

## APPENDIX I: CLOSEOUT REPORT FORMAT

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# CLOSEOUT REPORT

Submitted by the AASHTO TIG Lead States Team for  
the following technology:

Lead States Team Members and Agencies:

, **Chair,**

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Date:





## **DISCLAIMER**

The contents of this report reflect the views of the authors, who are responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official view or policies of the American Association of State Highways and Transportation Officials (AASHTO) or any individual member organization of AASHTO.

Where the names of products or manufacturers appear herein, their inclusion is considered essential to the objectives of this report. AASHTO does not endorse products or manufacturers.



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# **CLOSEOUT REPORT**

Submitted by the AASHTO TIG Lead States Team for  
the following technology:

## **Introduction**

*(Provide a brief synopsis of the responsibility assigned to the lead states team.)*

This closeout report is divided into five sections:

Marketing Activities,  
Transition Plan,  
Lessons Learned,  
Performance Measurement, and  
Final Expenditure Summary.

## Marketing Activities

*(Provide an introductory marketing approach paragraph.)*

### **Hosted Demonstration Workshops**

Date (in chronological order)	Workshop Title	Location	Total Attendance
<add lines as needed>			

Comments and Observations on Demonstration Workshops

*(Provide any LST comments and observations in a paragraph or paragraphs here.)*

A copy of agenda(s), attendee list(s), and summaries of participant feedback are located in the appendices to this report.

### **Presentations at Conferences and Meetings**

Date (in chronological order)	Conference or Meeting Name, Location	Presenter Name, Organization	Presentation Title	Written paper? (Y/N)
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Comments and Observations on Presentations

*(Provide any LST comments and observations in a paragraph or paragraphs here.)*

Summaries of participant feedback are located in the appendices to this report.

**Publications**

*(Publications listed should include any production of the lead states team which was distributed to or made available for viewing by prospective users of the technology. Typically these may include brochures, posters, video productions, facts sheets, and similar informational pieces. Workshop announcements and similar invitations, as well as papers written in conjunction with the presentations listed above, do not need to be listed or attached in the appendices.)*

Date Produced	Publication Type	Total Number Produced	Recipients and Distribution Method

Except as described above, a copy of each publication has been included in an appendix to this report.

## Performance Measurement

*(Describe the degree of success obtained using the performance assessment methods described in the performance measurement plan section of the approved marketing plan.)*

The following table compares responses to the initial and final technology experience surveys.

Survey Information	Initial Survey	Final Survey
# of survey recipient organizations		
# of survey responses received		
# of agencies that have not used this technology		
# of agencies with limited knowledge of this technology		
# of agencies fairly familiar with this technology but have not yet tried it		
# of agencies planning to try this technology on an upcoming project		
# of agencies that have tried this technology and are evaluating its benefits		
# of agencies currently using this technology on a routine or standard basis		
# of agencies that plan to adopt this technology as a requirement		
# of agencies that have adopted this technology as a requirement		
# of agencies that plan to adopt this technology as an option in the plans, to be used at the contractor's discretion		
# of agencies that have adopted this technology as an alternate in the plans, to be bid against conventional methods		

# of agencies that plan to adopt this technology as an alternate in the plans, to be bid against conventional methods		
# of agencies that have adopted this technology as an option in the plans, to be used at the contractor's discretion		
# of agencies who do not believe that this technology will provide substantial benefit		
# of agencies who have tried this technology and do not plan to use it in the future		

Summary Responses from Surveys

*(Provide brief summaries of why some agencies believe that this technology will not provide substantial benefit to their agencies, and why some agencies do not plan to use the technology in the future.)*



# Lessons Learned

## ***Effective Tools and Methods***

*(From the viewpoint of your lead states team, which were the most effective marketing tools and methods they used, and why were they believed to be the most effective.)*

## ***Unique Tools and Methods***

*(List any particularly creative or unique elements or methods used by your lead states team that other lead states teams should consider using.)*

## ***Ineffective Tools and Methods***

*(From the viewpoint of your lead states team, which tools and methods were much less productive than desired, and provide your team's recommendations concerning future use of these methods or activities.)*

## ***General Comments***

*(Provide any lessons learned not included above.)*





# Transition Plan

## **Reference Materials**

*(Provide a list of the most beneficial reference materials pertinent to this technology.)*

Reference	Publisher	URL (if available on web)

## **Technology Transfer**

*(Name and contact information for the primary FHWA office to become the on-going contact for technology transfer for this technology.)*

Contact	Office Name, Location	Phone	Email

## **Primary On-going Implementation Responsibility**

*(Name and contact information for the technical committee/group/association to assume primary responsibility for continuing implementation of this technology.)*

Contact	Committee Name, Organization	Phone	Email

## **Other Planning Efforts for On-going Implementation**

*(Identification of technical committees/groups/associations that have been contacted by the lead states team about assuming a future responsibility involving this technology, and the response received from each organization.)*

Contact	Committee Name, Organization	Responsibility Discussed and Response
	,	
	,	
	,	
	,	

**Specific Future Actions**

*(If there are specific future implementation activities foreseen as desirable or necessary, list that information here.)*

Future Activity	Time Frame	Recommended Organization to Perform

**On the Web**

*(List the url if a web site has been identified where the information on this technology has been transferred, or where later information on this technology can best be obtained.)*

## Final Expenditure Summary

### **Remaining Expense Claims**

*(Provide a list of marketing plan expense claims, including travel claims, yet to be submitted for reimbursement from AASHTO.)*

Date of Expense	Service Type	Claimant	Estimated Claim Amount
TOTAL ESTIMATED REMAINING EXPENSE CLAIMS			\$ 0.00

### **Total Expenses**

*(Provide an estimate of the final total of expenses (to AASHTO TIG) which were incurred in executing the entire marketing plan.)*

Attached in an appendix are copies of all expense claims which have been submitted to date by the lead states team.



## **Appendix A: Demonstration Workshop Information**

*(Agendas and attendance lists.)*



## **Appendix B: Marketing Media**

*(Copies of brochures, posters, and other reproducible media used in marketing activities.)*





## **Appendix C: Submitted Expense Claims**

*(Copies of all submitted expense claims.)*