



U.S. Department
Of Transportation

**Federal Highway
Administration**

Memorandum

6300 Georgetown Pike
McLean, Virginia 22101

Subject: **ACTION**: LTPP Directive GO-56
Centralized Action Item Tracking

Date: April 2, 2013

From: Jane Jiang 
Long Term Pavement Performance Team

Reply to
Attn of: HRDI-30

To: Dr. Frank Meyer, PM - LTPP North Atlantic Regional Contract
Dr. Frank Meyer, PM - LTPP North Central Regional Contract
Mr. Tim Martin, PM - LTPP Southern Regional Contract
Mr. Kevin Senn, PM - LTPP Western Regional Contract

Attached is the Long-Term Pavement Performance (LTPP) Program Directive GO-56: Centralized Action Item Tracking. Please ensure that all personnel involved with the process are aware of this new directive. Should you have any questions or would like to discuss this directive, please do not hesitate to contact me at 202-493-3149.

Attachment (1)

FHWA:HRDI-30:JJiang:mad:493-3149:04/02/13

File: c:/mdeaney/directive/GO/GO-56.docx

cc:

Jonathan Groeger
Directive Binder
LTPP Team
Official file
Chron

LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



For the Technical Direction of the LTPP Program



Program Area:	General Operations	Directive Number:	GO-56
Date:	April 2, 2013	Supersedes:	N/A
Subject:	Centralized Action Item Tracking		

This directive implements use of the web based Redmine Action Items project at <https://portal.ltp.org> under the “Issues/SPRs” tab. The Action Items Project should be used to track all action items affecting more than one organization on the core Long-Term Pavement Performance (LTPP) Team that are an outcome of LTPP meetings (face-to-face, telephonic, webinar, etc.). This includes the Federal Highway Administration (FHWA), Technical Services Support Contractor (TSSC), Regional Support Contractors, Customer Support Services Center or other contractors/team members designated by FHWA.

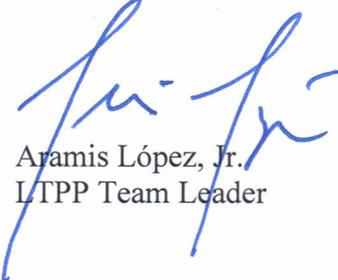
Names of individuals who should have access to the project for data entry or modification should be provided to the FHWA LTPP team and the TSSC LTPP Database Engineer. The TSSC will be responsible for overall management of the centralized action item list including keeping the membership list current.

References on how to use and access the project will be maintained by the TSSC on <https://portal.ltp.org> under “File Sharing.”

Questions regarding details of accessing the site or to make a suggestion for improvement should be sent to the TSSC LTPP Database Engineer.

Prepared by: TSSC

Approved by:


Aramis López, Jr.
LTPP Team Leader