ACRP Problem No. 12-01-02

Conducting Effective Peer Reviews

ACRP Staff Comments: No comments offered.

TRB Aviation Group Committees Comments: AVIATION GROUP EXEC. BOARD - Not Recommended. Having a handbook on procedures for successfully using peer reviews to advance airport objectives may be helpful to airport managers, although airports to some degree already know how to do this, and there are many available outlets to have peer exchanges (incl. social media outlets). There may be a need for this, but work needs to be done to more clearly identify what the expected outcome would be from this research. Perhaps a synthesis that presents “peer-review methods and examples” is appropriate. NOTE: FTA has a peer review process to review forecasts for new light rail systems...might lend itself to guidance for aviation side.

Review Panel Comments: Not recommended — While some guidance on peer reviews would be helpful, it is well understood by the industry already. There are differing viewpoints on peer reviews, and most of the time they happen informally. This topic might be a candidate for an ACRP synthesis study.

AOC Disposition: No funds allocated. No discussion.
I. PROBLEM TITLE

Conducting Effective Peer Reviews.

II. RESEARCH PROBLEM STATEMENT

At one time or another, an airport will undergo a huge initiative that has been done somewhere else. It might be purchasing and installing a new access control system, designing a new terminal or renovating a terminal, rolling out a new community outreach program, etc… As such, there are lessons to be learned and efficiencies that can be experienced from hearing from peers who have gone through the same experience.

III. OBJECTIVE

Develop guidance for airport operators on how to effectively organize, conduct, and facilitate a peer review to obtain best practices and lessons learned for any specific airport initiative.

IV. RESEARCH PROPOSED

Research the different methods of conducting peer reviews, and facilitation techniques. Gather the types of airports projects or initiatives that a peer review could be beneficial. Provide forms and tools that can be used to capture the information, checklists to coordinate an effective meeting, and cost estimates. Provide visual examples of effective techniques.

V. ESTIMATE OF THE PROBLEM FUNDING AND RESEARCH PERIOD

**Recommended Funding:** $350,000.

**Research Period:** 12 months.

VI. URGENCY AND PAYOFF POTENTIAL

By airport executives and managers being more proactive and structured in seeking assistance from their peers this will allow them to execute and move forward on non-day-to-day activities in a more effective manner. And any time an airport can engage in a project or initiative more efficiently will result in cost savings and less staff time to achieve the objective.

VII. RELATED RESEARCH

None.

VIII. PERSON(S) DEVELOPING THE PROBLEM

Marci A. Greenberger, Senior Program Officer, ACRP

IX. PROCESS USED TO DEVELOP PROBLEM STATEMENT

This problem statement was developed by Marci A Greenberger.

X. DATE AND SUBMITTED BY

Marci A. Greenberger
January 19, 2011