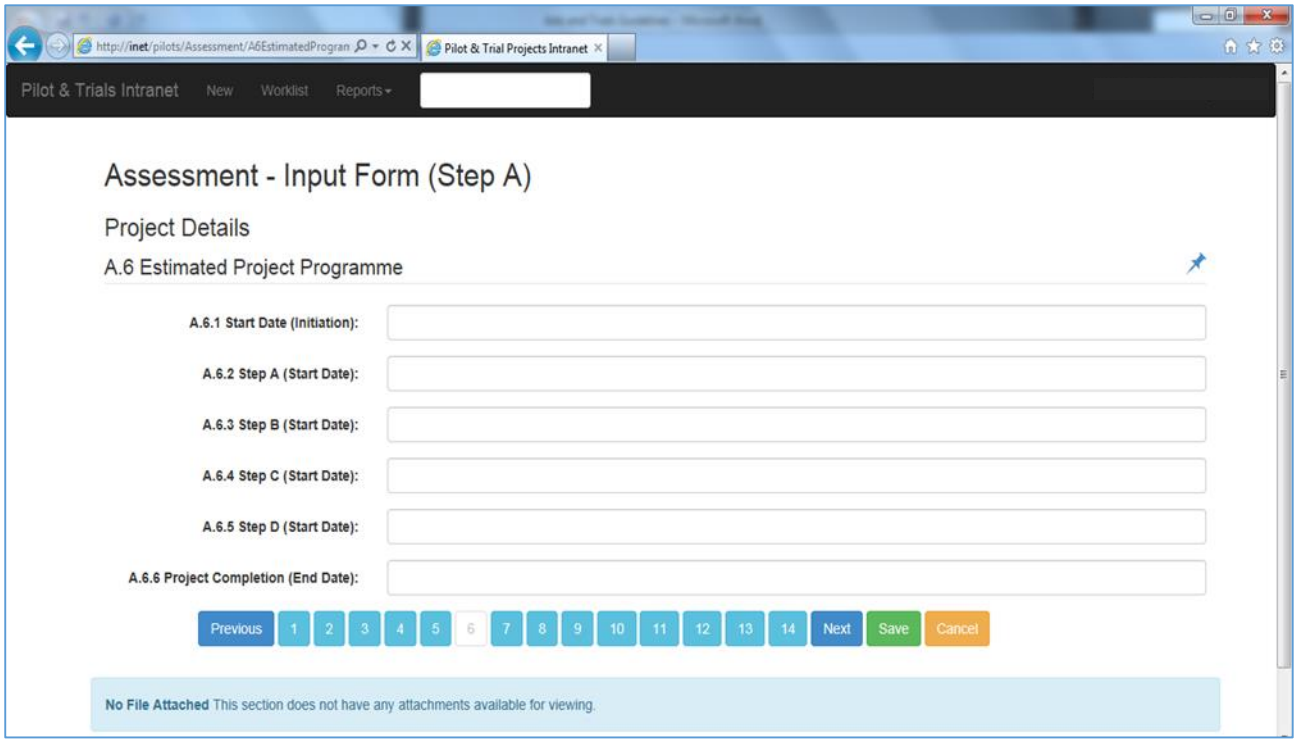

Figure A.6: Project Details, Estimated Project Programme

A.6.1 Start Date (Initiation): Indicate the Start Date (Month and Year) for the Initiation of the project.

A.6.2 Step A (Start Date): Indicate the anticipated Step A Start Date (Month and Year).

A.6.3 Step B (Start Date): Indicate the anticipated Step B Start Date (Month and Year).

A.6.4 Step C (Start Date): Indicate the anticipated Step C Start Date (Month and Year).

A.6.5 Step D (Start Date): Indicate the anticipated Step D Start Date (Month and Year).

A.6.6 Project Completion Date (End Date): Indicate the anticipated project End Date (Month and Year).

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A.7 Estimated Project Resources

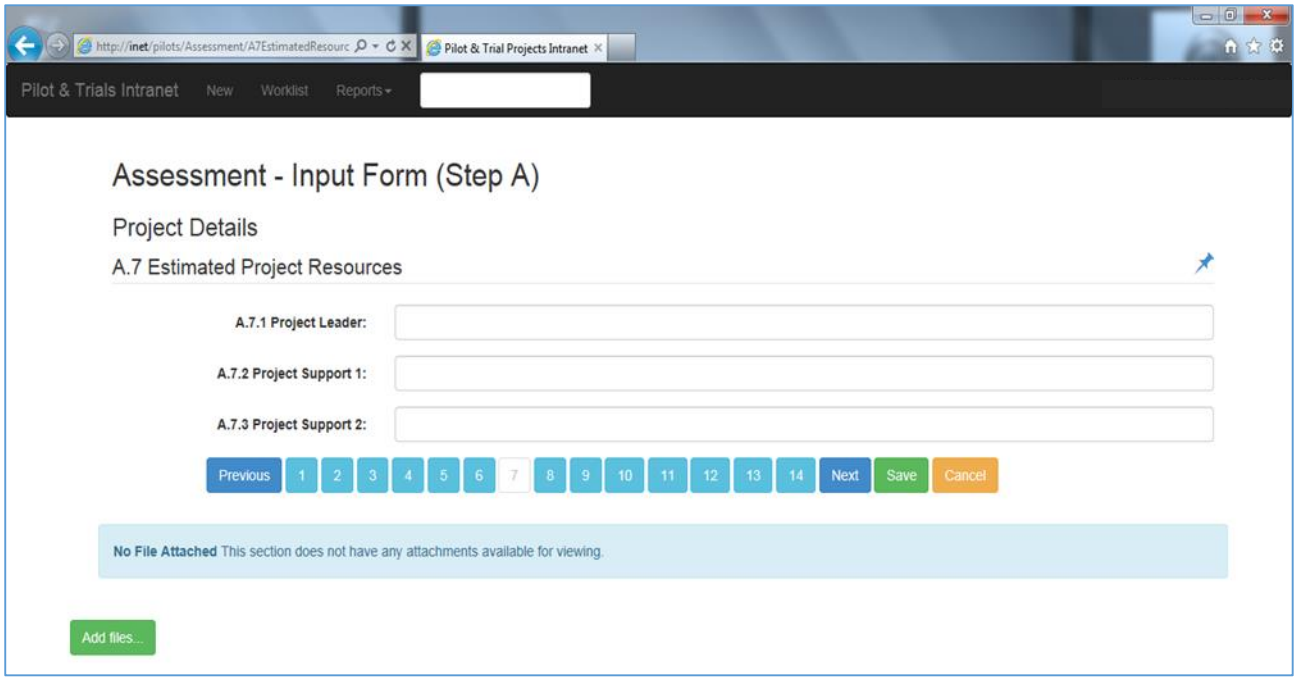

Figure A.7: Project Details, Estimated Project Resources

A.7.1 Project Leader: Insert the anticipated length of time required of the Project Leader for the project (in Days).

A.7.2 Project Support 1: Insert the Name and length of time anticipated for Project Support Person 1 (in Days). This may be a third party provider (service provider, Local Authority or other) or TII staff member.

A.7.3 Project Support 2: Insert the Name and length of time anticipated for Project Support Person 2 (in Days). This may be a third party provider (service provider, Local Authority or other) or TII staff member.

User should save at the end of each screen and then select “Next”.

A.8 Estimated Project Costs

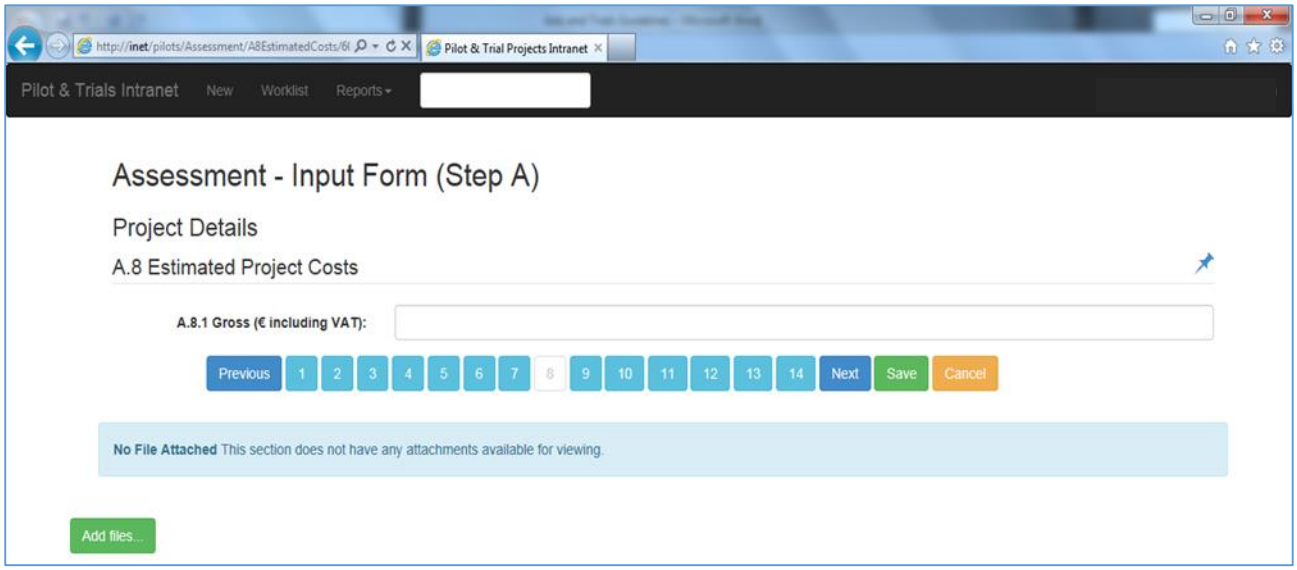

Figure A.8: Project Details, Estimated Project Costs

A.8.1 Gross (€ including VAT): Insert the estimated total GROSS project costs on completion (inclusive of TII, third party and works costs).

User should save at the end of each screen and then select “Next”.

A.9 Proposed Form of Agreement

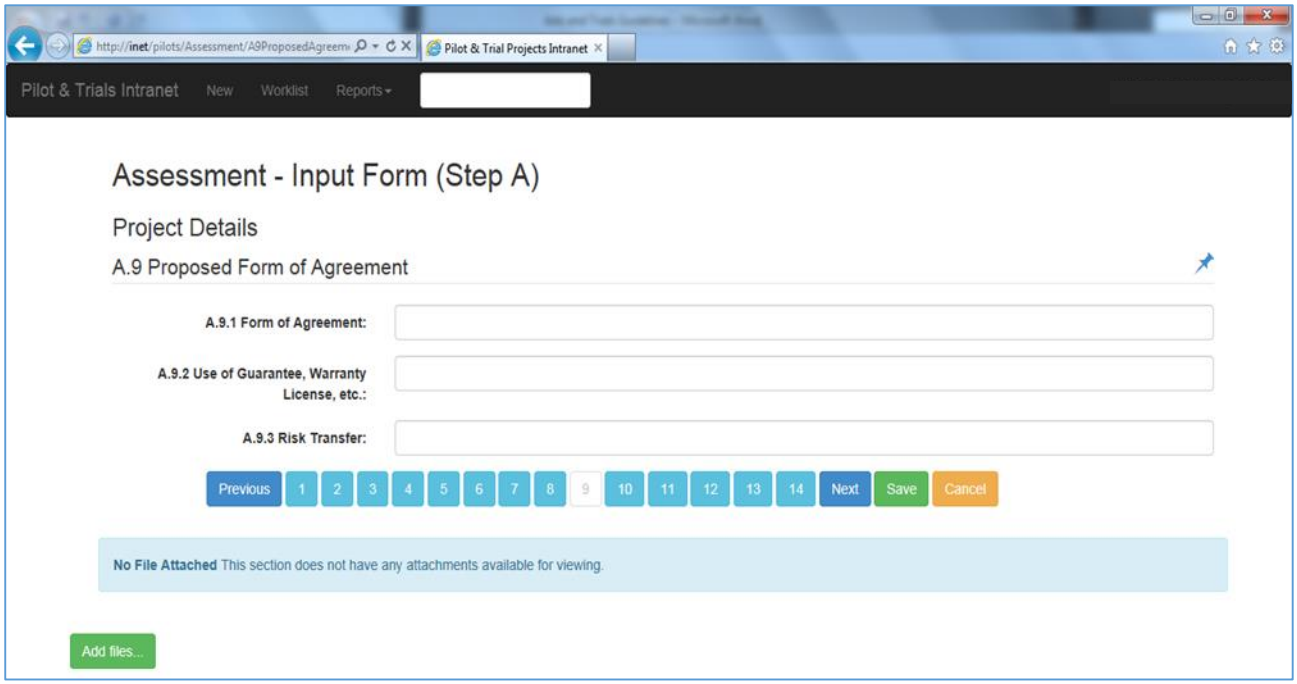

Figure A.9: Project Details, Proposed Form of Agreement

A.9.1 Form of Agreement: Indicate what form of agreement is to be used for managing the engagement of third parties. This may be part of a main Contract (GCCC Form of Contract or other form), a mini-Contract or an appropriate exchange of correspondence.

A.9.2 Use of Guarantee, Warranty, and License etc.: Indicate any Guarantee, Warranty, License, or the like to cover liability. Otherwise note “not applicable”. It is recommended in cases where physical works are being undertaken on the network that the third party provides a short statement of undertaking setting out the proposals, details, methodologies and remedies in the event of failure. Note that on the Motorway Maintenance and Renewal Contracts (MMaRC) network, third parties shall meet the requirements of the Third Party Protocol, available from the relevant MMaRC contractor.

A.9.3 Risk Transfer: Indicate which parties to the project are carrying the key risks.

User should save at the end of each screen and then select “Next”.

A.10 Locations

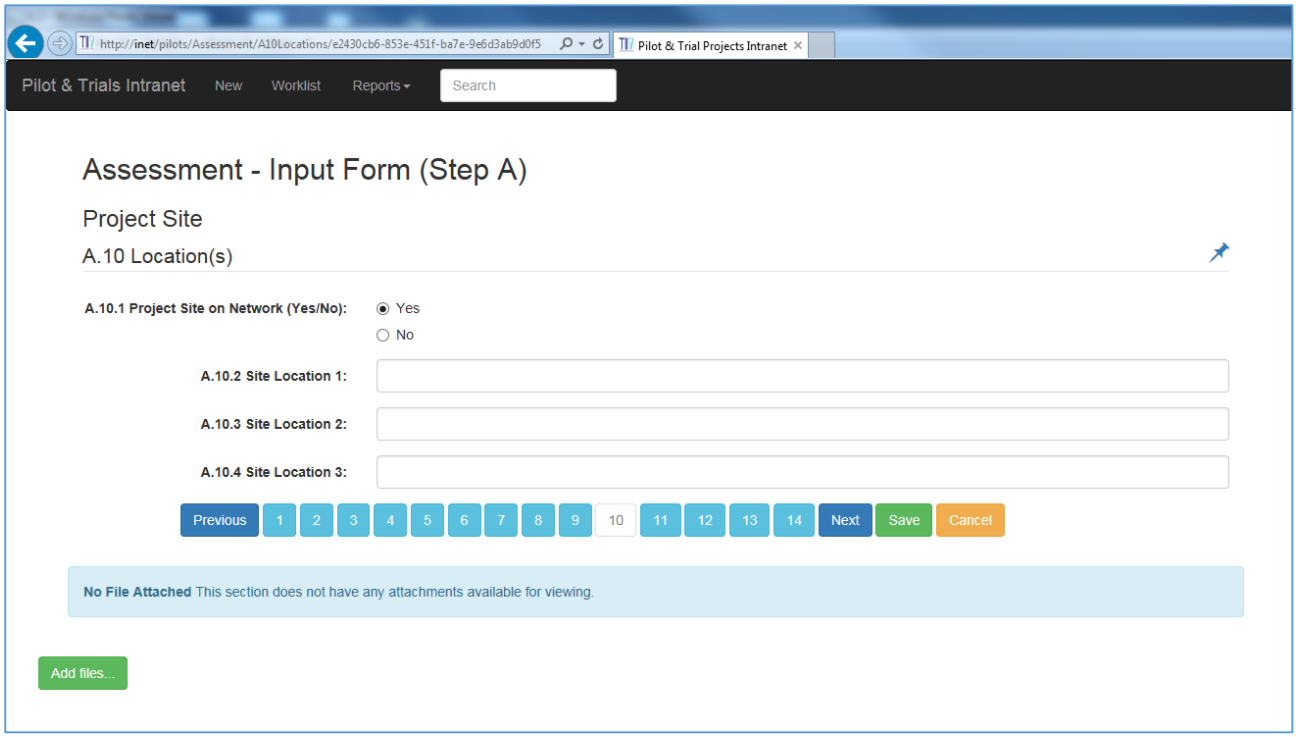

Figure A.10: Project Site, Location(s)

A.10.1 Project Site on Network: (Yes/No)

A.10.2 Site Location 1: Indicate the County and ITM Co-ordinates for Site Location 1.

A.10.3 Site Location 2: Indicate the County and ITM Co-ordinates for Site Location 2.

A.10.4 Site Location 3: Indicate the County and ITM Co-ordinates for Site Location 3.

Note: It is recommended in all cases that the location(s) is/are recorded regardless of whether it is undertaken on the network or not. A trial for example could be undertaken in a third party compound on behalf of TII and should therefore be recorded as such.

User should save at the end of each screen and then select “Next”.

A.11 Project Safety Issues

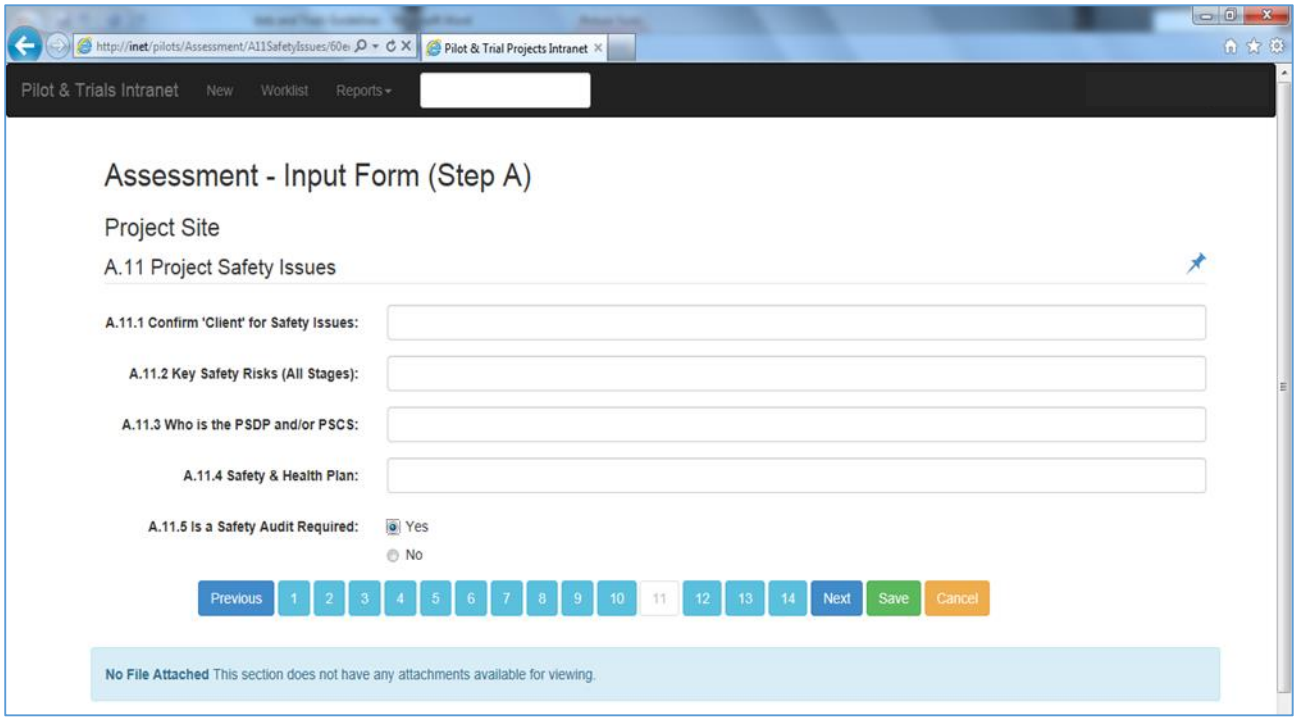

Figure A.11: Project Site, Project Safety Issues

A.11.1 Confirm “Client” for Safety Issues: State what organisation is responsible for managing the safety issues at the location for the project.

A.11.2 Key Safety Risks (All Stages): Indicate the key safety risks for the pilot project.

A.11.3 Who is the PSDP and/or PSCS: Indicate the PSDP and/or PSCS

A.11.4 Safety and Health Plan: Indicate the plan for managing Health and Safety requirements throughout the pilot project.

A.11.5 Is a Safety Audit Required: Yes/No.

User should save at the end of each screen and then select “Next”.

A.12 Network Issues

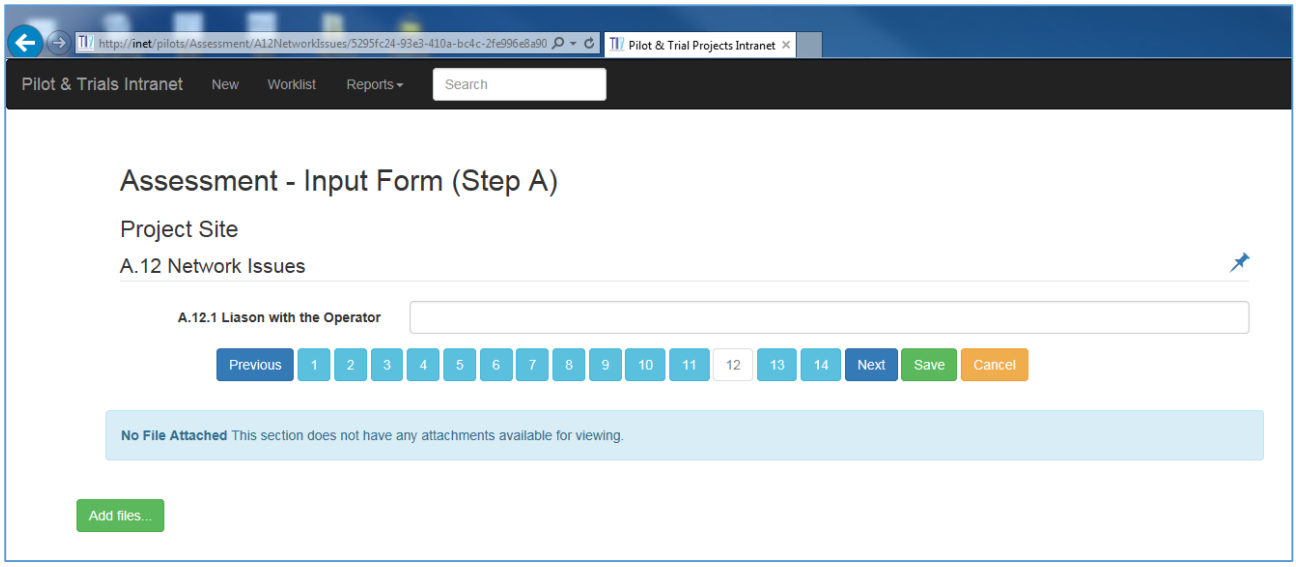

Figure A.12: Project Site, Network Issues

A.12.1 Liaison with the Operator: Confirm the details of all liaison planned or completed in respect of any operations at the site locations including Local Authorities, RRP, MMaRC Contractors and operation maintenance contracts.

User should save at the end of each screen and then select “Next”.

A.13 Project Partners

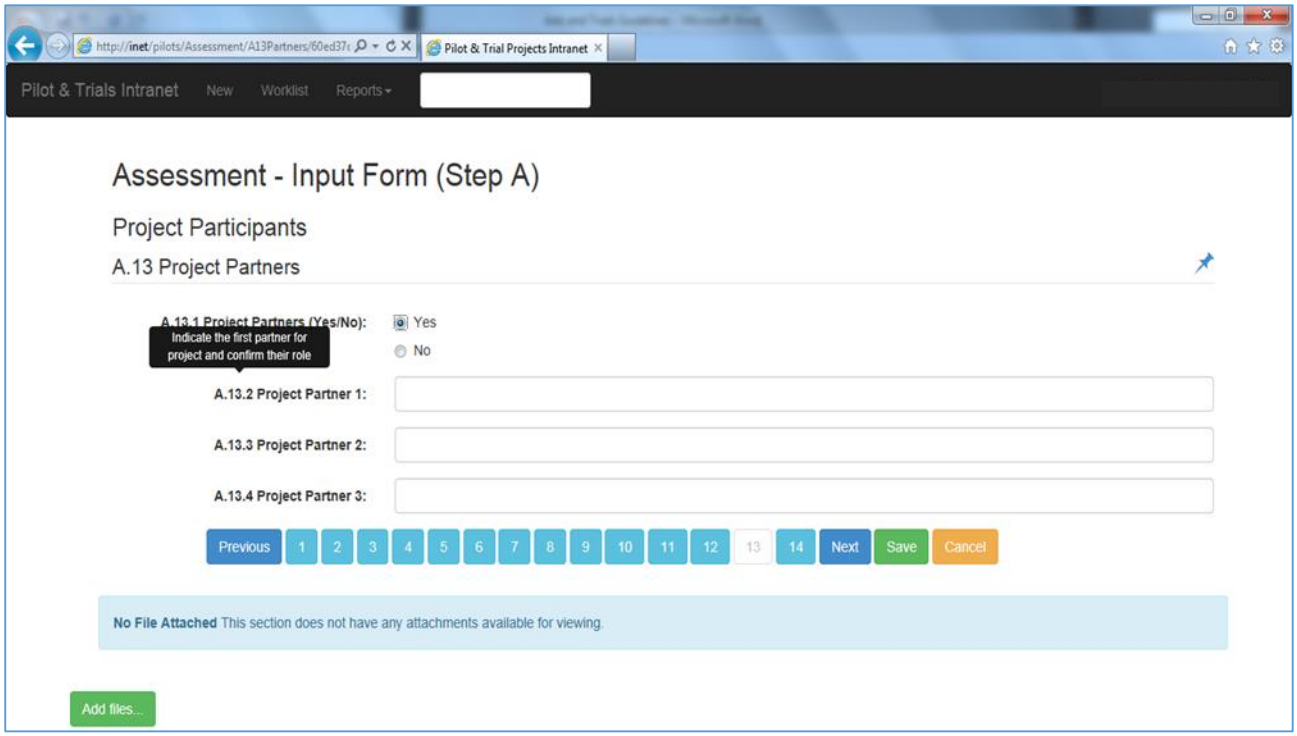

Figure A.13: Project Participants, Project Partners

A.13.1 Project Partners (Yes/No): Are there partners proposed for inclusion in this Pilot or Trial Project? This could be a Service Provider, Local Authority, Contractor, Operator or Supplier/Manufacturer. If “No” is selected no further action is required. If “Yes” is selected the following applies:

A.13.2 Project Partner 1: Indicate the first partner for the project and confirm their role.

A.13.3 Project Partner 2: Indicate the next partner for the project and confirm their role.

A.13.4 Project Partner 3: Indicate the first partner for project and confirm their role.

User should save at the end of each screen and then select “Next”.

A.14 Stakeholders

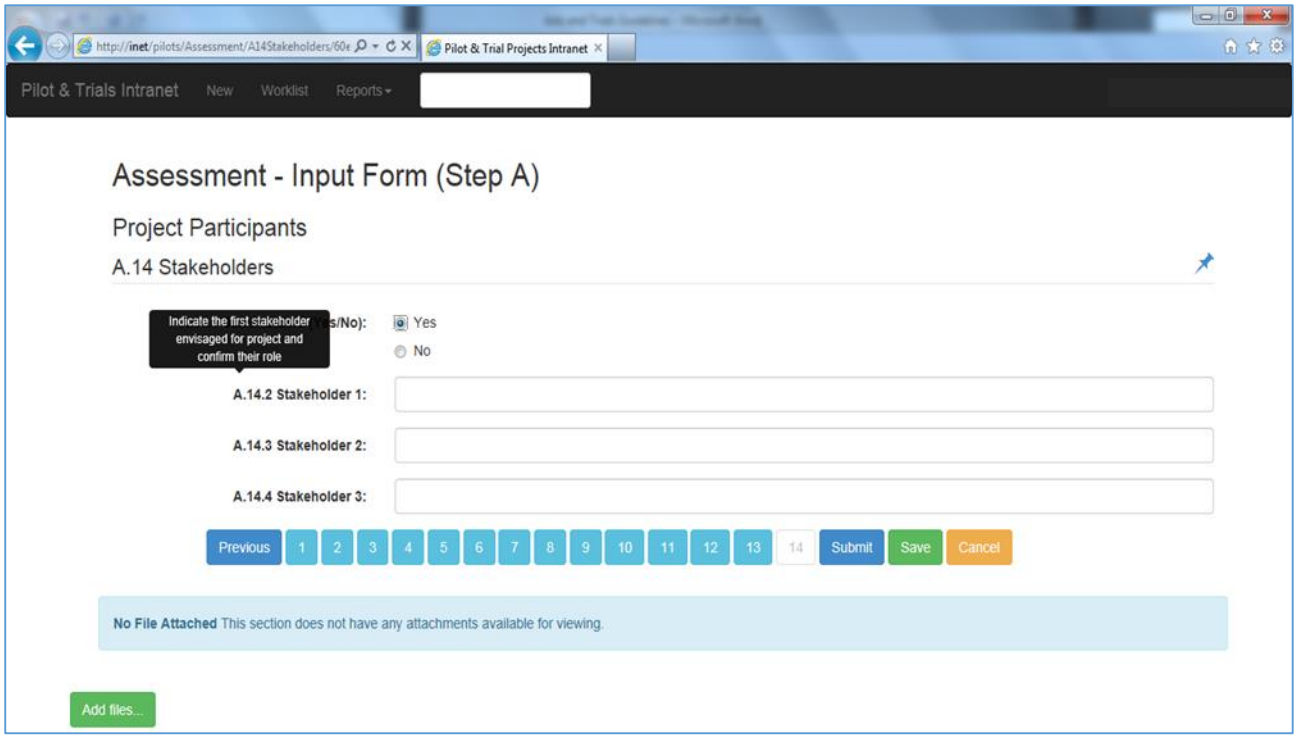

Figure A.14: Project Participants, Stakeholders

A.14.1 Stakeholders (Yes/No): Are there any stakeholders envisaged for consideration in this pilot or trial project? This should include all parties potentially affected by the project (Government, Local Government or Private). If “No” is selected no further action is required. If “Yes” is selected the following applies:

A.14.2 Stakeholder 1: Indicate the first stakeholder envisaged for the project and confirm their role.

A.14.3 Stakeholder 2: Indicate the next stakeholder envisaged for the project and confirm their role.

A.14.4 Stakeholder 3: Indicate the next stakeholder envisaged for the project and confirm their role.

User should save at the end of this screen and then select “Submit”.

Submitting Step A for Approval

Following the completion of this stage, Step A is complete and must be submitted for approval to the Research Manager. Step A can only be submitted by the Project Leader.

In reviewing the application the Research Manager can either:

- Approve the application and proceed to the next Step
- Return to the user for further information
- Reject the application

Worklist Tab

Once approval is granted by the Research Manager, the project automatically moves to Step B which can be accessed by selecting the "Worklist" tab as shown in Figure A.15. Selecting the Worklist tab allows the TII user to access all projects submitted and presents options to view, edit, assign, submit or delete an application under each respective Step. The unique project can thereafter be selected and completed for Step B using the edit button.

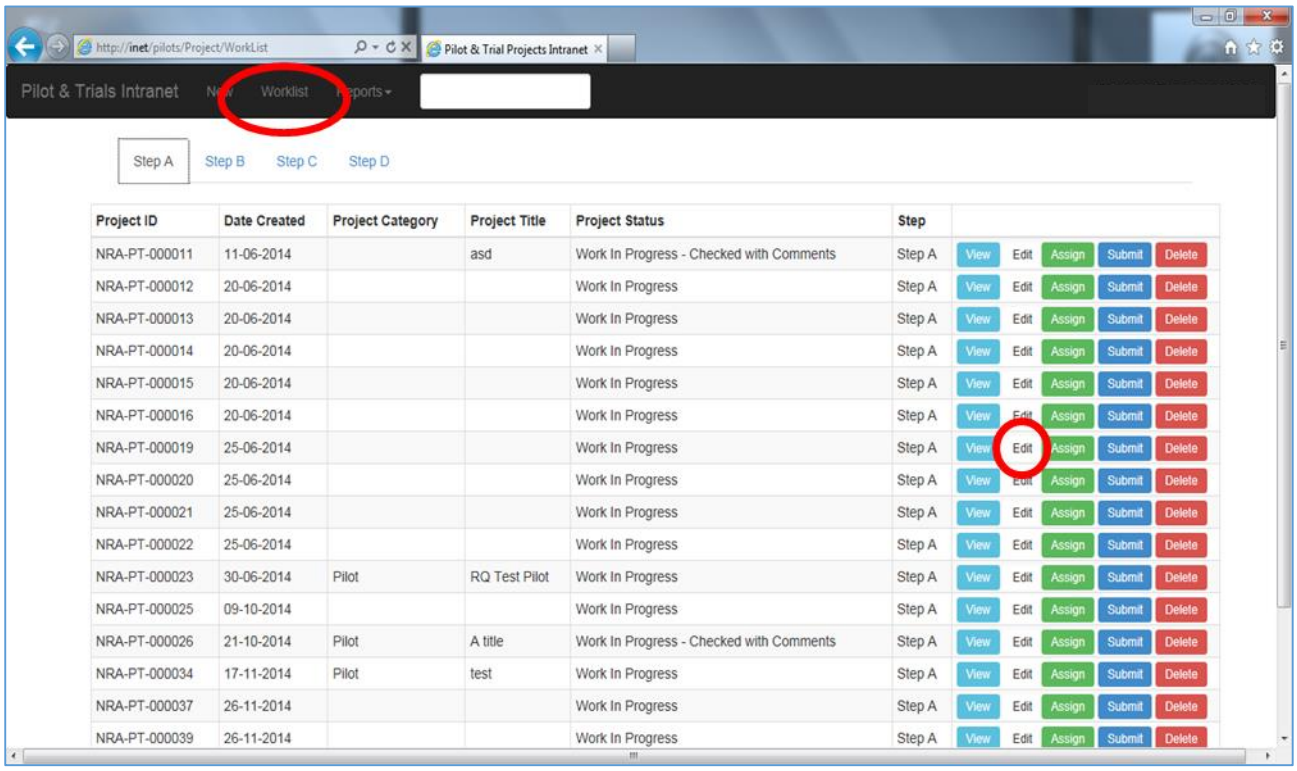

Figure A.15: Current Pilot and Trial Projects

Note the "Edit" button can be used when the application has been returned by the Research Manager for further information but cannot be used if the application is either awaiting approval or has been approved.

In the event that the project requires further information by the Research Manager this can be viewed by selecting the project in the Worklist tab and selecting view as shown in Figure A.16.

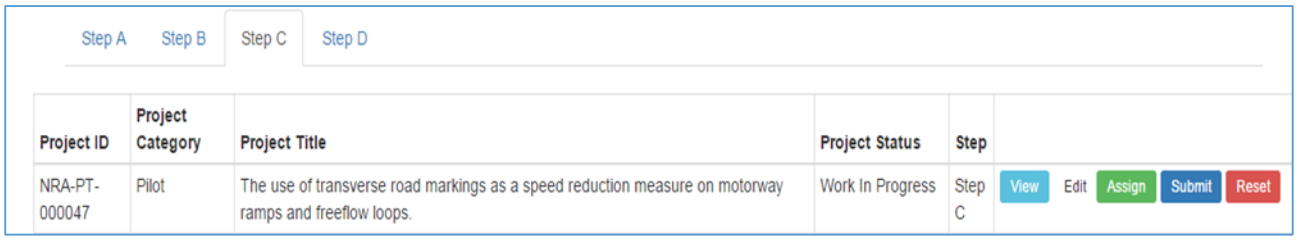

Figure A.16: View additional project information

Assigning a Project to a Project Partner/ internal TII user

Following approval from the Research Manager the TII user may wish to assign the project to another TII user or an external Project Partner. Prior to doing so it is important that the assignee is registered on the website. To assign the project to another user the "Assign" button should be selected which will open the following screen.

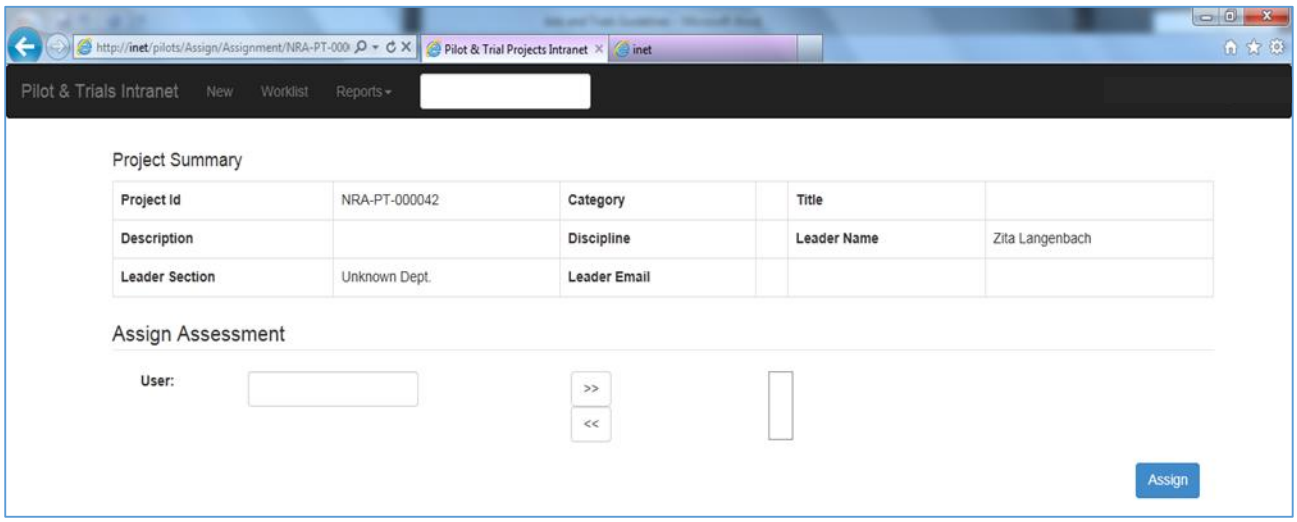

Figure A.17: Assign Assessment

The name or email address of the assignee should be entered at "User" under "Assign Assessment" followed by selecting the >> button. Once the assignees name or email address appears on the right hand side of the interface the user should select "Assign". At this stage the project has been assigned. As the system does not operate on automatic email notification it is recommend that contact is made with the assignee to inform them of the project in their worklist.

Step A Approval

Once approved and assigned (when relevant), the project moves to Step B and can be viewed under "Worklist" Step B and opened for completion by the assigned party using the Edit button.

A report of the project is presented and comments can be viewed by selecting the pin marker as shown in Figure A.18.

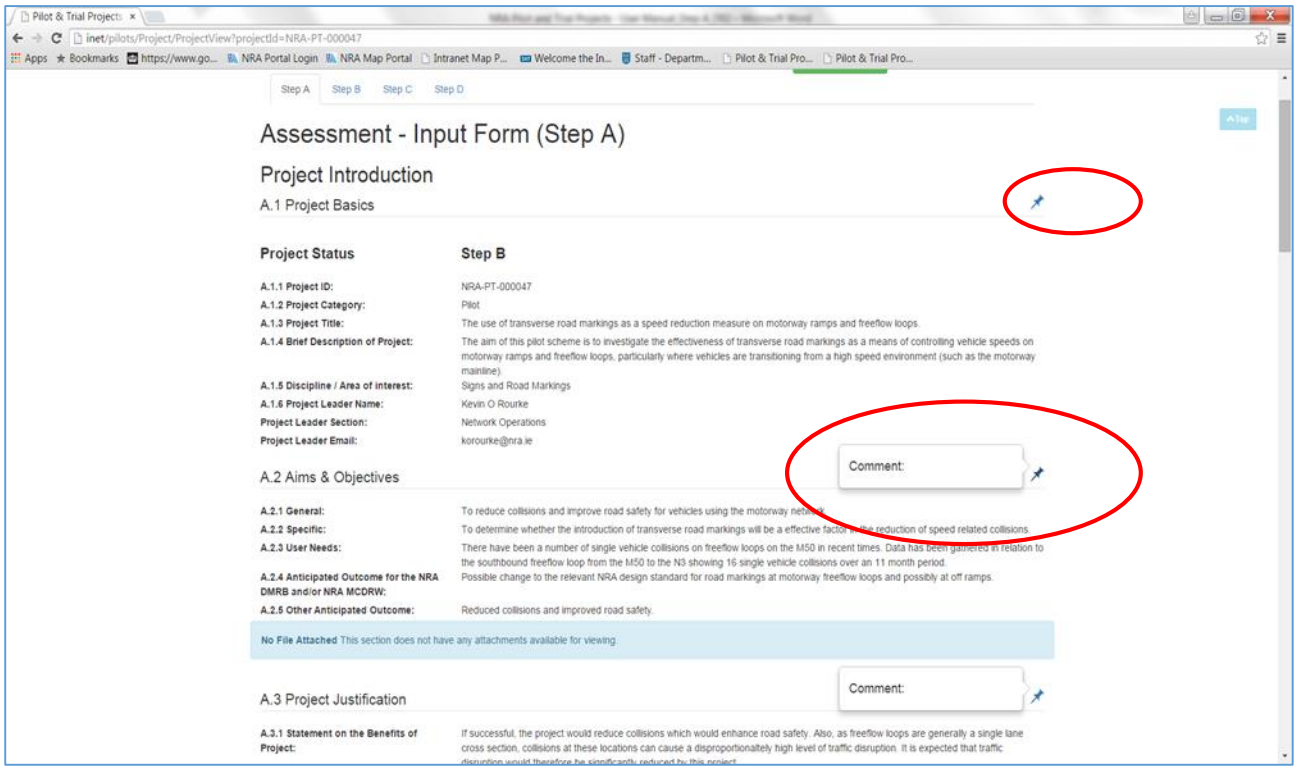

Figure A.18: Pin marker for viewing project report

Please note that in all cases once a project has been submitted for approval it automatically moves to the next step in the Worklist Tab after approval.

Step B. Preparation

Summary

Step B (Preparation) is focussed on the preparation of all necessary elements to ensure that the project is set-up appropriately. Key project requirements are set-down, together with objective measures of performance. Step B should include any monitoring and performance requirements and/or measurements required either during the installation phase or at subsequent intervals during operation. Such measurements and monitoring phases ensure that the learning outcomes are harvested for future projects and/or TII standards development. Step B shall only be commenced with the approval of the Research Manager.

All data relating to Step B of the project shall be recorded through the pilots and trials website. Any additional documentation shall be uploaded to the website.

B.1 Specific Technical Requirements - Design Stage

Any Specific Technical Requirements shall be indicated for the design, installation, monitoring and operation/maintenance stages of the Pilot or Trial project. Any other special requirements shall also be recorded.

The technical requirements will vary in detail and complexity to suit the relevant Pilot or Trial Project. Careful consideration of relevant technical standards and best practice methods from various sources shall be employed by the Project Leader particularly if the innovation is outside the realms of current local technical standards.

Note: To assist the user, information is available via floating notes on the online system by hovering the cursor over the sub headings on the left hand side of the screen (i.e. B.1.1, B.1.2, B.1.3 etc.).

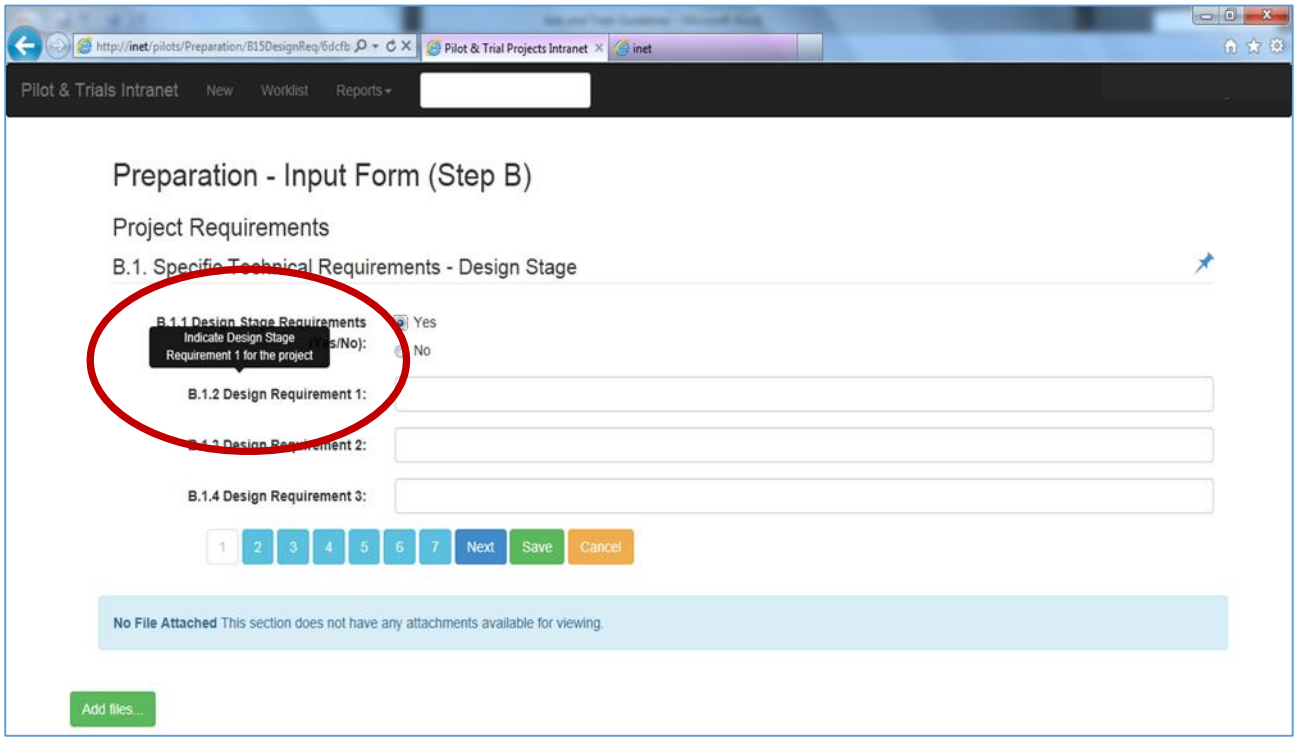

Figure B.1: Project Requirements, Specific Technical Requirements – Design Stage

Note: Supporting documents can be added to all sections between B.1 and B.7 inclusive by selecting the "Add files" button on the bottom left hand side of the screen, navigating to and selecting the file followed by selecting "Upload". The user is then presented with the option to "View" or "Delete" the file which has been uploaded.

B.1.1 Design Stage Requirements (Yes/No): Are there Design Stage Requirements for this project?

B.1.2 Design Stage Requirement 1: Indicate Design Stage Requirement 1 for the project.

B.1.3 Design Stage Requirement 2: Indicate Design Stage Requirement 2 for the project (if required).

B.1.4 Design Stage Requirement 3: Indicate Design Stage Requirement 3 for the project (if required).

User should save at the end of each screen and select "Next".

B.2 Specific Technical Requirements – Installation Stage

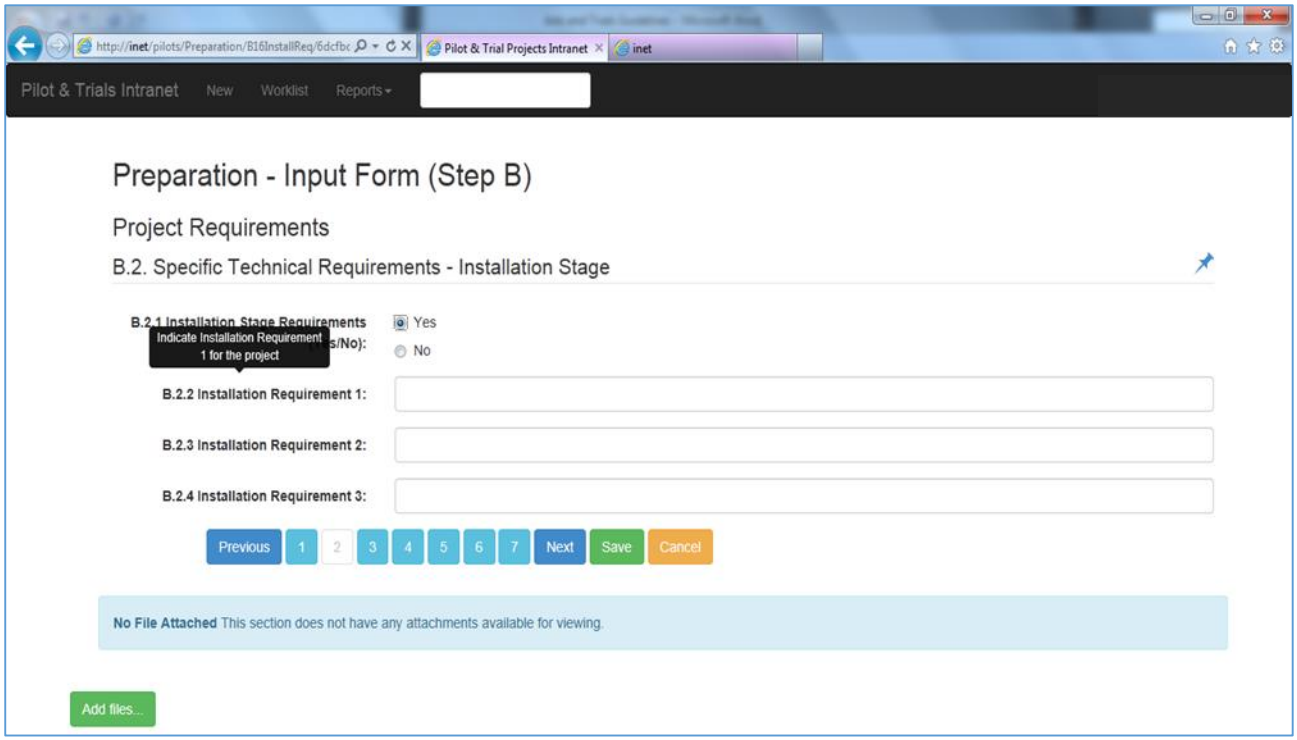

Figure B.2: Project Requirements, Specific Technical Requirements – Installation Stage

B.2.1 Installation Stage Requirements (Yes/No): Are there Installation Stage Requirements for this project?

B.2.2 Installation Requirement 1: Indicate Installation Stage Requirement 1 for the project.

B.2.3 Installation Requirement 2: Indicate Installation Stage Requirement 2 for the project (if required).

B.2.4 Installation Requirement 3: Indicate Installation Stage Requirement 3 for the project (if required).

User should save at the end of each screen and select “Next”.

B.3 Specific Technical Requirements – Monitoring Stage

Specific Technical Requirements set down for the monitoring stage can typically span the lifecycle of the project including monitoring requirements at the initial or installations stage or interim/long term operational monitoring depending upon the type and longevity of the project. For example, monitoring requirements for a new pavement material may include rate of compaction at the installation stage and skid resistance at the monitoring stage. Performance requirements will typically be set for each of the monitoring requirements. For example at the installations stage of a new pavement material, initial monitoring could focus upon the temperature of compaction, rate of compaction and texture depth, whereas at an interim stage the monitoring requirements may change to skid resistance and surface integrity. Performance requirements will typically be set for each of the monitoring requirements and will be detailed under B.7 Performance Management - Interim.

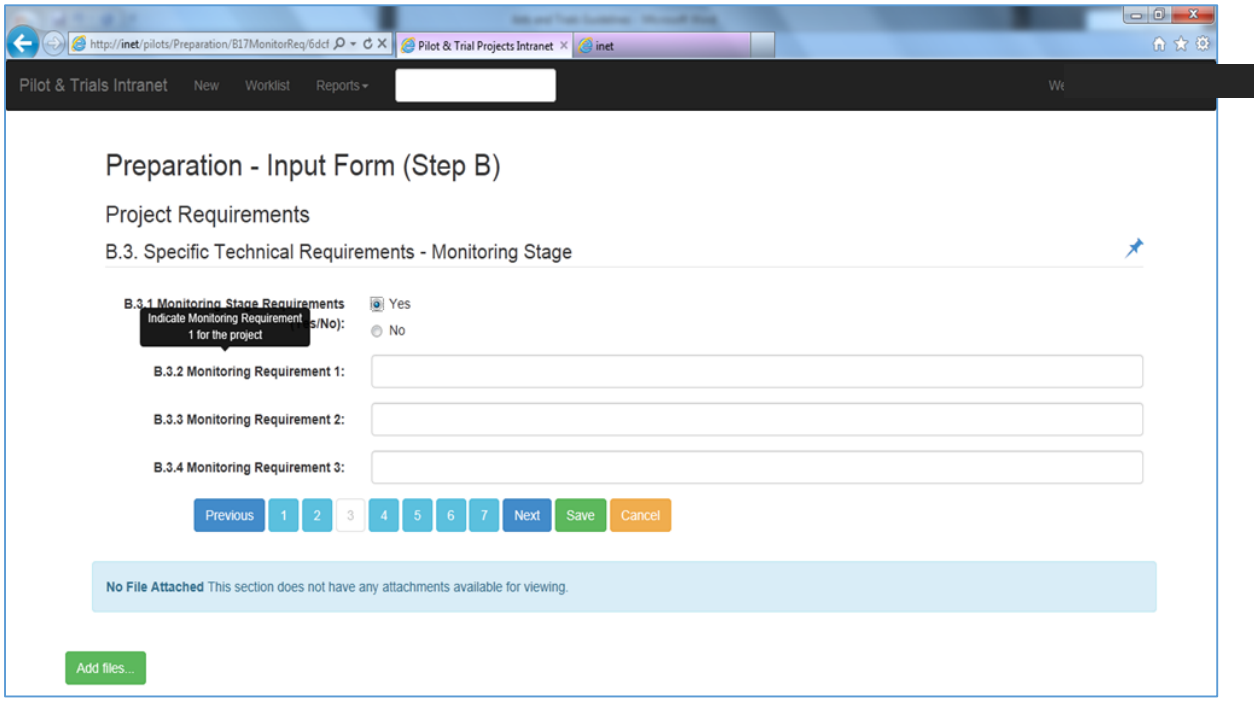

Figure B.3: Project Requirements, Specific Technical Requirements – Monitoring Stage

B.3.1 Monitoring Stage Requirements (Yes/No): Are there Monitoring Stage Requirements for this project?

These requirements could typically span the lifecycle of the project including monitoring requirements at the initial or installations stage or interim/long term operational monitoring depending upon the type and longevity of the project. There may also be a number of monitoring requirements at different phases of the project. Monitoring Stage Requirement 1: Indicate Monitoring Stage Requirement 1 for the project.

B.3.2 Monitoring Requirement 1: Indicate Monitoring Stage Requirement 1 for the project.

B.3.3 Monitoring Requirement 2: Indicate Monitoring Stage Requirement 2 for the project (if required).

B.3.4 Monitoring Requirement 3: Indicate Monitoring Stage Requirement 3 for the project (if required).

User should save at the end of each screen and select “Next”.

B.4 Specific Technical Requirements – Operation/Maintenance Stage

Specific Technical Requirements set down for the operation / maintenance stage are distinguished from monitoring requirements in that they relate to specific issues that need to be addressed either during the operation or maintenance of the project. Typical operation requirements include traffic management or health and safety issues.

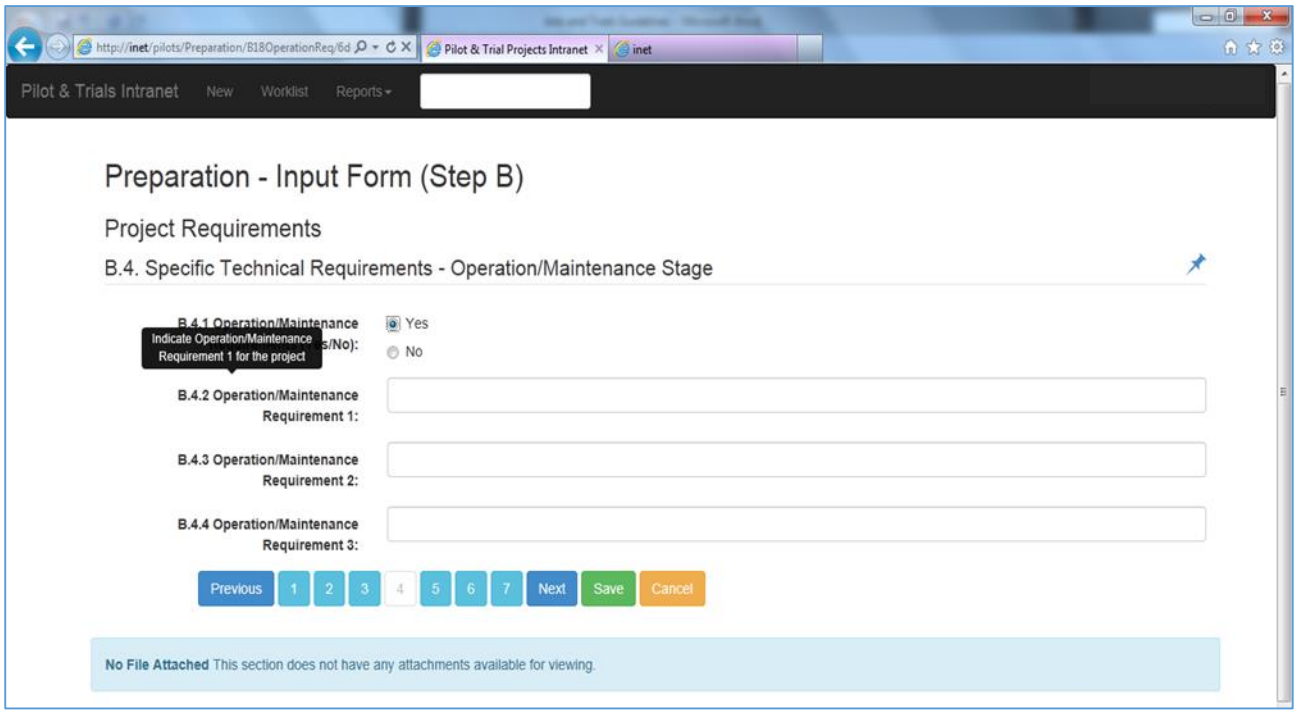

Figure B.4: Project Requirements, Specific Technical Requirements – Operation/Maintenance Stage

B.4.1 Operation/Maintenance Stage Requirements (Yes/No): Are there Operation/Maintenance Stage Requirements for this project?

B.4.2 Operation/Maintenance Requirement 1: Indicate Operation/Maintenance Stage Requirement 1 for the project.

B.4.3 Operation/Maintenance Requirement 2: Indicate Operation/Maintenance Stage Requirement 2 for the project (if required).

B.4.4 Operation/Maintenance Requirement 3: Indicate Operation/Maintenance Stage Requirement 3 for the project (if required).

User should save at the end of each screen and select “Next”.

B.5 Specific Technical Requirements – Special Requirements

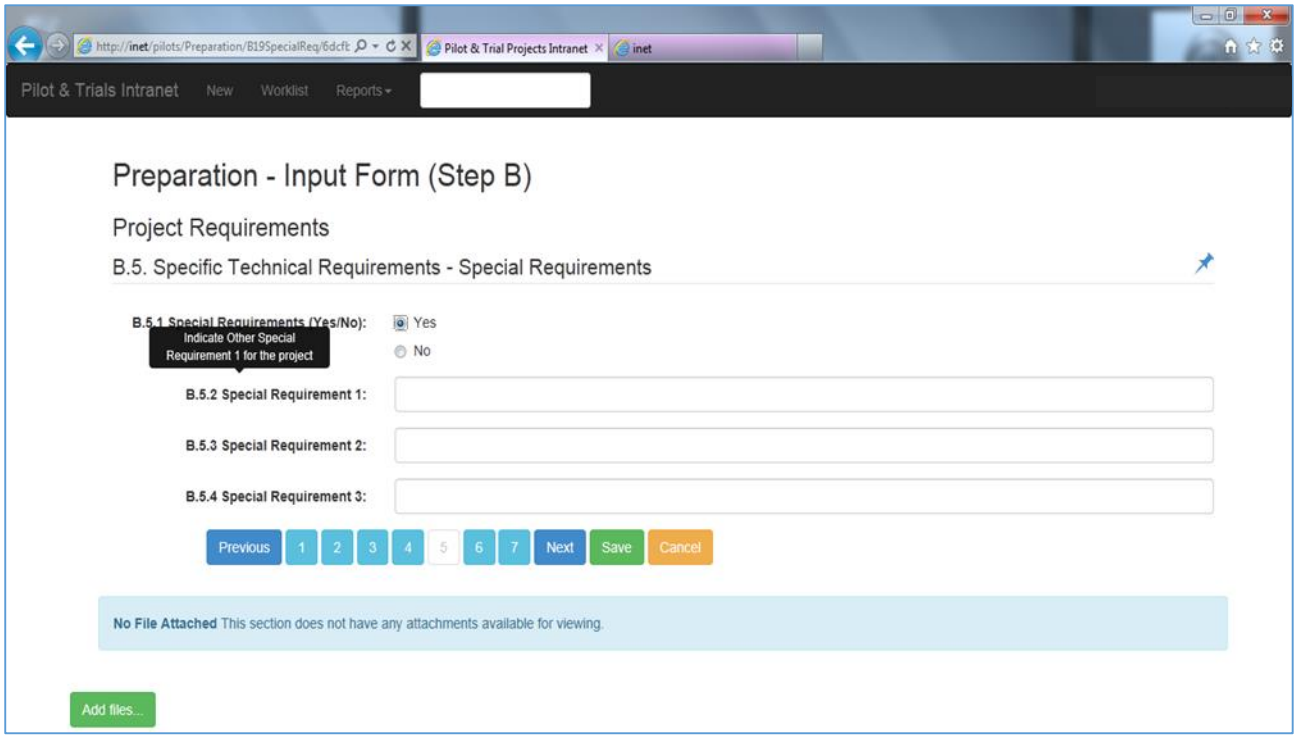

Figure B.5: Project Requirements, Specific Technical Requirements – Special Requirements

Are there any special requirements additional to those outlined in either the monitoring stage or operational/maintenance stage.

B.5.1 Special Requirements (Yes/No): Are there Other Special Requirements for this project?

B.5.2 Special Requirement 1: Indicate Other Special Requirement 1 for the project.

B.5.3 Special Requirement 2: Indicate Other Special Requirement 2 for the project (if required).

B.5.4 Special Requirement 3: Indicate Other Special Requirement 3 for the project (if required).

User should save at the end of each screen and select “Next”.

B.6 Specific Contractual Requirements (Including Commercial and Risk)

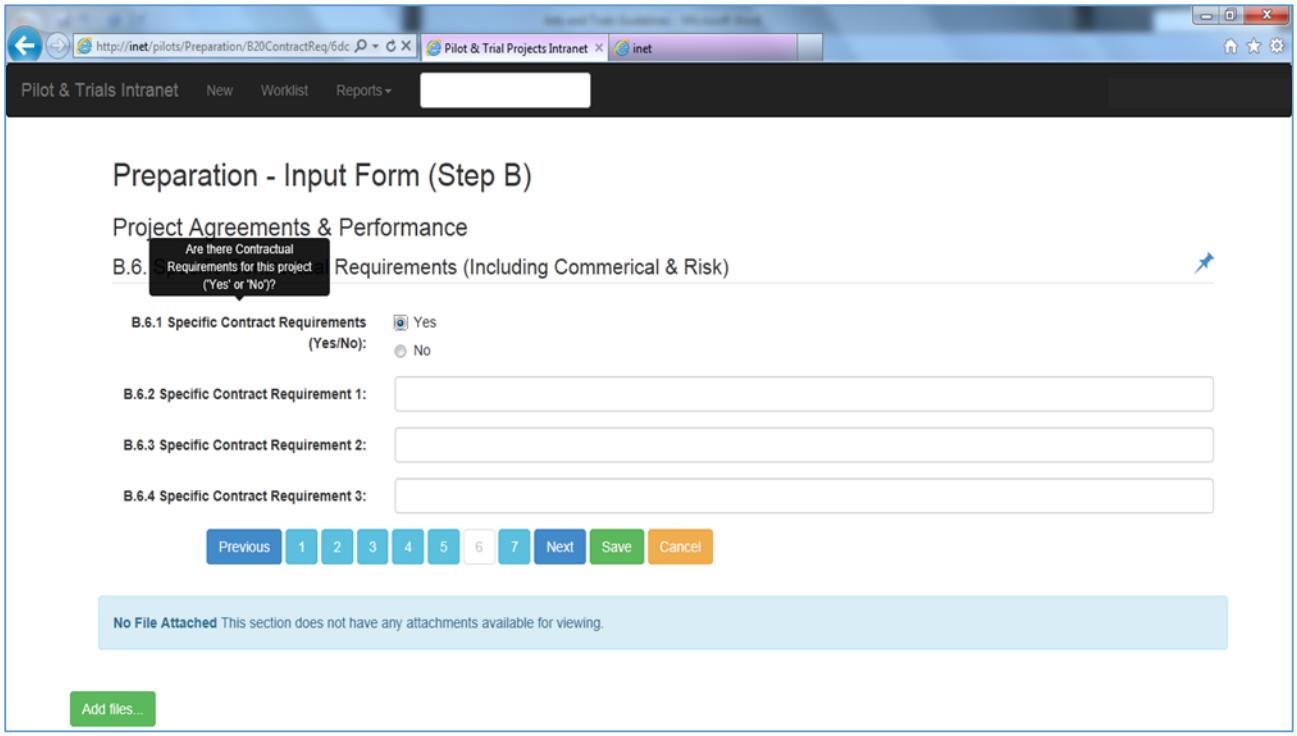

Figure B.6: Specific Contractual Requirements (including Commercial and Risk)

B.6.1 Specific Contractual Requirements (Yes/No): Are there Contractual Requirements for this project?

B.6.2 Specific Contractual Requirement 1: Indicate Contractual Requirement 1 for the project.

B.6.3 Specific Contractual Requirement 2: Indicate Contractual Requirement 2 for the project (if required).

B.6.4 Specific Contractual Requirement 3: Indicate Contractual Requirement 3 for the project (if required).

User should save at the end of each screen and select “Next”.

B.7 Performance Management – Interim

The Interim Performance Measures (IPM) are the expected or anticipated performance requirements of the product/system or process, against which the performance of the project is assessed. The IPM typically align with the monitoring requirements of the project.

Depending upon the duration required to assess the performance of the project, Interim Performance Measures may be set for a number of time periods.

The Interim Performance Measures can be identified for any stage of the project and should not be taken as interim only.

The assessment methodology for the project will vary depending on the scope and complexity of the pilot or trial, but should involve a rigorous assessment framework. This framework must comprehensively identify details of monitoring, particularly how, when and by whom. The ability to accurately define relevant IPM will be dependent on the accuracy and quality of 'before' data which provides a benchmark against which the results of the pilot or trial can be compared.

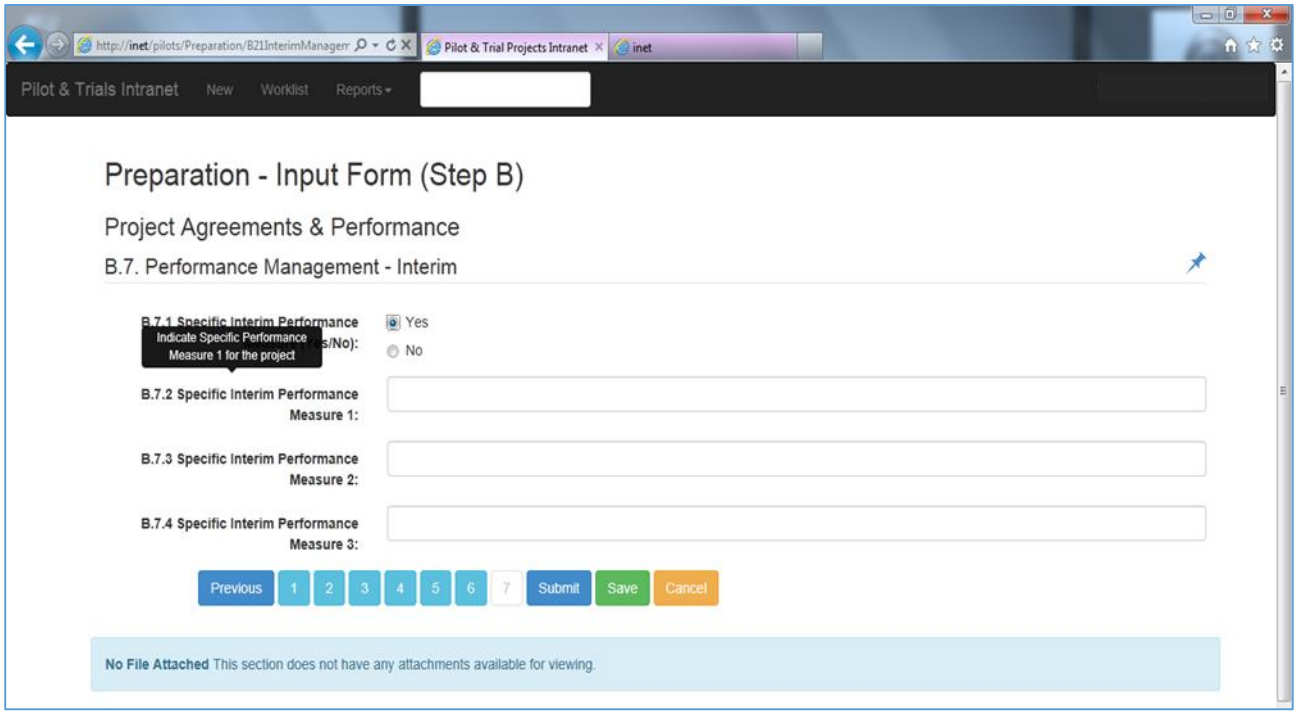

Figure B.7: Performance Management - Interim

B.7.1 Specific Interim Performance Measure (Yes/No): Are there Specific Performance Measures for this project?

Note these measures can be identified for any stage of the project and should not be taken as interim only. The measures set out the expected or anticipated performance requirements of the material/project/product if known and typically align with the monitoring requirements set out in B.3 Specific Technical Requirements – Monitoring Stage. For example, the performance measures of a pavement project at the initial monitoring stage could refer to the actual degree of compaction required (i.e. 95%). Best practice indicates that in all cases some performance measures should be included at relevant stages throughout the lifecycle of the project. Note also that this section aligns with sections C6 to C12 in Step C where the actual results of the performance measures are detailed.

B.7.2 Specific Interim Performance Measure 1: Indicate Interim Performance Measure 1 for the project.

B.7.3 Specific Interim Performance Measure 2: Indicate Interim Performance Measure 2 for the project (if required).

B.7.4 Specific Interim Performance Measure 3: Indicate Interim Performance Measure 3 for the project (if required).

User should save at the end of this screen and then select “Submit”.

Submitting Step B for Approval

Once all 14 steps in Step B are completed, the user must submit the project for approval following the same procedures as outlined previously at the end of Step A.

A project can only be submitted for approval to the Research Manager by a Project Leader. This is to encourage communication between the Project Partner and the Project Leader.

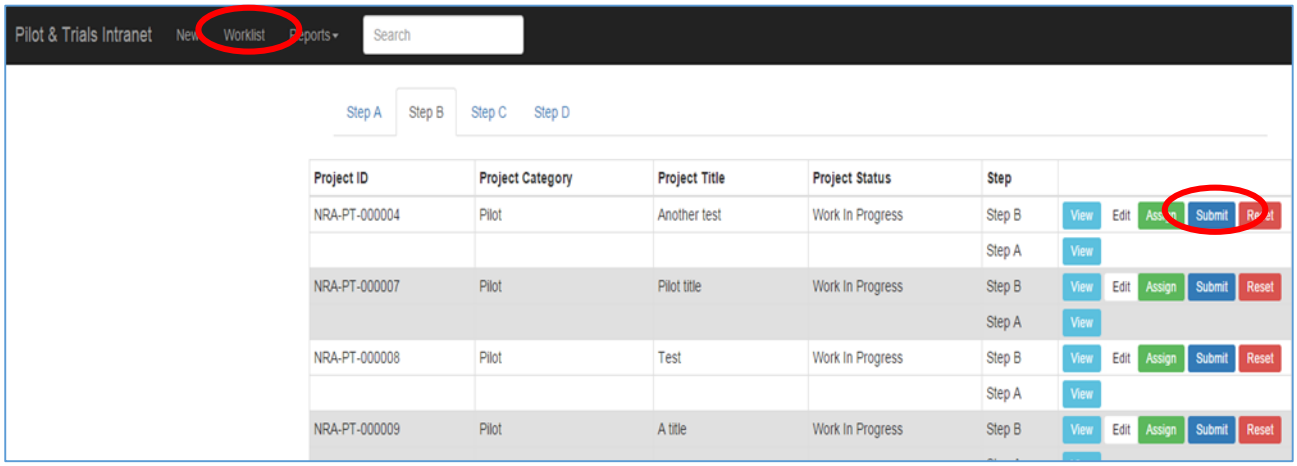

Figure B.8: Submitting Step B for Approval

Step B Approval

The user should proceed to Step C following the completion and approval of Step B. Once approval is granted, the user may access to the following screen which presents the options to view, assign, submit or reset an application. (All current Pilot and Trial Projects are shown). Note that the project is now listed under Step C in the worklist.

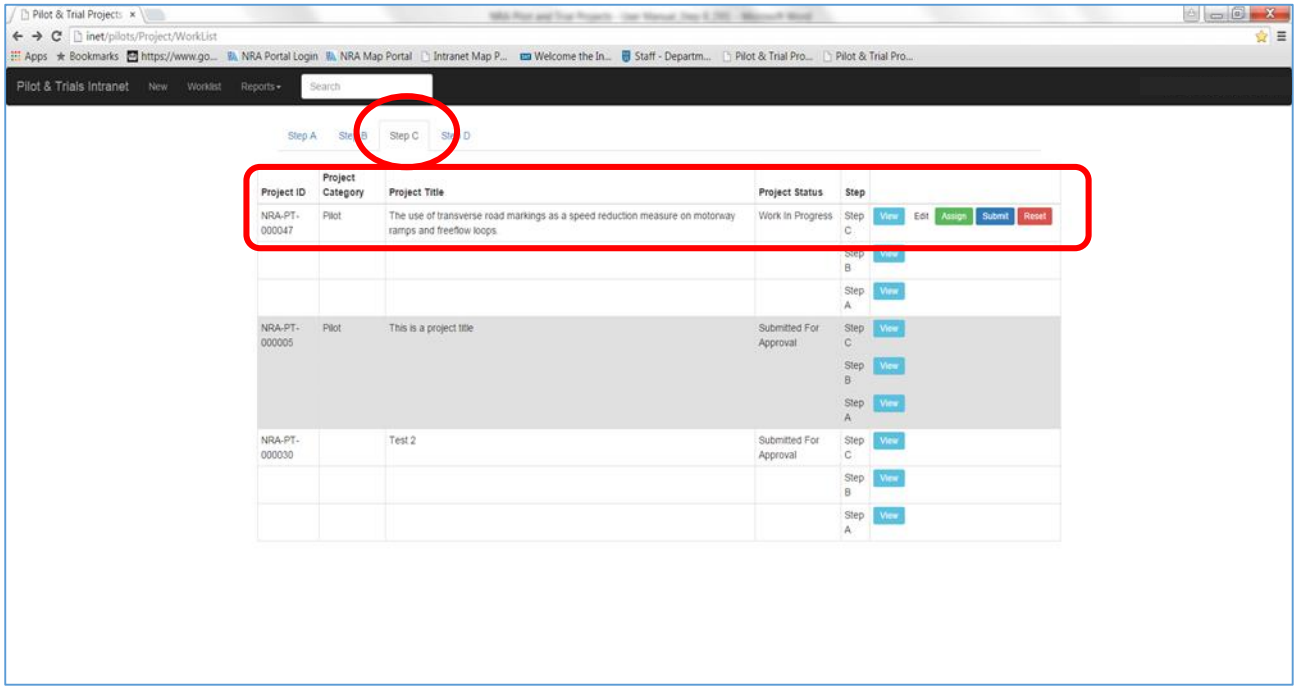

Figure B.9: Current Pilot and Trial Projects

Assign Project to another User

The process for assigning the project to another user is as per Step A, in that the name or email address of the assignee should be entered at “User” under “Assign Assessment” followed by selecting the >> button. Once the assignees name or email address appears on the right hand side of the interface the user should select “Assign”.

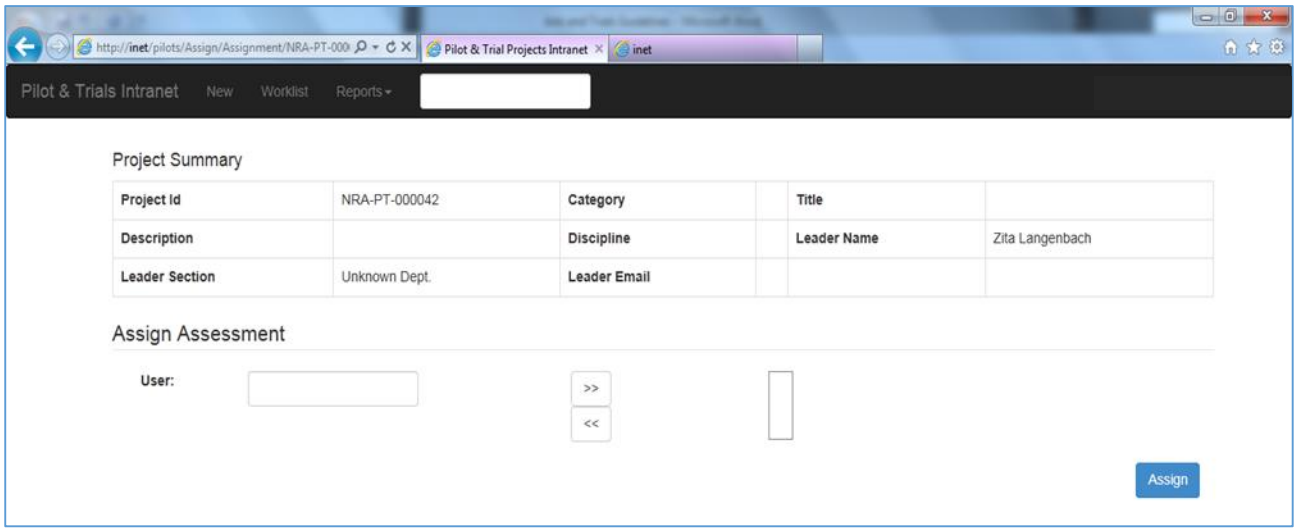

Figure B.10: Assign Assessment

Step C. Installation and Operation

Summary

Step C (Installation and Operation) covers the installation/implementation and operation of the project. All relevant details regarding certification, site conditions, installation works, testing, etc. are recorded here, together with ongoing monitoring and final monitoring records and details. During this step the pilot or trial is installed, certified, commissioned and operated in accordance with the Contract documents.

Step C of this process shall only be commenced with the approval of the Research Manager.

All data relating to Step C of the project shall be recorded through the pilots and trials website. Any additional documentation shall be uploaded to the website.

C.1 Certification – Design

Certification for the project is important prior to installation. This typically involves consideration of any design, materials, testing, equipment or site requirements that require certification in order to minimise the risks of failure of the project itself. If there is third party involvement this should be agreed and confirmed with the Project Leader.

The Project Leader shall ensure the design and installation of the Pilot or Trial Project is certified as per the Contract Requirements. Certification requirements shall also be met for materials and methods, equipment and software, or other site features to minimise the risks of failure of the project.

Note: To assist the user, information is available via floating notes on the online system by hovering the cursor over the sub headings on the left hand side of the screen (i.e. C.1.1, C.1.2, C.1.3 etc.)

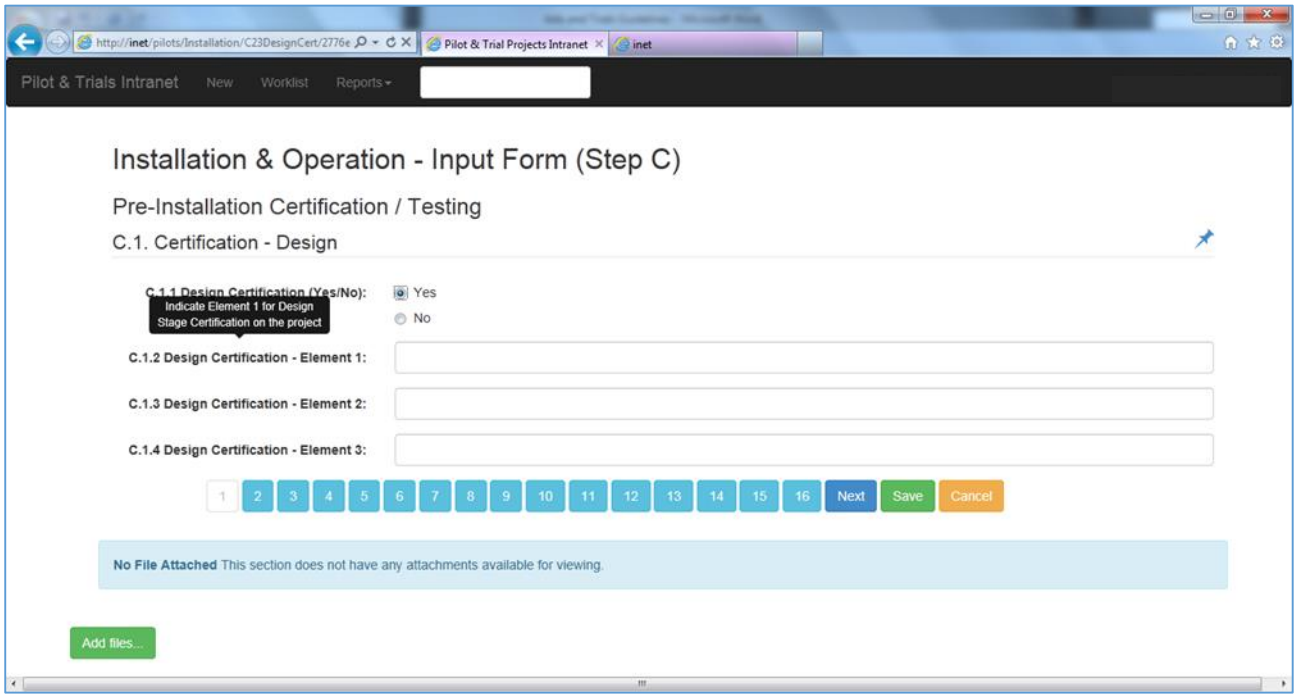

Figure C.1: Pre-Installation Certification / Testing, Certification – Design

Note: Supporting documents can be added to all sections between C.1 and C.16 inclusive by selecting the "Add files" button on the bottom left hand side of the screen, navigating to and

selecting the file followed by selecting "Upload". The user is then presented with the option to "View" or "Delete" the file which has been uploaded.

C.1.1 Design Certification (Yes/No): Is Design Certification required for this project?

C.1.2 Design Certification – Element 1: Indicate Element 1 for Design Stage Certification on the project.

C.1.3 Design Certification – Element 2: Indicate Element 2 for Design Stage Certification on the project.

C.1.4 Design Certification – Element 3: Indicate Element 3 for Design Stage Certification on the project.

User should save at the end of each screen and then select "Next".

C.2 Certification – Existing Site

This relates to the appropriateness of the site to the pilot/trial in question. Certification in this case should be read to mean appropriateness/suitability. Actual certification is not required.

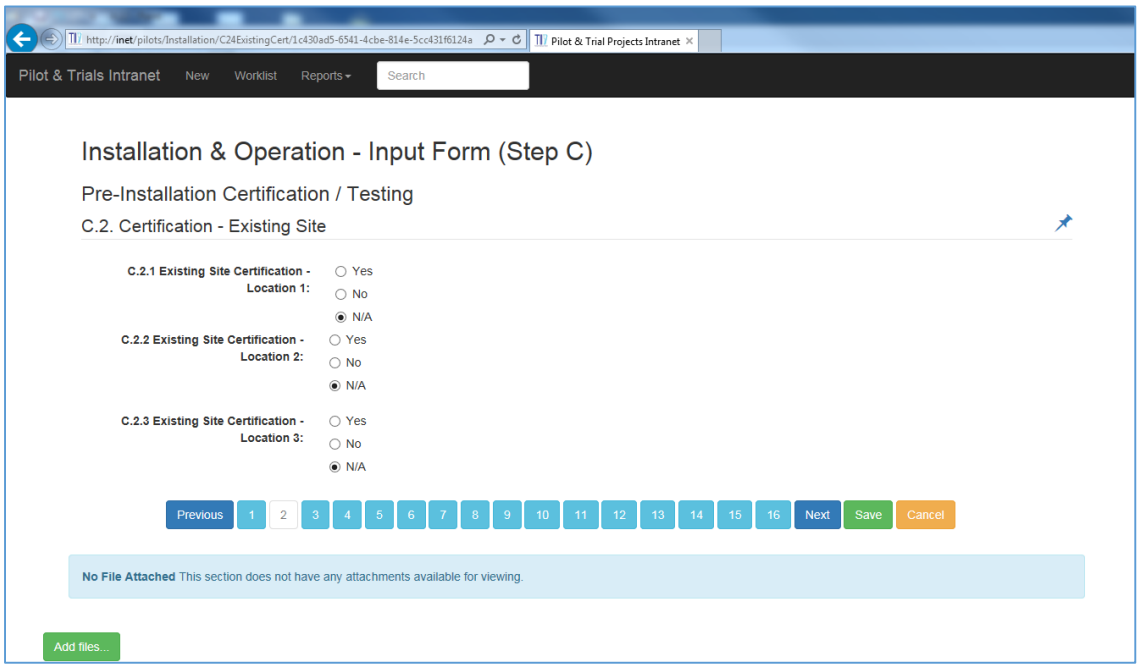

Figure C.2: Pre-Installation Certification / Testing, Certification – Existing Site

C.2.1 Existing Site Certification – Location 1: Is there existing site certifications required for this project? If it is not relevant choose 'not applicable'. If site is appropriate the yes option should be chosen.

C.2.2 Existing Site Certification – Location 2: Is there existing site certifications required for this project. If it is not relevant choose 'not applicable'.

C.2.3 Existing Site Certification – Location 3: Is there existing site certifications required for this project. If it is not relevant choose 'not applicable'.

User should save at the end of each screen and then select "Next".

C.3 Certification – Materials and Methods

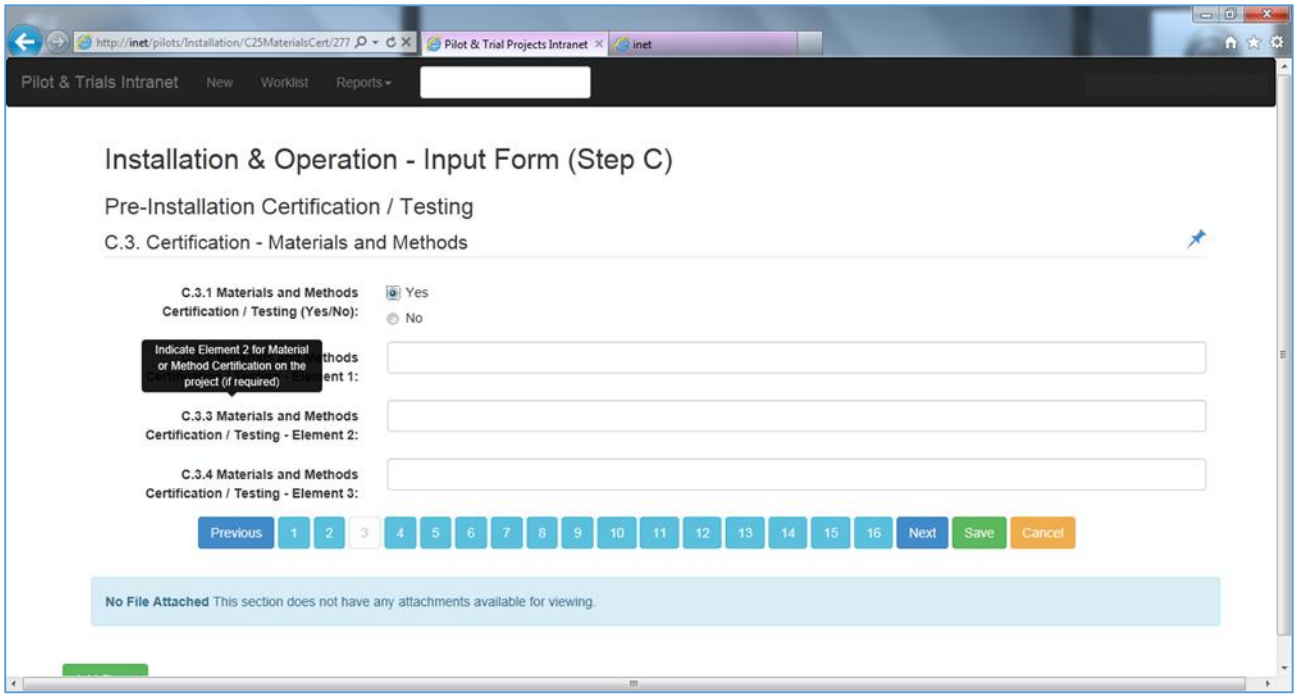

Figure C.3: Pre-Installation Certification / Testing, Certification – Materials and Methods

C.3.1 Materials and Methods Certification/ Testing (Yes/No): Is Materials and Methods Certification required for this project?

A materials or product certificate may be required to demonstrate that the product is in accordance with standards or an alternative approval system/procedure. Consideration should also be given as to whether an independent test certificate is required.

C.3.2 Materials and Methods Certification/ Testing – Element 1: Indicate Element 1 for Materials and Methods Certification on the project.

C.3.3 Materials and Methods Certification/ Testing – Element 2: Indicate Element 2 for Materials and Methods Certification on the project.

C.3.4 Materials and Methods Certification/ Testing – Element 3: Indicate Element 3 for Materials and Methods Certification on the project.

User should save at the end of each screen and then select “Next”.

C.4 Certification – Equipment/Software

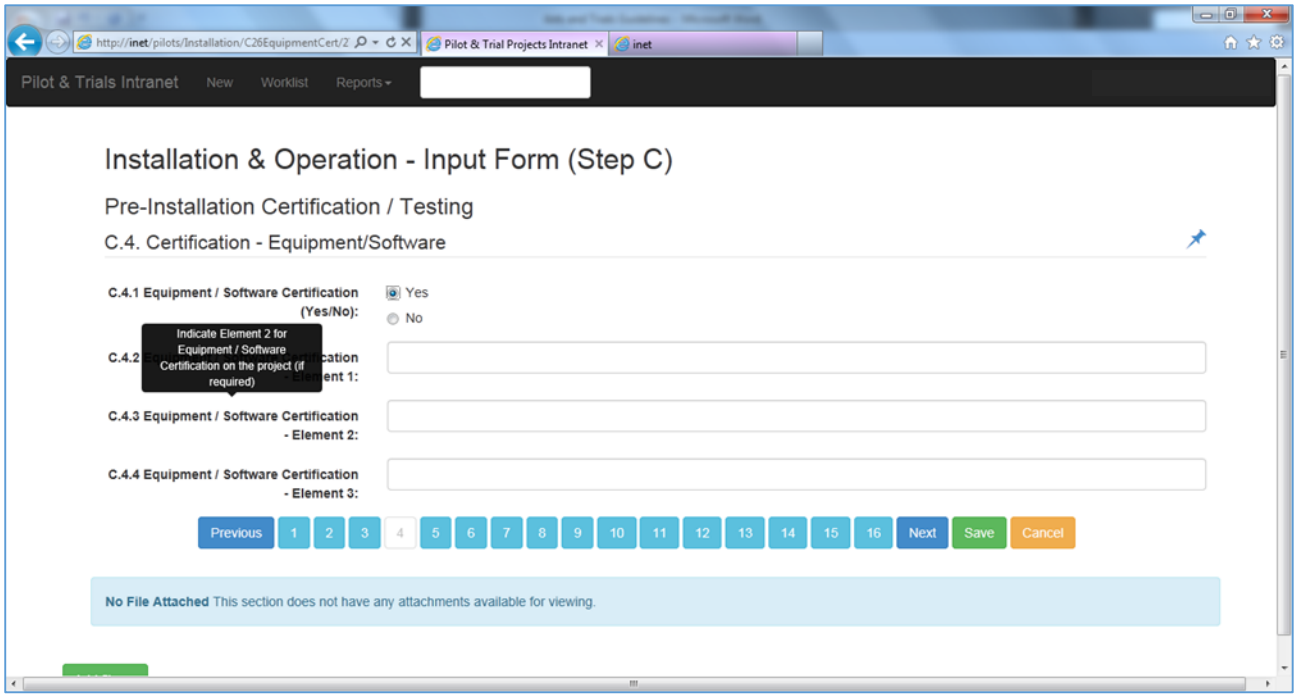

Figure C.4: Pre-Installation Certification / Testing, Certification – Equipment/Software

C.4.1 Equipment / Software Certification (Yes/No): Is Equipment / Software Certification required for this project?

Consideration in this regard should be afforded to any commissioning/calibration that is required and that any issues (e.g. software) are addressed and signed off prior to installation.

C.4.2 Equipment / Software Certification – Element 1: Indicate Element 1 for Equipment / Software Certification on the project.

C.4.3 Equipment / Software Certification – Element 2: Indicate Element 2 for Equipment / Software Certification on the project.

C.4.4 Equipment / Software Certification – Element 3: Indicate Element 3 for Equipment / Software Certification on the project.

User should save at the end of each screen and then select “Next”.

C.5 Certification – Other Features

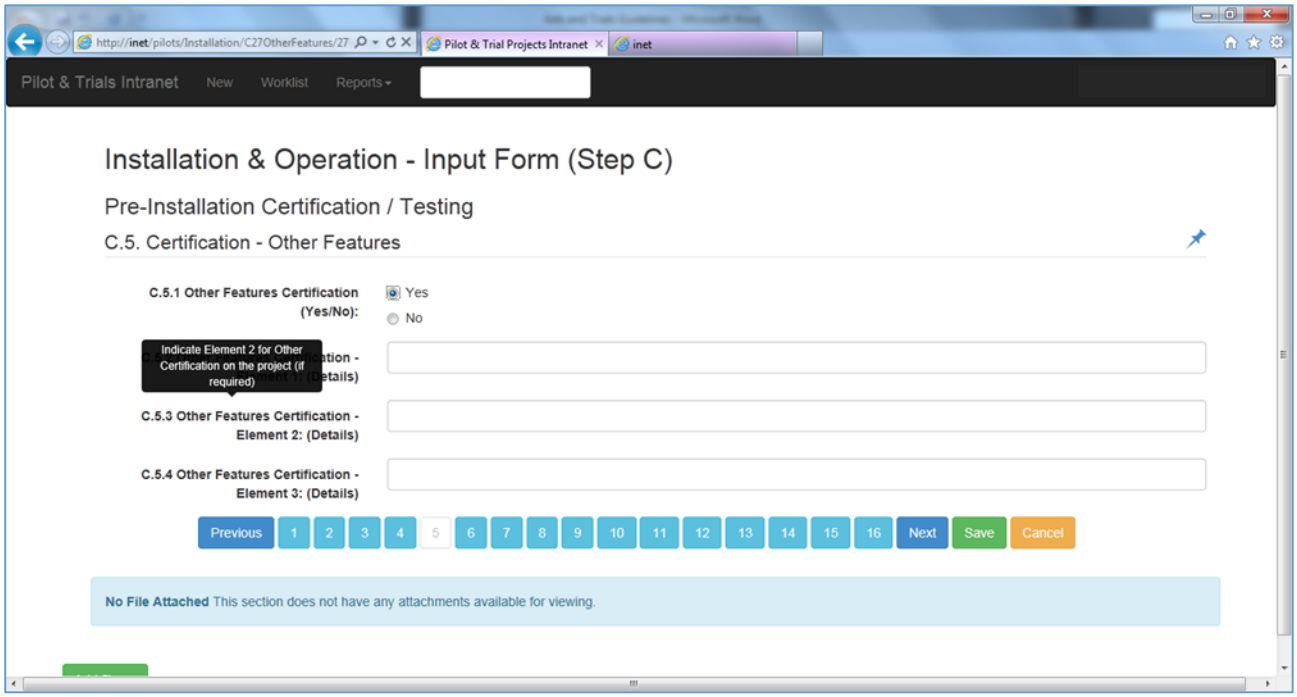

Figure C.5: Pre-Installation Certification / Testing, Certification – Other Features

C.5.1 Other Features Certification (Yes/No): Is Other Features Certification required for this project?

C.5.2 Other Features Certification – Element 1: Indicate Element 1 for Other Features Certification on the project.

C.5.3 Other Features Certification – Element 2: Indicate Element 2 for Other Features Certification on the project.

C.5.4 Other Features Certification – Element 3: Indicate Element 3 for Other Features Certification on the project.

User should save at the end of each screen and then select “Next”.

After the pilot or trial design, service, system or product has been through the validation and certification processes outlined in the Contract requirements, the project shall be installed, commissioned and enter its operational phase. Once commissioned, there may be a requirement to calibrate or fine tune the pilot or trial design, service, system or product against a known benchmark based on early feedback from the assessment and monitoring of the pilot or trial outputs. There will need to be provision within the Contract documents to cover this.

C.6 Installation Monitoring Records

Initial monitoring and assessment shall concentrate on ensuring that the Pilot or Trial Project does not result in any unforeseen adverse impact, especially for projects involving live traffic.

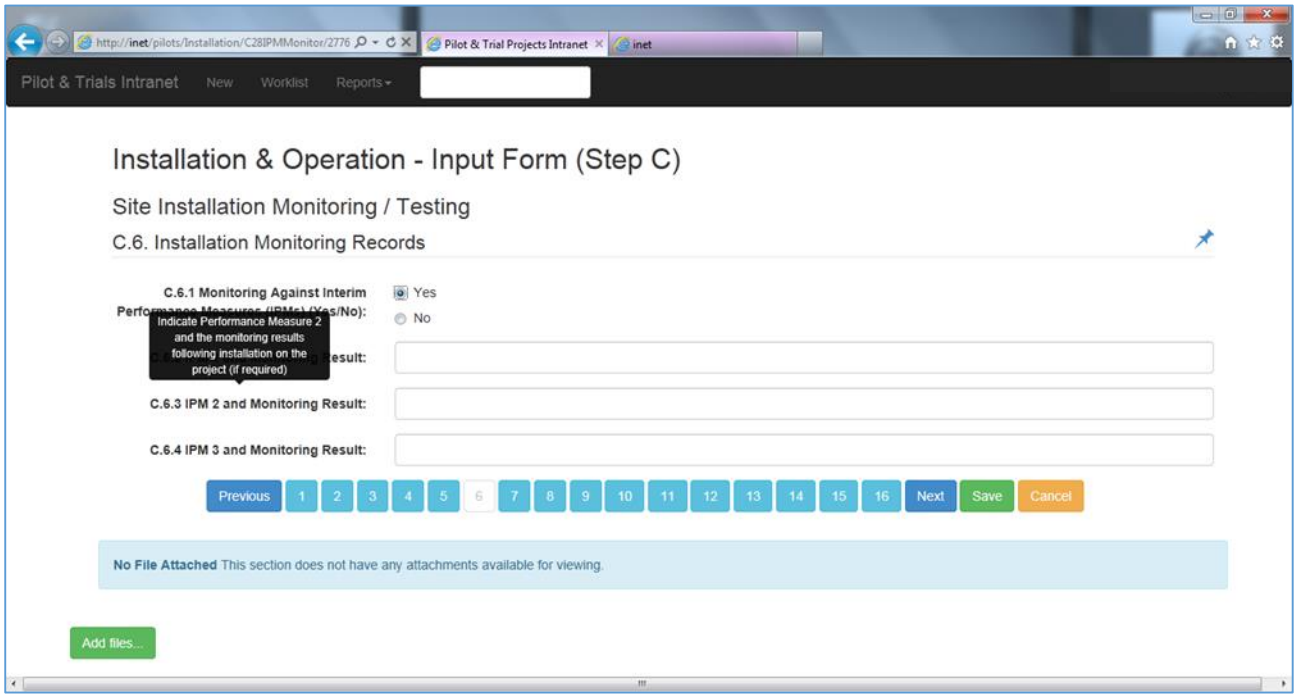

Figure C.6: Site Installation Monitoring / Testing, Installation Monitoring Records

C.6.1 Monitoring Against Interim Performance Measures (IPMs) (Yes/No): Is Monitoring against Interim Performance Measures (IPMs) required for this project?

This section deals with the **actual** monitoring and performance measurement results as identified and set out in B3 Specific Technical Requirements – Monitoring Stage and B7 Performance Management - Interim of Step B. In this step the actual results are those referring to the **installation stage** only. (e.g. As noted in B7 Performance Management - Interim where the IPM is compaction of 95% for the pavement project, the actual performance of the project may be noted here as 97%).

C.6.2 IPM 1 and Monitoring Results: Indicate IPM 1 and Monitoring Results for the project.

C.6.3 IPM 2 and Monitoring Results: Indicate IPM 2 and Monitoring Results for the project.

C.6.4 IPM 3 and Monitoring Results: Indicate IPM 3 and Monitoring Results for the project.

User should save at the end of each screen and then select “Next”.

C.7 Monitoring Records Commentary

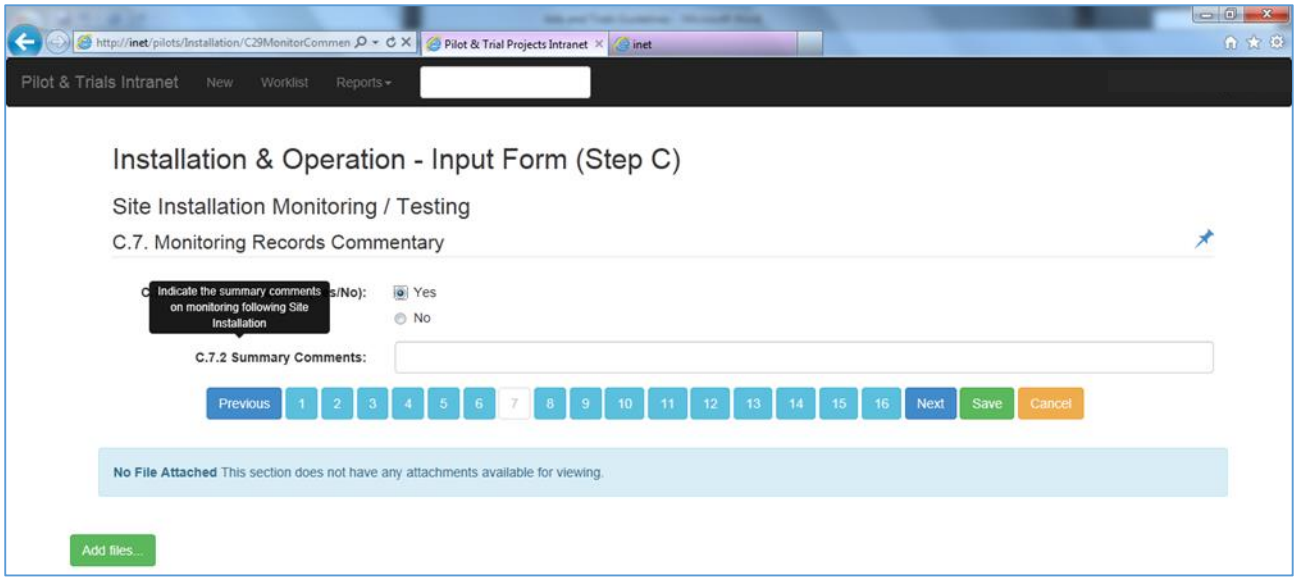

Figure C.7: Site Installation Monitoring / Testing, Monitoring Records Commentary

C.7.1 Comments Required (Yes/No):

C.7.2 Summary Comments: Summarise the comments regarding monitoring records for the project.

User should save at the end of each screen and then select “Next”.

The results recorded during the installation stage shall be monitored against the monitoring requirements and Interim Performance Measures set in Step B.

C.8 Monitoring Records – Operations (Period 1)

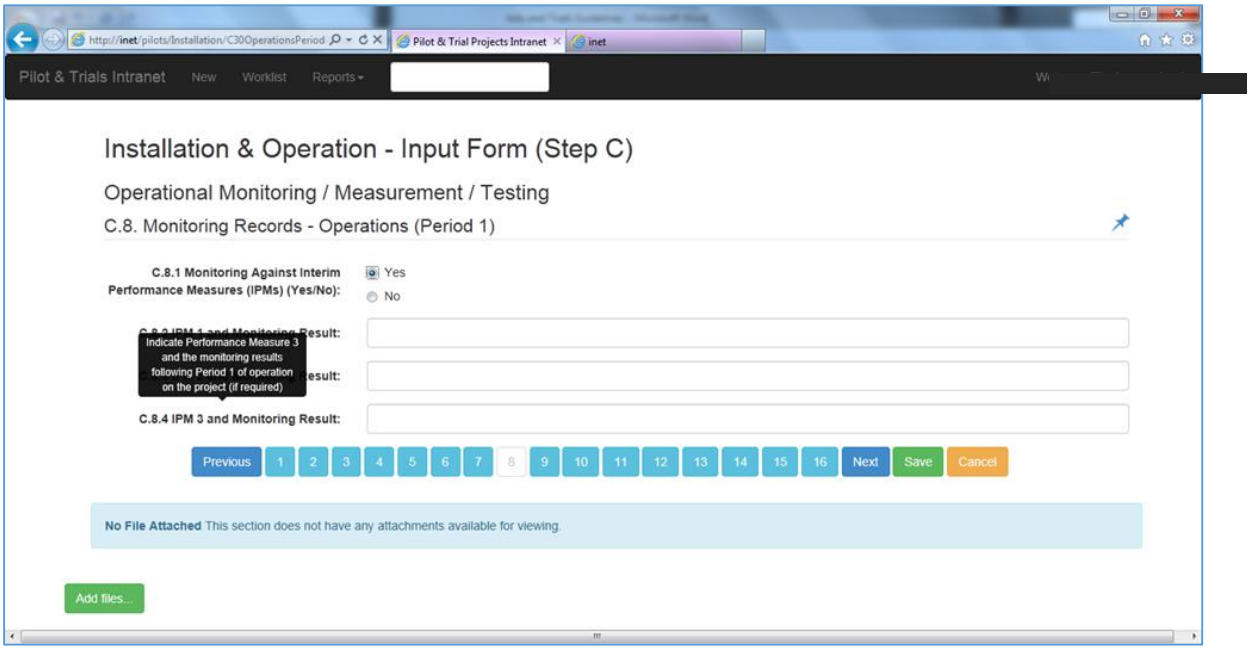

Figure C.8: Operational / Measurement / Testing, Monitoring Records – Operations (Period 1)

C.8.1 Monitoring Against Interim Performance Measures (IPMs) (Yes/No): Is Monitoring against Interim Performance Measures (IPMs) required for this project?

This section deals with the actual monitoring and performance measurement results as identified and set out in B3 Specific Technical Requirements – Monitoring Stage and B7 Performance Management - Interim of Step B. In this step the actual results are those referring to the **operation stage**. (e.g. In B7 Performance Management – Interim, an IPM for the operation stage may be texture depth of 1.5mm after 6 months in operation and the actual result of 1.6mm for example at 6 months monitoring is noted here.)

Depending upon the duration required to assess the performance of the pilot/trial, the monitoring periods and performance measures may have been set out in B3 Specific Technical Requirements – Monitoring Stage and B7 Performance Management - Interim over a number of periods. This section refers to period 1 only and additional monitoring period results can be outlined in sections C10 to C12 where required.

C.8.2 IPM 1 and Monitoring Result: Indicate IPM 1 and Monitoring Results for the project.

C.8.3 IPM 2 and Monitoring Result: Indicate IPM 2 and Monitoring Results for the project.

C.8.4 IPM 3 and Monitoring Result: Indicate IPM 3 and Monitoring Results for the project.

User should save at the end of each screen and then select “Next”.

C.9 Monitoring Records Commentary – Operation (Period 1)

Depending upon the duration required to assess the performance of the pilot/trial, the monitoring requirements and Interim Performance Measures may have been set out in Step B over two time periods. Where an additional monitoring period is required, operation monitoring records shall be provided for both time periods.

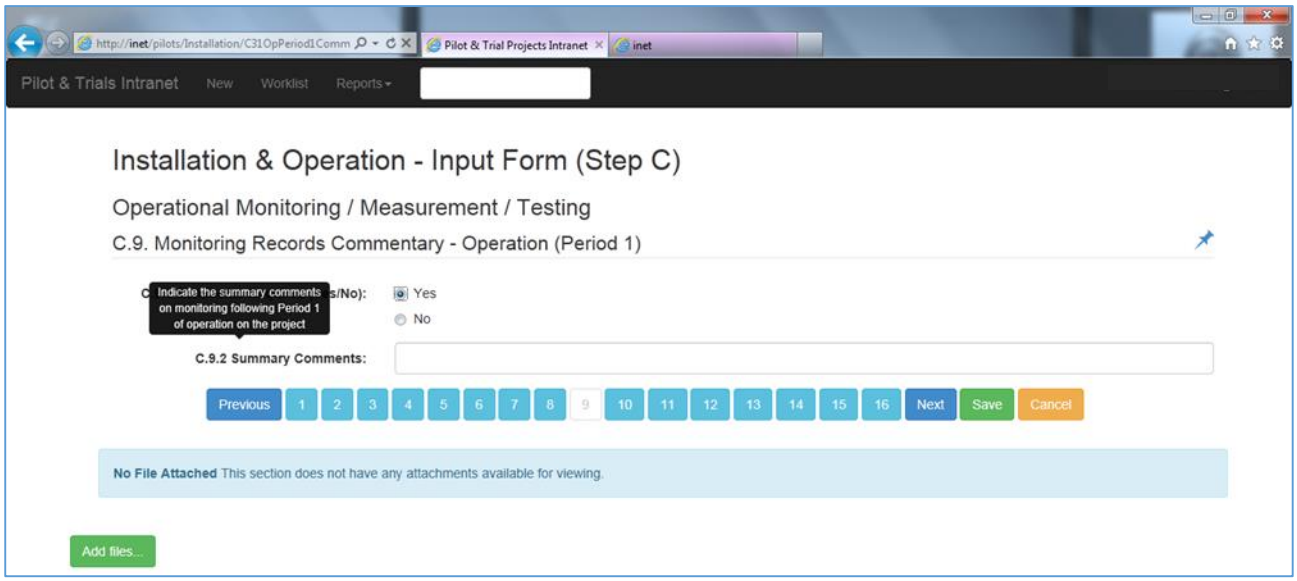

Figure C.9: Operational / Measurement / Testing, Monitoring Records Commentary– Operations (Period 1)

C.9.1 Comments Required (Yes/No): Are Comments on the Monitoring Records required for this project?

C.9.2 Summary Comments: Summarise the comments regarding monitoring records for the project.

User should save at the end of each screen and then select “Next”.

C.10 Additional Monitoring Periods

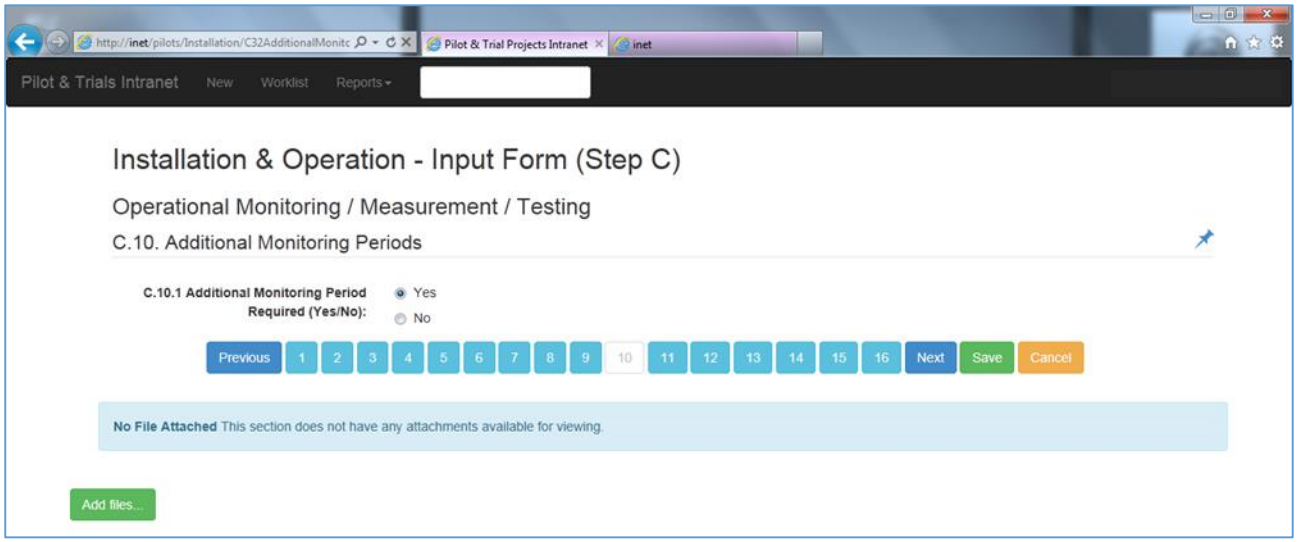

Figure C.10: Operational / Measurement / Testing, Additional Monitoring Periods

C.10.1 Additional Monitoring Period Required (Yes/No): Are Additional Monitoring Periods required for this project.

User should save at the end of each screen and then select “Next”.

C.11 Monitoring Records – Operations (Period 2)

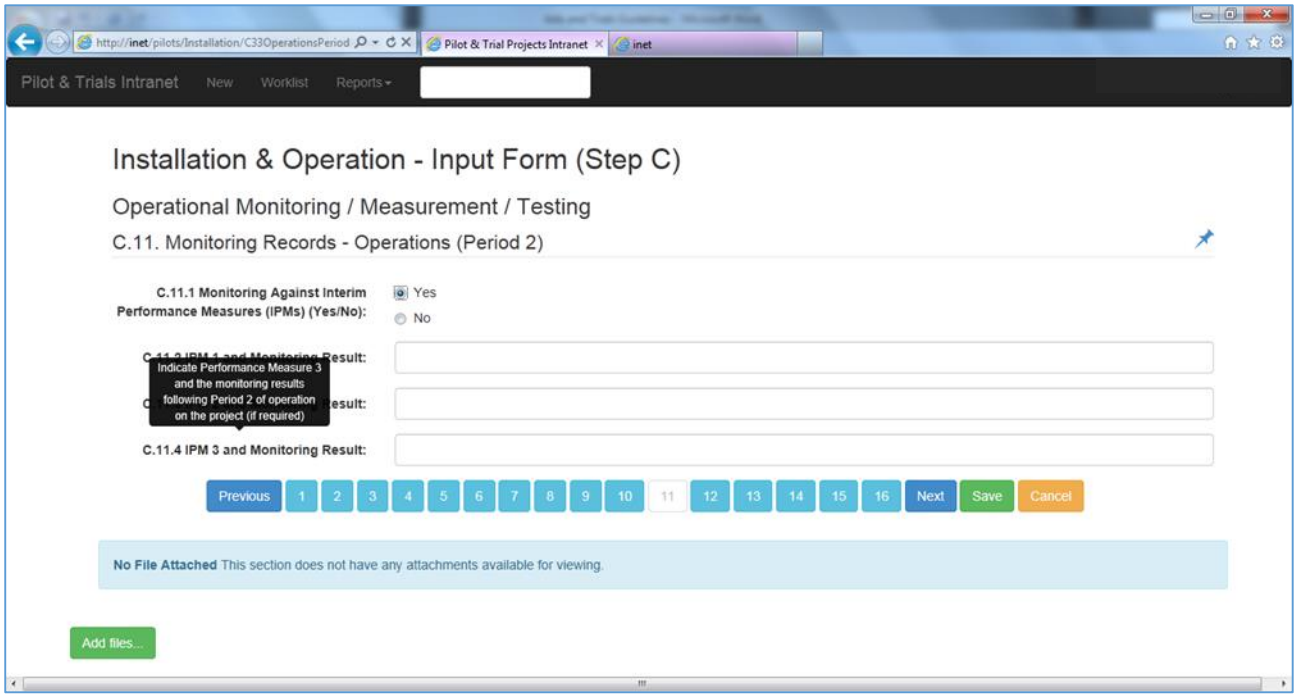

Figure C.11: Operational / Measurement / Testing, Monitoring Records – Operations (Period 2)

C.11.1 Monitoring Against Interim Performance Measures (IPMs) (Yes/No): Is Monitoring against Performance Measures (IPMs) required for this project?

Note that this refers to additional monitoring periods over and above those set out in C8 Monitoring Records – Operations (Period 1). Depending upon the type of project, IPMs may not be required.

C.11.2 IPM 1 and Monitoring Result: Indicate IPM 1 and Monitoring Results for the project.

C.11.3 IPM 2 and Monitoring Result: Indicate IPM 2 and Monitoring Results for the project.

C.11.4 IPM 3 and Monitoring Result: Indicate IPM 3 and Monitoring Results for the project.

User should save at the end of each screen and then select “Next”.

C.12 Monitoring Records Commentary – Operation (Period 2)

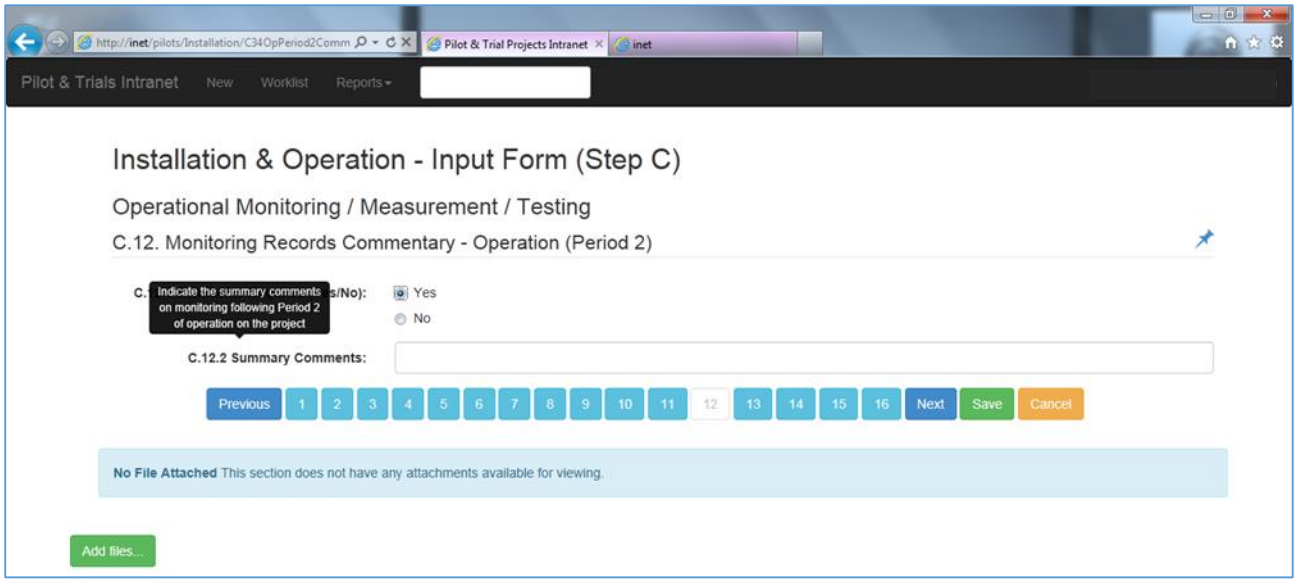

Figure C.12: Operational / Measurement / Testing, Monitoring Records Commentary– Operations (Period 2)

C.12.1 Comments Required (Yes/No): Are Comments on the Monitoring Records required for this project?

C.12.2 Summary Comments: Summarise the comments regarding monitoring records for the project.

User should save at the end of each screen and then select “Next”.

C.13 Operational Management / Maintenance Issues

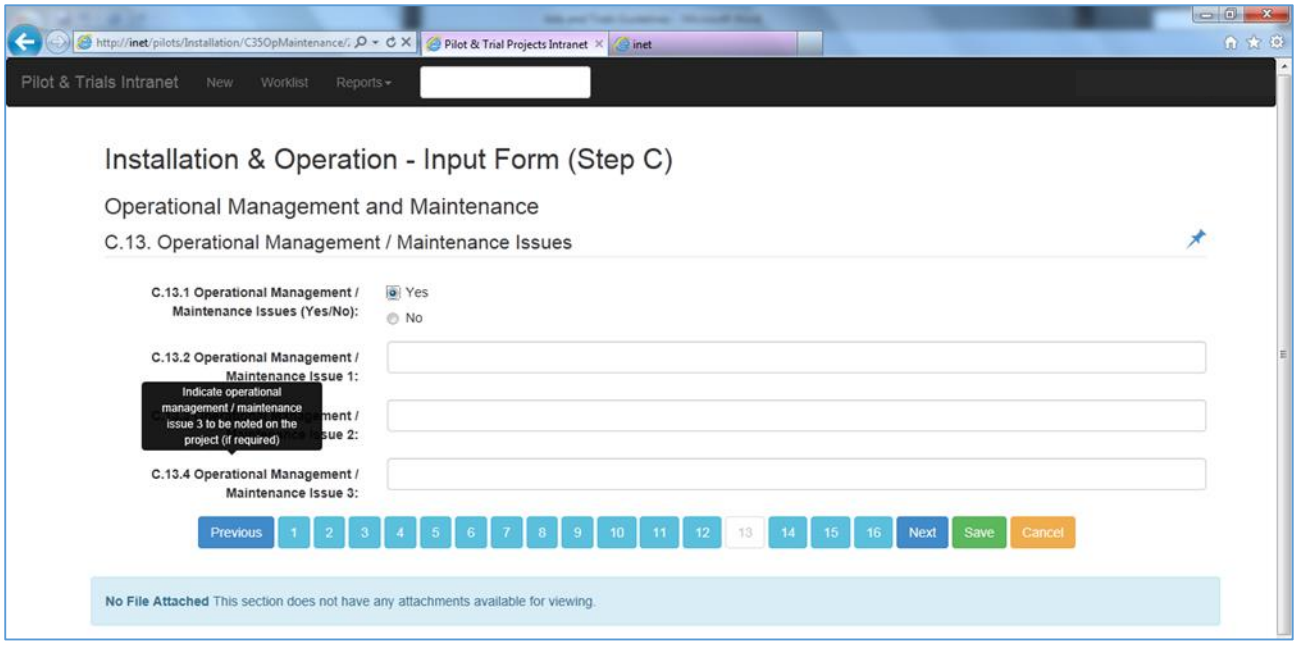

Figure C.13: Operational Management and Maintenance, Operational Management / Maintenance Issues

C.13.1 Operational Management / Maintenance Issues (Yes/No): Are there Operational Management / Maintenance difficulties /advantages for this project?

This section details if and where issues previously considered and identified in Step B4 - Specific Technical Requirements have arisen, and if any further issues during operation and post installation have arisen.

C.13.2 Operational Management / Maintenance issue 1: Indicate issue 1 regarding Operational Management / Maintenance for the project.

C.13.3 Operational Management / Maintenance issue 2: Indicate issue 2 regarding Operational Management / Maintenance for the project. Operational Management / Maintenance issue 3: Indicate issue 3 regarding Operational Management / Maintenance for the project.

User should save at the end of each screen and then select “Next”.

The results recorded during the operation stage shall be monitored against the monitoring requirements and Interim Performance Measures set in Step B.

C.14 Final Monitoring Records

Sections C14, C15 and C16 cover the final monitoring records and results at the completion of the operation stage of the Pilot or Trial Project. Any requirements for the decommissioning of the project are set out at this step. Final comments on the overall monitoring on the project are also documented.

On completion of the project operation phase any Final Performance Measures (FPM) and results shall be set out. The FPM shall refer back to the monitoring requirements identified in Step B.

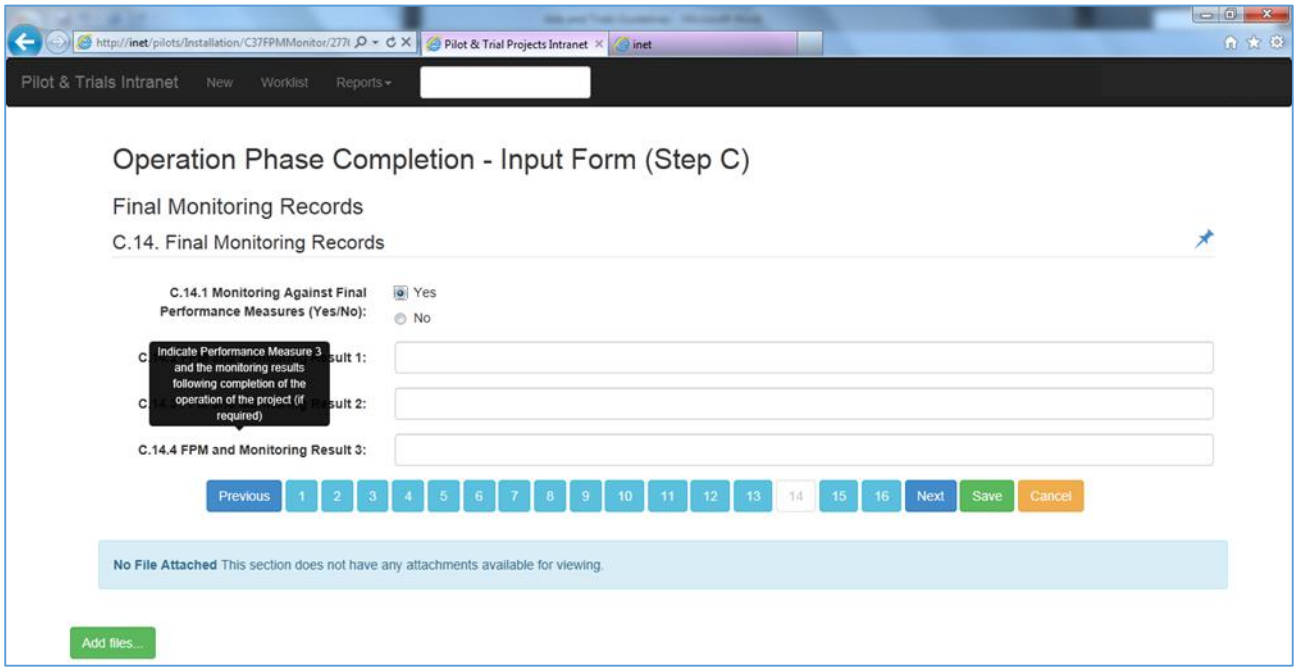

Figure C.14: Final Monitoring Records, Final Monitoring Records

C.14.1 Monitoring Against Final Performance Measures (Yes/No): Is Monitoring against Final Performance Measures (FPM) required for this project?

Any final performance measures and results should be set out in this section and should refer back to B.3 Specific Technical Requirements – Monitoring Stage and B.7 Performance Management – Interim of Step B.

C.14.2 FPM and Monitoring Result 1: Indicate FPM and Monitoring Result 1 for the project.

C.14.3 FPM and Monitoring Result 2: Indicate FPM and Monitoring Result 2 for the project.

C.14.4 FPM and Monitoring Result 3: Indicate FPM and Monitoring Result 3 for the project.

User should save at the end of each screen and then select “Next”.

C.15 Decommissioning

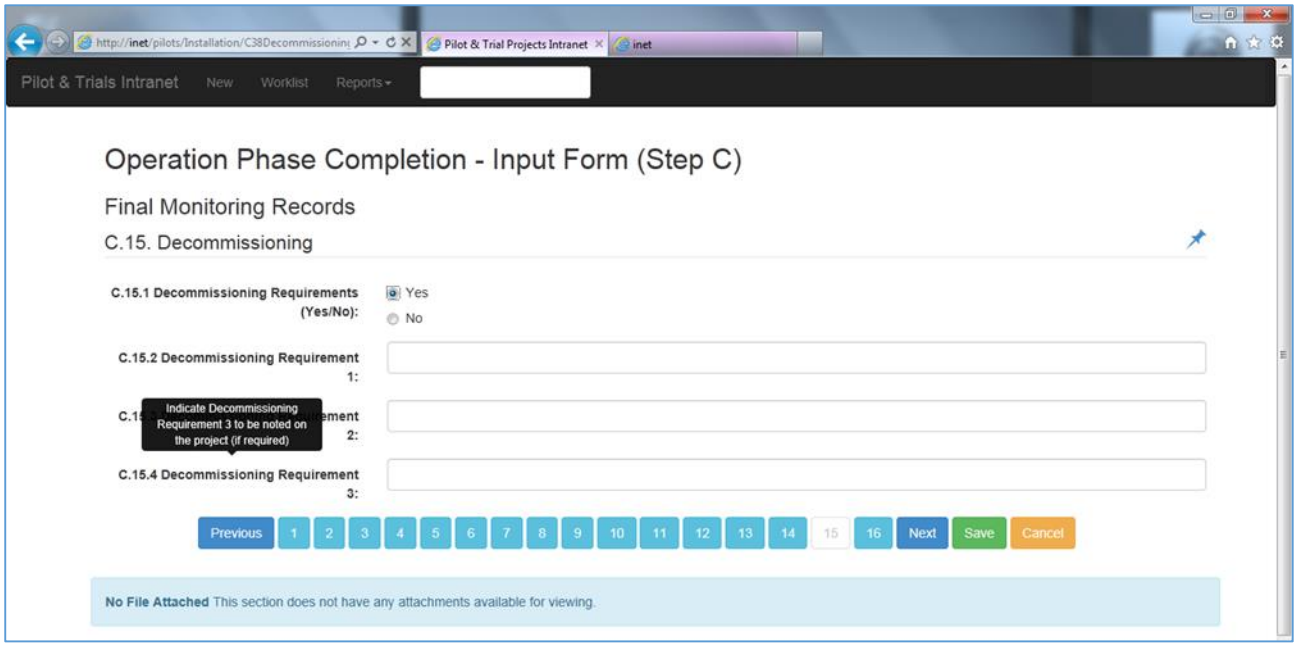

Figure C.15: Final Monitoring Records, Decommissioning

C.15.1 Decommissioning Requirements (Yes/No): Are there Decommissioning Requirements for this project?

C.15.2 Decommissioning Requirement 1: Indicate Decommissioning Requirement 1 for the project.

C.15.3 Decommissioning Requirement 2: Indicate Decommissioning Requirement 2 for the project.

C.15.4 Decommissioning Requirement 3: Indicate Decommissioning Requirement 3 for the project.

User should save at the end of each screen and then select “Next”.

C.16 Monitoring Records Commentary

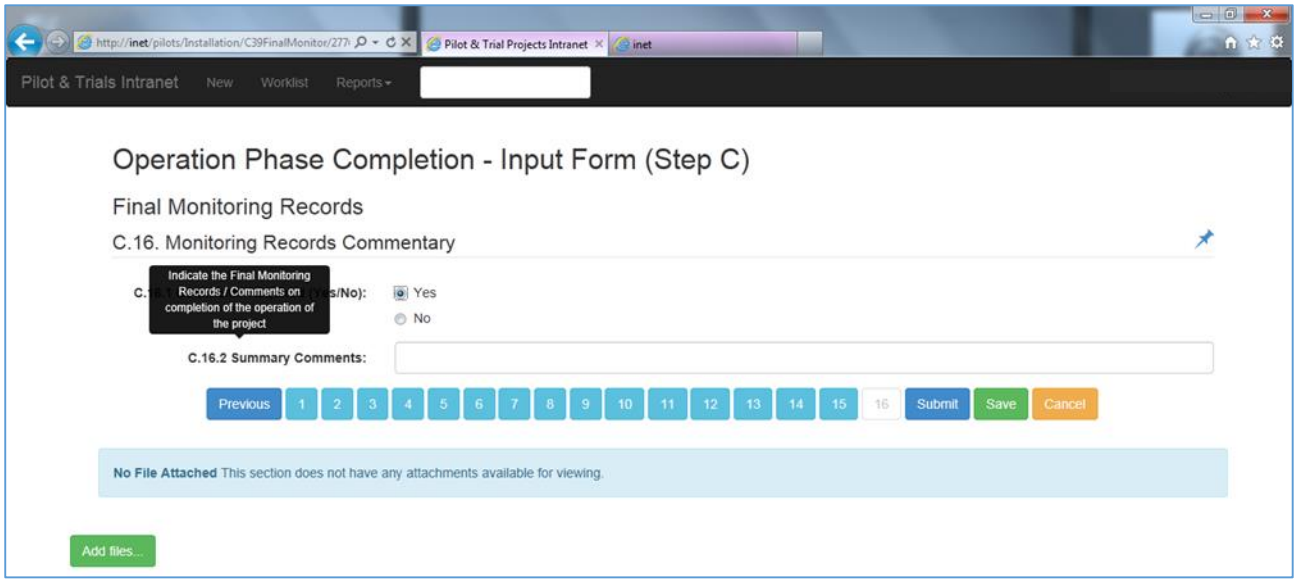

Figure C.16: Final Monitoring Records, Monitoring Records Commentary

C.16.1 Comments Required (Yes/No): Is there any final commentary on the overall monitoring of the project from installation to operation and de-commissioning (where relevant)?

C.16.2 Summary Comments: Summarise the comments regarding monitoring records for the project.

User should save at the end of this screen and then select “Submit”.

Submitting Step C for Approval

Once all 16 steps within Step C are completed the user must submit the project for approval following the procedures outlined previously in Step A of this manual.

Please note that if the Project Partner is a third party user the option to submit for approval is not available to that user. This is to encourage communication between a Project Partner and the Project Leader. Once Step C is completed and communicated, the Project Leader may select the project in the Step C worklist and submit for approval to the Research Manager. The procedures outlined in previous Steps can be followed in this regard if required.

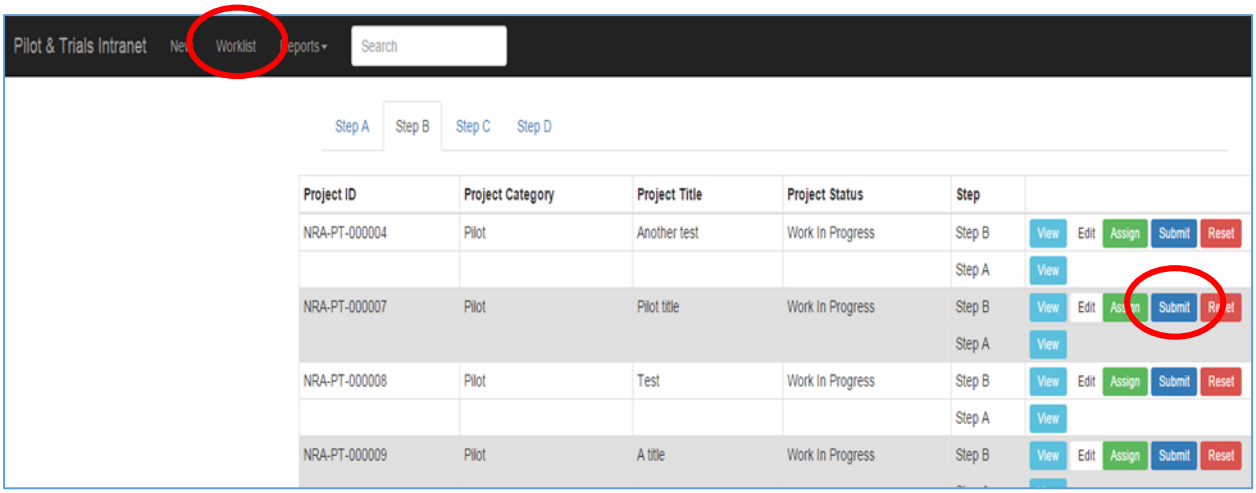

Figure C.17: Submitting Step C for Approval

Step C Approval

Following the completion of Step C and the granting of approval the user should proceed to Step D.

Once approval has been granted, the Project Leader may access the following screen which presents the options to view, assign, submit or reset an application. (All current Pilot and Trial Projects are shown). Note that the project is now listed under Step D in the worklist.

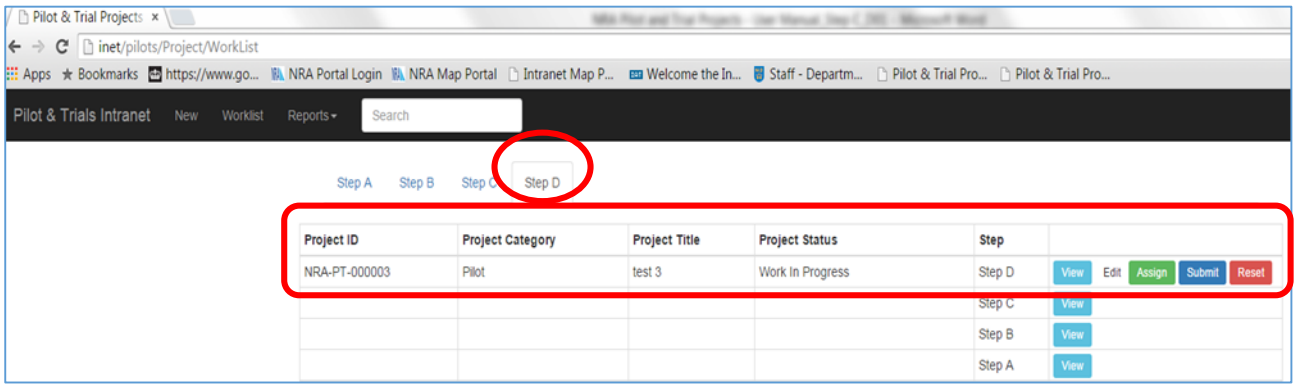

Figure C.18: Current Pilot and Trial Projects

Assign Project to another User

The process for assigning the project to another user is as per Step A, in that the name or email address of the assignee should be entered at "User" under "Assign Assessment" followed by selecting the >> button. Once the assignees name or email address appears on the right hand side of the interface the user should select "Assign".

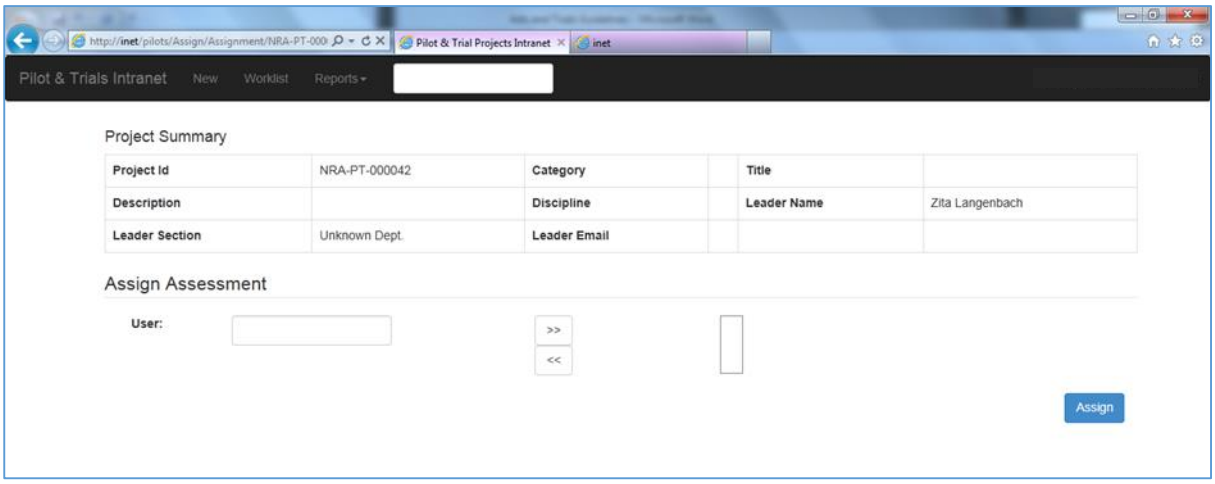

Figure C.19: Assign Assessment

Step D. Completion

Summary

Step D (Completion) is the final step of the project, where Completion is confirmed. A summary of the project findings, together with conclusions and recommendations are detailed in this section. The final step provides a clear overview of the key issues which have arisen from the pilot or trial project and will become useful reference material for subsequent pilot and trial projects.

Step D of this process shall only be commenced with the approval of the Research Manager.

All data relating to Step D of the project shall be recorded through the pilots and trials website. Any additional documentation shall be uploaded to the website.

To assist the user, information is available via floating notes on the online system by hovering the cursor over the sub headings on the left hand side of the screen (i.e. D.1.1, D.1.2, D.1.3 etc.).

D.1 Performance Outcomes

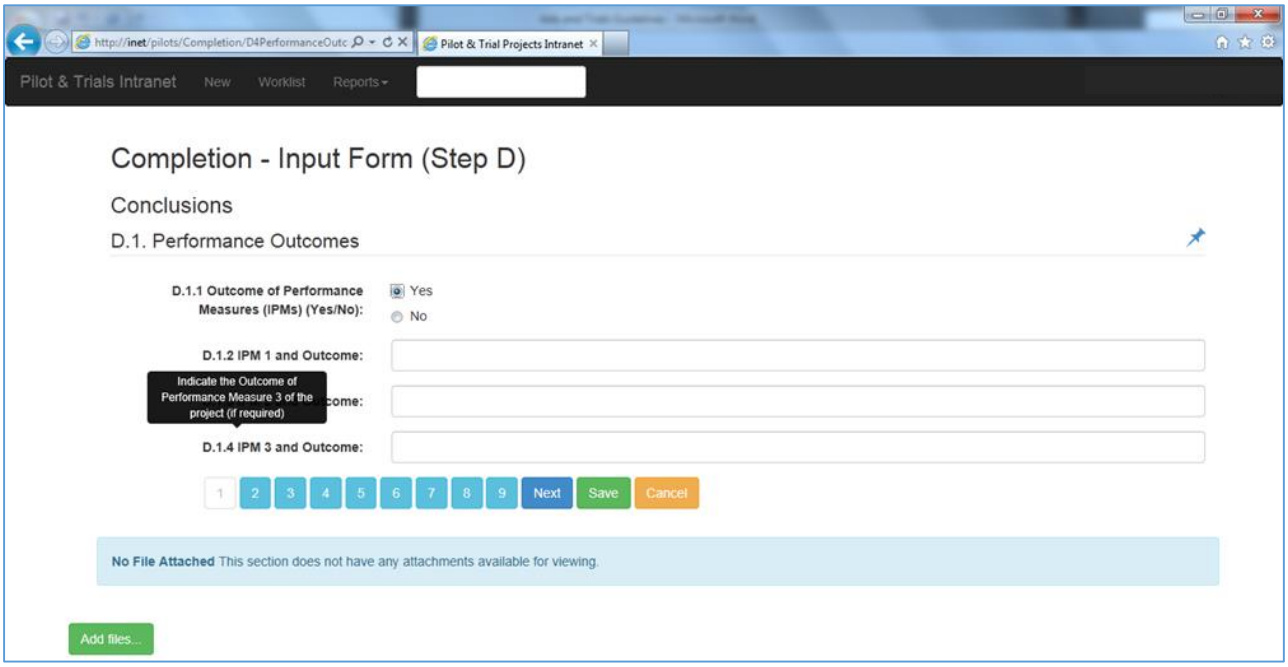

Figure D.1: Conclusions, Performance Outcomes

D.1.1 Outcome of Performance Measures (IPMs) (Yes/No): Are Monitoring against Performance Measures (IPMs) required for this project?

This section should summarise the outcomes of the actual performance measures and results throughout all stages of the project from installation to operation. Typically this would detail how and where all the performance measures may have exceeded or failed to meet the actual performance criteria set out in Steps B and C, and in the event of failure set out possible explanations for failure. The overall outcome of the project should be recorded as having passed or failed each criteria.

D.1.2 IPM 1 and Outcome: Indicate IPM 1 and Outcome for the project.

D.1.3 IPM 2 and Outcome: Indicate IPM 2 and Outcome for the project.

D.1.4 IPM 3 and Outcome: Indicate IPM 3 and Outcome for the project.

User should save at the end of each screen and then select “Next”.

D.2 Conclusions Commentary

A summary of the final outcome, programme and project cost shall be provided.

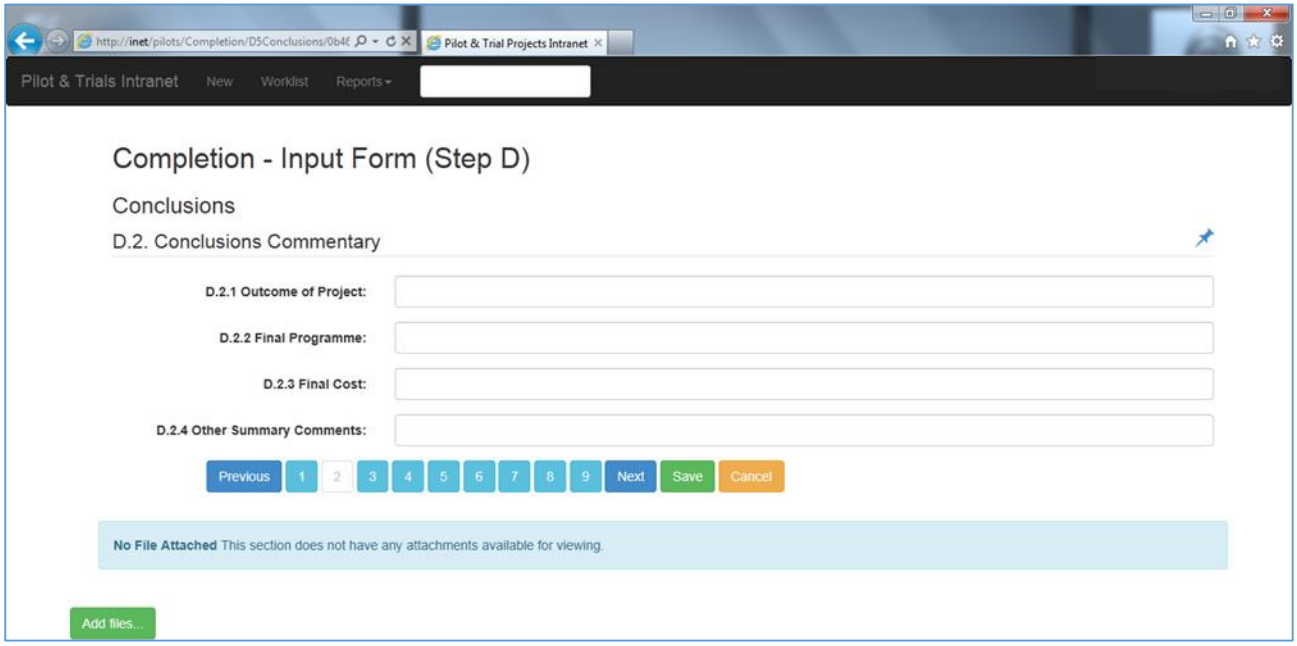

Figure D.2: Conclusions, Conclusions Commentary

D.2.1 Outcome of Project: Indicate the outcome of the project on completion

D.2.2 Final Programme: Outline the final project programme

D.2.3 Final Cost: Insert the final project cost on completion

D.2.4 Other Summary Comments: Summaries and further comments to do with the project

User should save at the end of each screen and then select “Next”.

D.3 Step A (Assessment Issues)

Any lessons learnt throughout Steps A, B and C of the project shall be recorded. The lessons learnt can be used to inform future Pilot and Trials Projects and help to avoid similar issues arising in other projects.

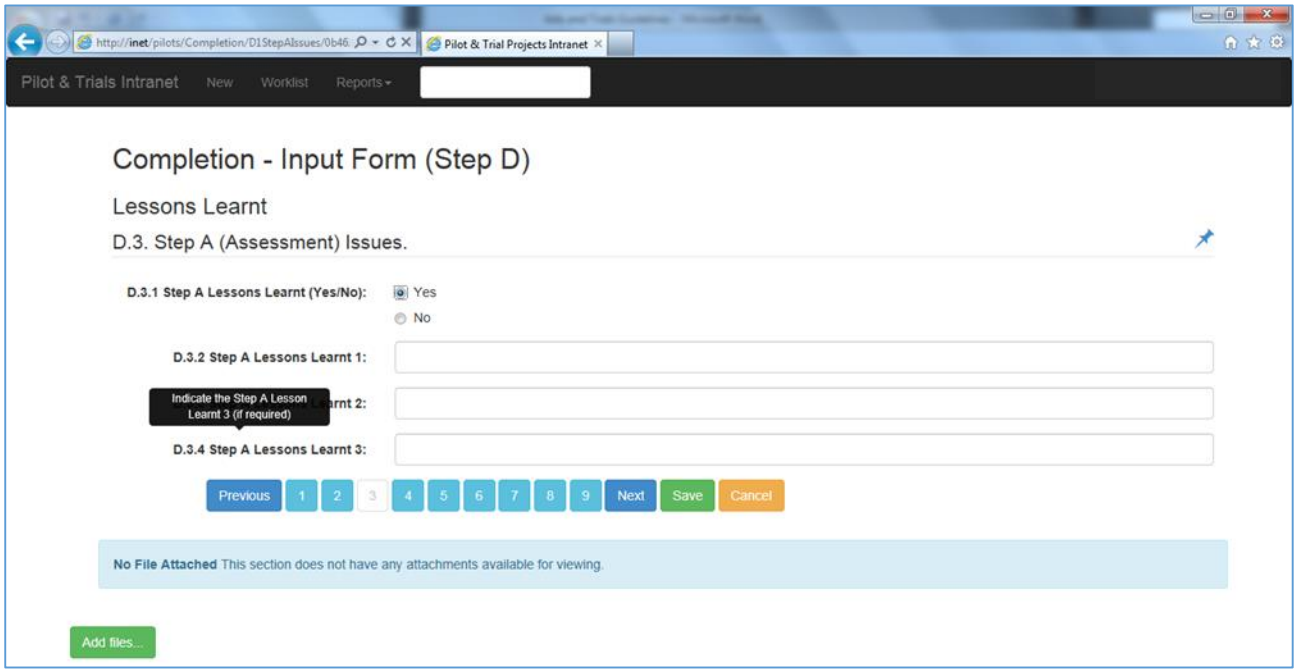

Figure D.3: Lessons Learnt, Step A (Assessment) Issues

D.3.1 Step A Lessons Learnt (Yes/No): Have lessons been learnt throughout Step A of the project?

D.3.2 Step A Lessons Learnt 1: Indicate Lesson Learnt 1 for the assessment section of the project.

D.3.3 Step A Lessons Learnt 2: Indicate Lesson Learnt 2 for the assessment section of the project.

D.3.4 Step A Lessons Learnt 3: Indicate Lesson Learnt 3 for the assessment section of the project.

User should save at the end of each screen and then select “Next”.

D.4 Step B (Preparation) Issues

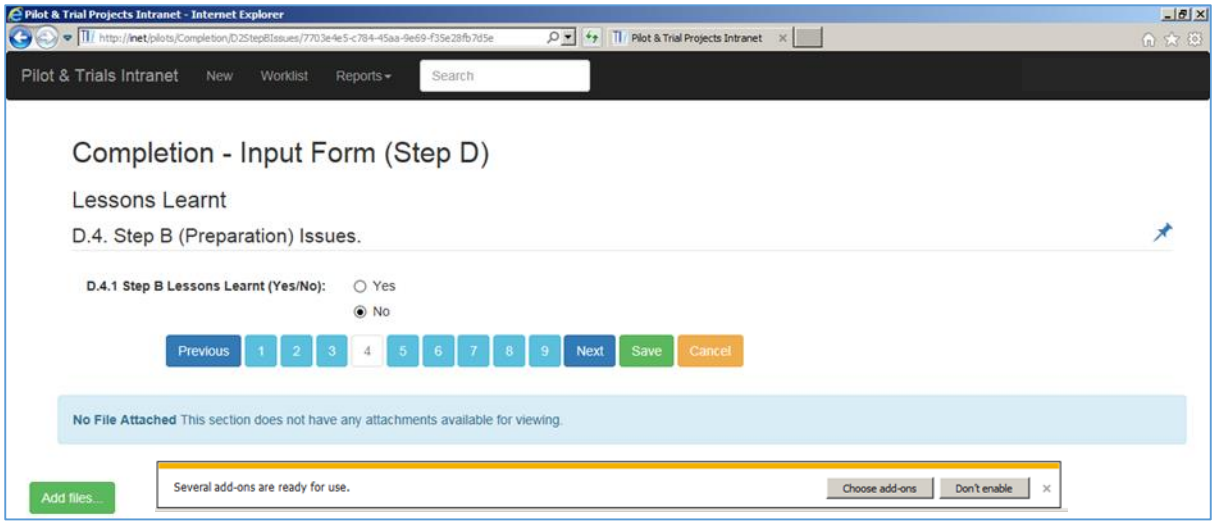

Figure D.4: Lessons Learnt, Step B (Preparation) Issues

D.4.1 Step B Lessons Learnt (Yes/No): Have lessons been learnt throughout Step B of the project?

Step B Lessons Learnt 1: Indicate Lesson Learnt 1 for the Preparation section of the project.

Step B Lessons Learnt 2: Indicate Lesson Learnt 2 for the Preparation section of the project.

Step B Lessons Learnt 3: Indicate Lesson Learnt 3 for the Preparation section of the project.

User should save at the end of each screen and then select “Next”.

D.5 Step C (Installation and Operation) Issues

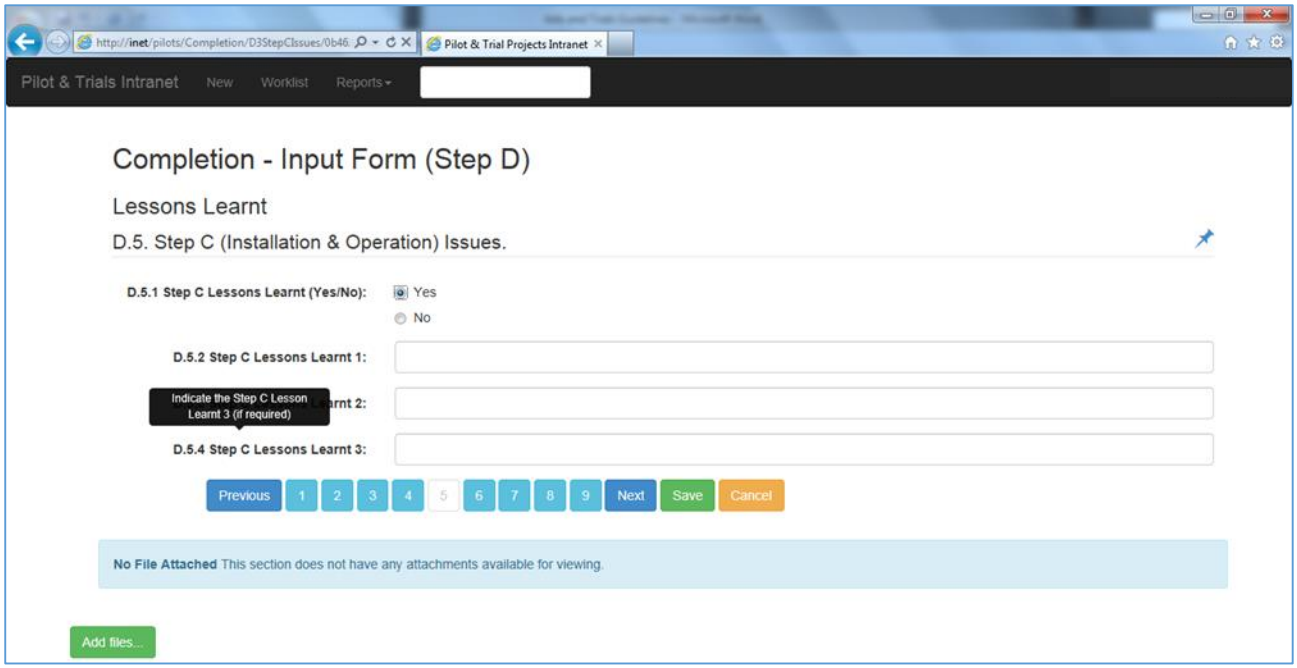

Figure D.5: Lessons Learnt, Step C (Installation and Operation) Issues

D.5.1 Step C Lessons Learnt (Yes/No): Have lessons been learnt throughout Step C of the project?

D.5.2 Step C Lessons Learnt 1: Indicate Lesson Learnt 1 for the Installation and Operation section of the project.

D.5.3 Step C Lessons Learnt 2: Indicate Lesson Learnt 2 for the Installation and Operation section of the project.

D.5.4 Step C Lessons Learnt 3: Indicate Lesson Learnt 3 for the Installation and Operation section of the project.

User should save at the end of each screen and then select “Next”.

D.6 Project Recommendations

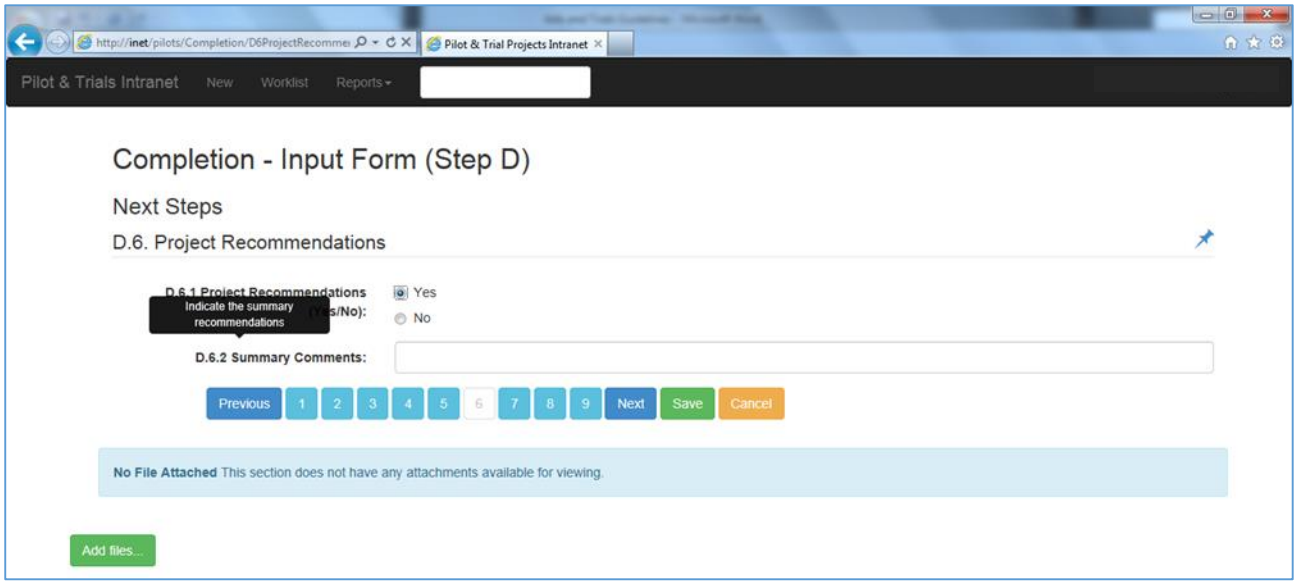

Figure D.6: Next Steps, Project Recommendations

D.6.1 Project Recommendations (Yes/No): Are there project recommendations for this project?

D.6.2 Summary Comments: Summarise the comments regarding Project Recommendations.

User should save at the end of each screen and then select “Next”.

D.7 Next Steps – TII Policy and Procedures

1. Recommendations shall be provided for the implementation of any necessary changes to TII Publications.

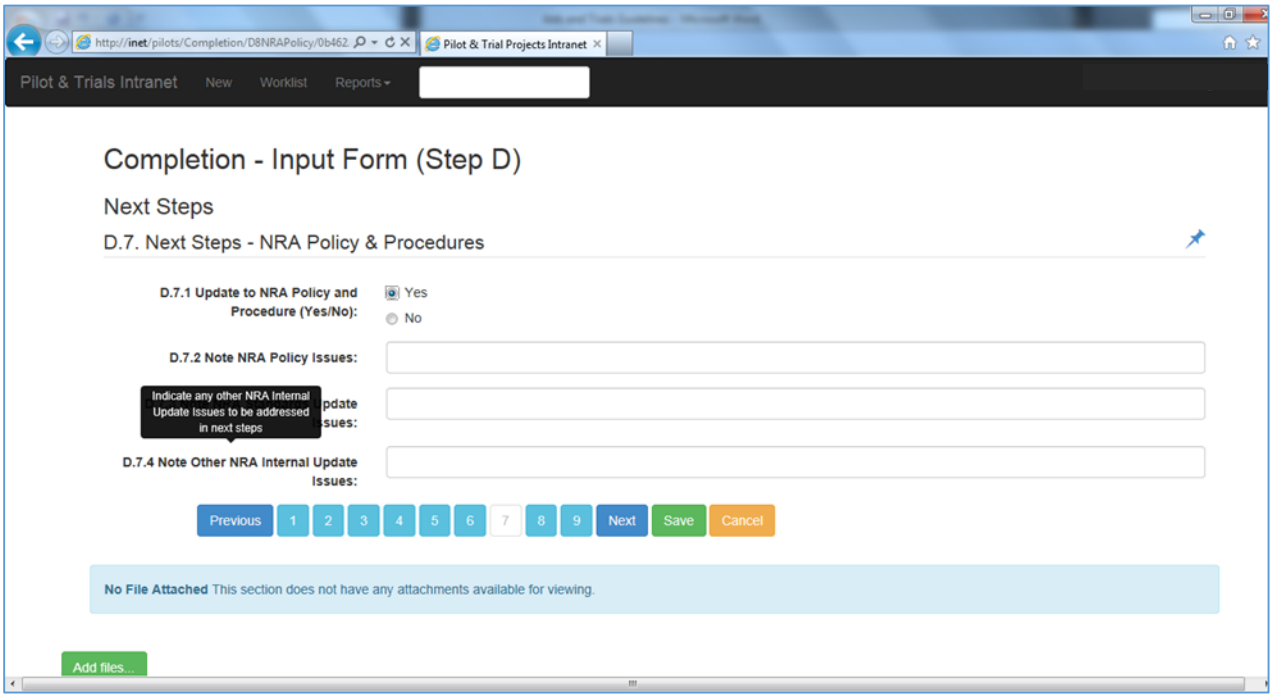

Figure D.7: Next Steps, Next Steps – TII Policy and Procedures

D.7.1 Update to TII Policy and Procedure (Yes/No): Is an Update to TII Policy and Procedure recommended for this project?

D.7.2 Note TII Policy Issues: Indicate the TII Policy Issues for the project. Otherwise note ‘not applicable’.

D.7.3 Note TII Standards Update Issues: Indicate the TII Standards Update Issues for the project. Otherwise note ‘not applicable’.

D.7.4 Note Other TII Internal Update Issues: Indicate the other TII Internal Update Issues for the project. Otherwise note ‘not applicable’.

User should save at the end of each screen and then select “Next”.

D.8 Next Steps – Dissemination

Recommendations shall be provided for disseminating the project results to the relevant bodies.

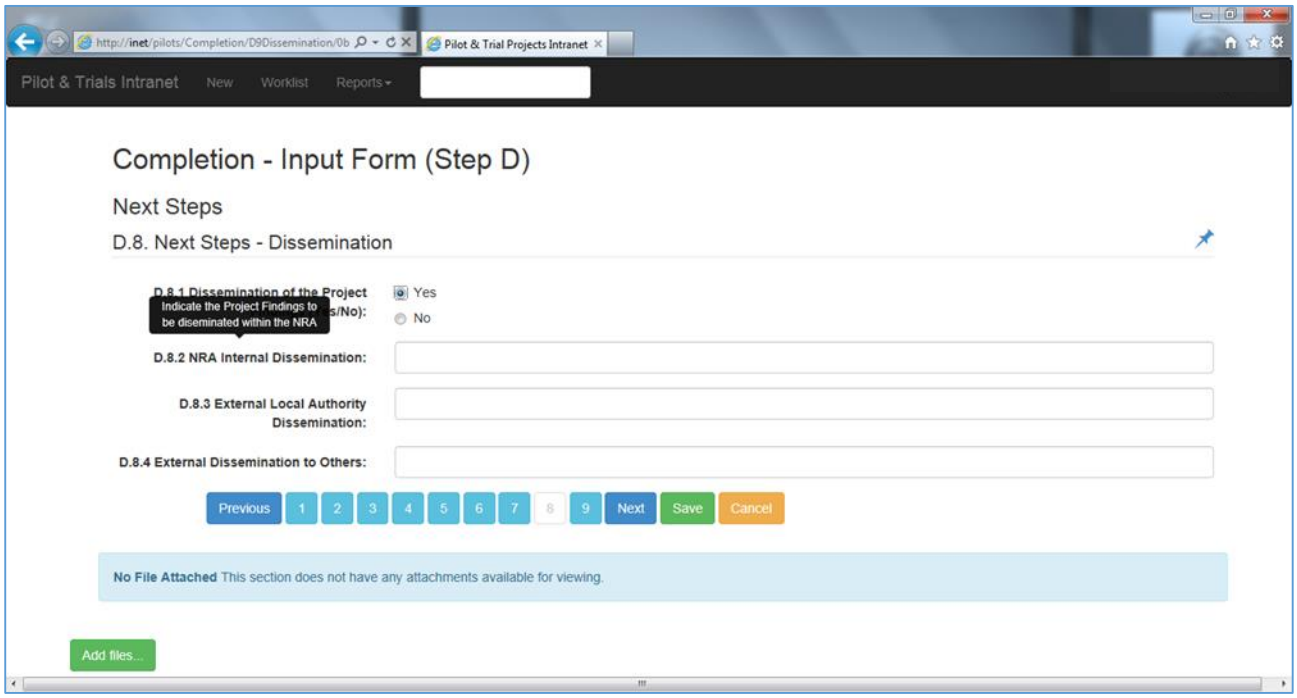

Figure D.8: Next Steps, Next Steps – Dissemination

D.8.1 Dissemination of the project findings (Yes/No): Is a Dissemination to project findings required for this project.

D.8.2 TII Internal Dissemination: Indicate the TII Internal Dissemination for the project. Otherwise note ‘not applicable’.

D.8.3 External Local Authority Dissemination: Indicate the External Local Authority Dissemination for the project. Otherwise note ‘not applicable’.

D.8.4 External Dissemination to others: Indicate the External Dissemination to others for the project. Otherwise note ‘not applicable’.

User should save at the end of each screen and then select “Next”.

D.9 Other Items of Note

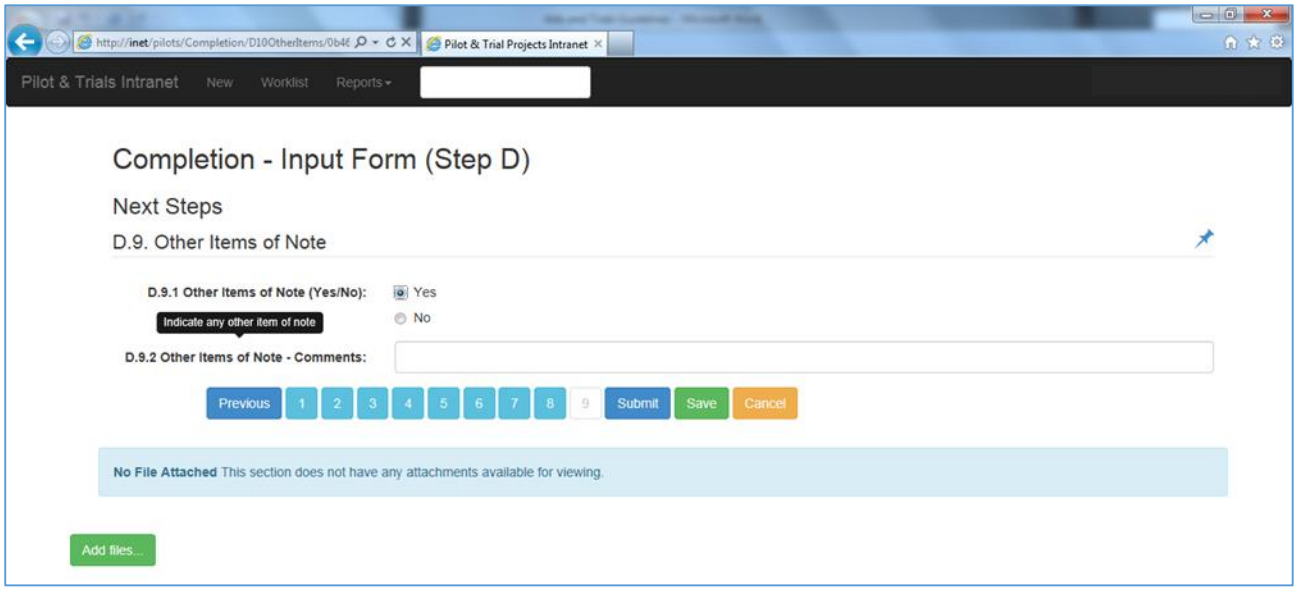

Figure D.9: Next Steps, Other Items of Note

D.9.1 Other Items of Note (Yes/No): Are there project recommendations for this project?

D.9.2 Other items of Note - Comments: Input comments regarding the other items in the project.

User should save at the end of this screen and then select “Submit”.

Submitting Step D for Approval

Once all 9 steps within Step D have been completed, the user must submit the project for approval following the procedures outlined previously in Step A of this manual.

Please note that if the Project Partner is a third party user the option to submit for approval is not available to that user. This is to encourage communication between Project Partner and the Project Leader. Once Step D is completed and communicated, the Project Leader may select the project in the Step D worklist and submit for approval to the Research Manager. The procedures outlined in previous Steps can be followed in this regard if required.

Step D Approval

Once approval has been granted, the project is complete. The user may access and view all of the approved projects by selecting the worklist where all current Pilot and Trial Projects are shown.

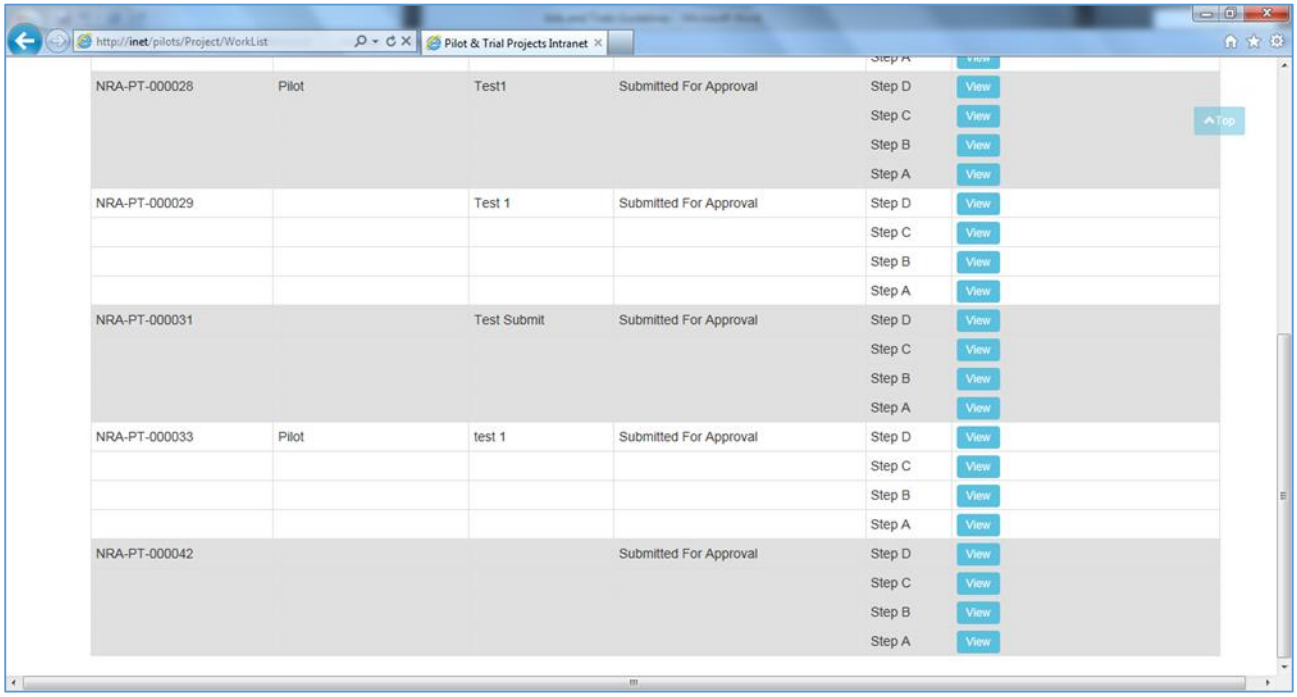

Figure D.10: Current Pilot and Trial Projects

Ionad Ghnó Gheata na Páirce,
Stráid Gheata na Páirce,
Baile Átha Cliath 8, D08 DK10, Éire

Parkgate Business Centre,
Parkgate Street,
Dublin 8, D08 DK10, Ireland

www.tii.ie

info@tii.ie

+353 (01) 646 3600

+353 (01) 646 3601