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# NHOHVA Portal Development

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## PSU Integrated Cluster (IC) Project Funding Process & Proposal Form

**Project Proposal Submittal Process:** All IC projects requesting funding will require the completion and submittal of three (3) forms:

- Project Proposal Form – project scope & outcomes** (*included in this document*)
- Project Guidelines Form – reflective document outlining desirable IC project attributes**
- Project Budget Form – Excel spreadsheet to facilitate budget planning**

### **Instructions for Submitting Project Proposals:**

- ✓ Download the 3 forms to your computer
- ✓ Complete the forms and save them; including the title of your project in the file name
- ✓ Forward the 3 files via email to the IC Project Manager, Ross Humer [rhumer@plymouth.edu](mailto:rhumer@plymouth.edu)
- ✓ Project Proposal will be logged & forwarded to the appropriate IC Guide Team

If not reviewed in advance of the submission, it is important to discuss the Project with the IC Guides to review, refine, and rework (if necessary) to obtain funding approval.

**Project Funding Review Process:** All proposed projects will be reviewed by the Cluster Guide team. Depending on the level of funding amounts being requested, the proposal request will follow the process outlined as follows:

- **Level 1:** Any project with a proposed budget of less than or equal to \$1,000 can be approved by the Cluster without additional review
- **Level 2:** Any project with a proposed budget of \$1,000 but less than \$5,000 can be approved by the IC Project Review Team, which is made up of representatives from each of the 7 Clusters (*see release time exception directly below*)
- **Level 3:** Any project with a proposed budget of \$5,000 or greater **or** requires faculty release time, must be first endorsed by the IC Project Review Team and submitted to the Academic Deans for review and approval

The project funding approvals are limited to one academic year; projects which require additional funding in subsequent years will need to be resubmitted annually for review and approval.

**Deliverables:** At the conclusion of the academic year, a deliverable to the Integrated Cluster Proposal Review Team and Academic Deans is required in order for the project director/coordinator, artist, or author and collaborator(s) to be eligible for future funding. This reporting requirement may be met by numerous means which will be identified as this process matures. It is anticipated that awardees will present their works before a wide public gathering to be scheduled during the upcoming Academic Year.

**Instructions for the PSU Integrated Cluster Project Proposal Form:** Please complete all of the elements of the following form in the spaces provided before saving and then submitting the document.

## **PSU Integrated Cluster Project Proposal Form**

**Title:** New Hampshire Off Highway Vehicle Association Registration Portal

**Project Leadership:** Brad Allen, professor of business

**Project Description:** The state of New Hampshire in 2016 legislated that all recreational vehicles that utilize New Hampshire trails must register with one of the recognized regional trail clubs. Currently trail maintenance is primarily done by local club volunteers however funding to the regional clubs is very inconsistent resulting in some clubs being highly underfunded for the increased level of recreational vehicle rider traffic. The new state law goes into effect on April 1<sup>st</sup> of 2018 however there is no electronic option with any club to be able to register machines. This project would fund PSU computer science students to create a fully functioning internet portal that would be used by both individual riders and local dealerships to register their recreational vehicles in accordance to new state regulations. The PSU portal would create both an internet interface for users to create an account as well as the database needed to register one or many machines. The ability to register machines with a local trail club will generate significant new revenues supporting safety and maintenance activities necessary for safe riding.

### **Project Goals and Outcomes:**

1. **Project Goals – Briefly identify and describe the objectives of this project:**
  - Develop a user-friendly electronic interface allowing riders from all over New England to register their wheeled recreational vehicles.
  - To enhance the relationship between private landowners that allow trails to go through their properties creating trails with the local community and visitors using the trails.
  - To partner with major equipment vendors to continue to develop machines that are offering features that promote safe, environmentally aware ATV's for the New Hampshire market.
  - To increase revenues to the regional trail clubs that can be used for trail maintenance and safety programs.
  - To position the university as a leader in organizing resources and research to benefit regional recreational vehicle businesses.

**2. Student Learning Outcomes – Outline the expected student learning outcomes.**

**This is a great hands on project that will result in the collaboration between Plymouth State University computer science students, the chair of the computer science department, NH Fish and Game, and the leadership of up to 15 regional trail clubs. This portal will be turned over to the NHOHVA leadership for immediate implementation that could result in on-going consulting opportunities for**

**Rationale and Impact:**

Considering the questions below, please write your project rationale and impact statement.

Include how this project will further the Mission and Vision of PSU with respect to 1) fostering collaboration across disciplines; 2) addressing a relevant societal issue, and 3) establishing relationships with community partners, external institutions, companies, non-profits, schools, government agencies, etc. and 4). Making an impact

How does this proposed project advance the Integrated Cluster mission and vision? How does this project facilitate high impact teaching and learning, cross disciplinary collaboration, student engagement and partnership involvement, and real world problem exploration? What are the anticipated impacts of this project?

Is this project an extension of work already in progress, or an entirely new endeavor? Does it integrate with areas that team leaders are already teaching or is it an opportunity to delve into unfamiliar content or a bit of both?

**Project Rationale and Impact Statement:**

This project is an extension to the North Country ATV project already in progress in that this opportunity was discovered during interactions at regional recreational vehicle meetings. As the current cluster project was designed to increase awareness of the economic impacts of recreational vehicles in the state the need funding at the local level became very apparent. In fact, the lack of funding at the club level is one of the largest threats to the entire industry as poor trail maintenance is a safety hazard that could quickly tarnish the brand of the Ride the Wilds trail network. When the PSU students complete this internet portal new and existing riders will be able to utilize a single, efficient location to register their machines with New Hampshire Off Highway Vehicle Association (NHOHVA).

A second major impact of this project is that each of the 15 recognized major trail clubs will have a new way to market their regions riding areas. As a potential registrant goes to the ANHOHVA site they will have the opportunity to click on a live link that will take them to that part of the states riding club that will include a map of the area as well as an event calendar. Each of these regions has a number of tourism benefits to the state and when combined with

the other clubs it is easy to see why recreational vehicles are a major attraction to the north country of the state.

## Project Team

**PSU Project Participants** (essential core team participants including faculty and staff)

Name	Position/ Title	Project Role	Discipline/ Specialty	Email
Brad Allen	Professor of business	Lead of project.	marketing	callen@plymouth.edu
Zhizheng Chen	Professor	Research / data	Research	zshen@plymouth.edu

**Non-PSU Project Participants** (stakeholders; partners; academic institution; etc.)

Name	Organization	Project Role	Discipline/ Specialty	Email
Corrine Rober	Bear Rock Adventures	Industry expert	Owns regional business	bearrockadventures@gmail.com
Lisa Whalley	HK Power Sports	Equipment Retailer	Sale, marketing of equipment, safety of machines	lwhalley@hkplaconia.com
Kevin Peterson (763-229-9137)	Polaris	Manufacturer of ATVs' and snow mobiles	Engineering, safety, sound impacts	Kevin.peterson@polaris.com

**Student Participant Profile** (Identify the student population/s to be engaged in the project.

Identify if this has been or is planned to be incorporated into curricula)

Class/ Student Organization/ Individuals	Role in Project	Academic Level (Undergraduate	Academic Discipline	Total Student Population
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		or Graduate)		
<b>Matthew Ferland</b> mtferland@plymouth.edu	programing	Under graduate	Computer science,	
<b>MAPS</b>	Create marketing, social media improvements. Create new trail signs	Under graduate	all	6-8
<b>Marcus Gobis</b> msgobis@plymouth.edu	Database design,	undergraduate	Computer science	

## **IRB (Institutional Review Board) Compliance**

IRB Compliance: <http://www.plymouth.edu/office/institutional-review-board/>

- This project DOES NOT require IRB compliance  
 This project DOES require IRB compliance (*complete below*)

IRB Approval Status:

IRB Approval Date:

Any funding approvals of IRB-required projects are contingent on obtaining IRB approval. There is a anonymous customer profile survey is being approved this week after I complete my IRB online training modules.

## **Project Management: Timeline and Milestones**

Identify the timeline for the project including start, completion, and major project milestones. A closing report will be required as a part of the project funding process.

**Project Start Date:** September 2016

**Project Complete Date:** 5/1/2017

<b>Project Milestone</b>	<b>Milestone Description</b>	<b>Target Completion Date</b>
<b>Organize Group Meeting</b>	<b>I hope to bring together all the stakeholders identified in the project at PSU to identify winter initiatives.</b>	<b>11/15/2016</b>
<b>Confirm partnership with computer science department</b>	<b>Had meetings during winterim</b>	<b>1/15/2017</b>
<b>Travel to regional NHOHVA meeting</b>	<b>The students, advisor, and cluster guide will attend March NHOHVA meeting.</b>	<b>3/25/2017</b>
<b>Have beta version of website completed</b>	<b>Begin testing of site with all stakeholders</b>	<b>11/20/2017</b>
<b>Site goes live and is turned over to NHOHVA</b>	<b>Final testing completed, site ready for live traffice</b>	<b>2/1/2018</b>

Please identify any pre-project education or training for students, faculty, and staff that would be helpful for your project team to have in advance to begin work on a strong footing (e.g., skill training, concepts), and identify any training and education that you are willing to help provide during the preparatory period for the project team before team work formally begins.

Student Education/ Training Requirements: None