

## CSU/NPS Project Final Report

<b>Project Title:</b> Support of Research and Technical Assistance with the National Park Service, Natural Resource Program Center	<b>NPS Task Order #:</b> J2370050544 <b>CSU Account #:</b> 5-34124
<b>Principal Investigator Name:</b> Dr. Jim Loftis Colorado State University – Department of Civil & Environmental Engineering	Office Phone: 970-491-2667 Office Fax: 970-491-7707 Office Email: loftis@engr.colostate.edu
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<b>Federal Project Manager:</b> Madonna Baucum, 970-225-3544	<b>Additional Federal Project Staff:</b>
<b>Project Objectives:</b>	
<ul style="list-style-type: none"> <li>• Coordination and oversight of annual task orders, including budgets and financial justifications from CSU perspective.</li> <li>• Quality control, editorial services, and timely submission of annual progress and/or completion reports.</li> <li>• Reconciliation and tracking of CSU accounts.</li> <li>• Personnel services on conflict resolution among RAs.</li> <li>• Working arrangements when RAs are participating as presenters.</li> <li>• Final report of activities due to the NPS Key Official and the RM-CESU on 8/31/07.</li> </ul>	
<b>Project Activities:</b>	
<ul style="list-style-type: none"> <li>• Creation and publication of annual project reports.</li> <li>• Creation and publication of final reports for projects that have ended.</li> <li>• Creation and scheduling of annual performance appraisals for Research Associates.</li> <li>• Organization and coordination of training sessions and informational meetings for Research Associates.</li> <li>• Reconciled and tracked CSU accounts monthly in association with NPS.</li> <li>• Performed searches, when required, for new RA hires for NPS projects.</li> <li>• Provided justification and completed forms for pay increases and/or promotions for RAs when appropriate.</li> <li>• Provided conflict resolution, when appropriate, with RAs.</li> </ul>	
<b>Project Accomplishments:</b>	
<p>All outstanding final reports for CSU-NPS projects under the CSU Civil and Environmental Engineering Department were completed and submitted.</p> <p>Completed 2004, 2005, and 2006 annual reports for CSU-NPS Projects under CSU Civil and Environmental Engineering Department.</p> <p>Organized and coordinated multiple informational meetings for Research Associates.</p> <p>Led and/or participated in 10 searches for RAs for different NPS projects and presented search waivers for three RAs and one non-student hourly position.</p> <p>Worked with RAs and NPS Program Managers to resolve personnel-related issues as they occurred.</p> <p>Coordinated a Sexual Harassment Workshop, a Project Management training session, a brown bag training session on 508 Compliance, a training session on SQL Server/.NET, a training session on Microsoft Visual Studio, and a training session on Managing Change for the Research Associates working on NPS projects.</p>	

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Worked with Federal NPS staff to move IT Staff RAs to Federal Term positions.

Worked with College of Civil and Environment Engineering and Warner College of Natural Resources to seamlessly move RAs between colleges.

Reconciled and tracked monthly CSU Account Statements.

Provided information monthly to NPS Program Managers on the status of the CSU Accounts for their projects and worked with NPS Finance personnel to set up monthly reporting for NPS to be able to monitor CSU invoices efficiently.

Worked in conjunction with the NPS Program Managers to ensure that funding was available for Research Associates through the CSU fiscal year.

Organized files for projects and staff.

Worked with the NPS Web Author group in setting up and documenting regularly scheduled meetings to document processes and to resolve issues among the participants.

Prepared, scheduled, and participated in annual performance appraisals for years 2005 & 2006 for Research Associates.