PlanWorks Partner Action Plan

Data and Information

Strategy	Implementation Steps	Progress	Notes
Set up a data/task subgroup consisting of participants with more data experience	Establish Data Subgroup consisting of at least one member per Metropolitan Planning Organization (MPO) and New Hampshire Department of Transportaiton (NHDOT) at the August workgroup meeting	Data Subgroup was created in the fall of 2016. Data subgroup provided edits on methodologies throughout four rounds of review from December 2016–March 2017.	**Ongoing.** The Data Subgroup worked independently for three months reviewing the draft methodologies for the workgroup. In the future, the subgroup will be asked to review the Data Collection and Management Plan.
Create processes for data sharing, discussions, and decision making between partners	DataSubgroup will help create processes as well as existing programs like that of Statewide Asset Data Exchange System (SADES), New Hampshire Department of Environmental Services (NHDES), NHDOT, etc.	Preliminary discussion took place at the August 2016 workgroup meeting. In March 2017, Data Subgroup completed work for the project. In July, MPOs worked with Department of Transportation and Department of Safety on data-sharing procedures for serious injury crash data.	**Ongoing.** The MPOs will continue to work with state agencies to develop data sharing procedures that support performance based planning.
Ensure that NHDOT is coordinating, communicating, and sharing their performance measures with the SHRP2 Workgroup	Work closely with Bureau of Planning and Asset Management, Performance, and Strategies (AMPS) to ensure that the MPOs are involved in DOT's process and DOT is involved in the MPO process	From February to May 2017, DOT, Department of Safety (DOS), and Strafford MPO attended a Safety Target Setting Workshop and five Safety Target Setting Task group meetings.	**In progress**

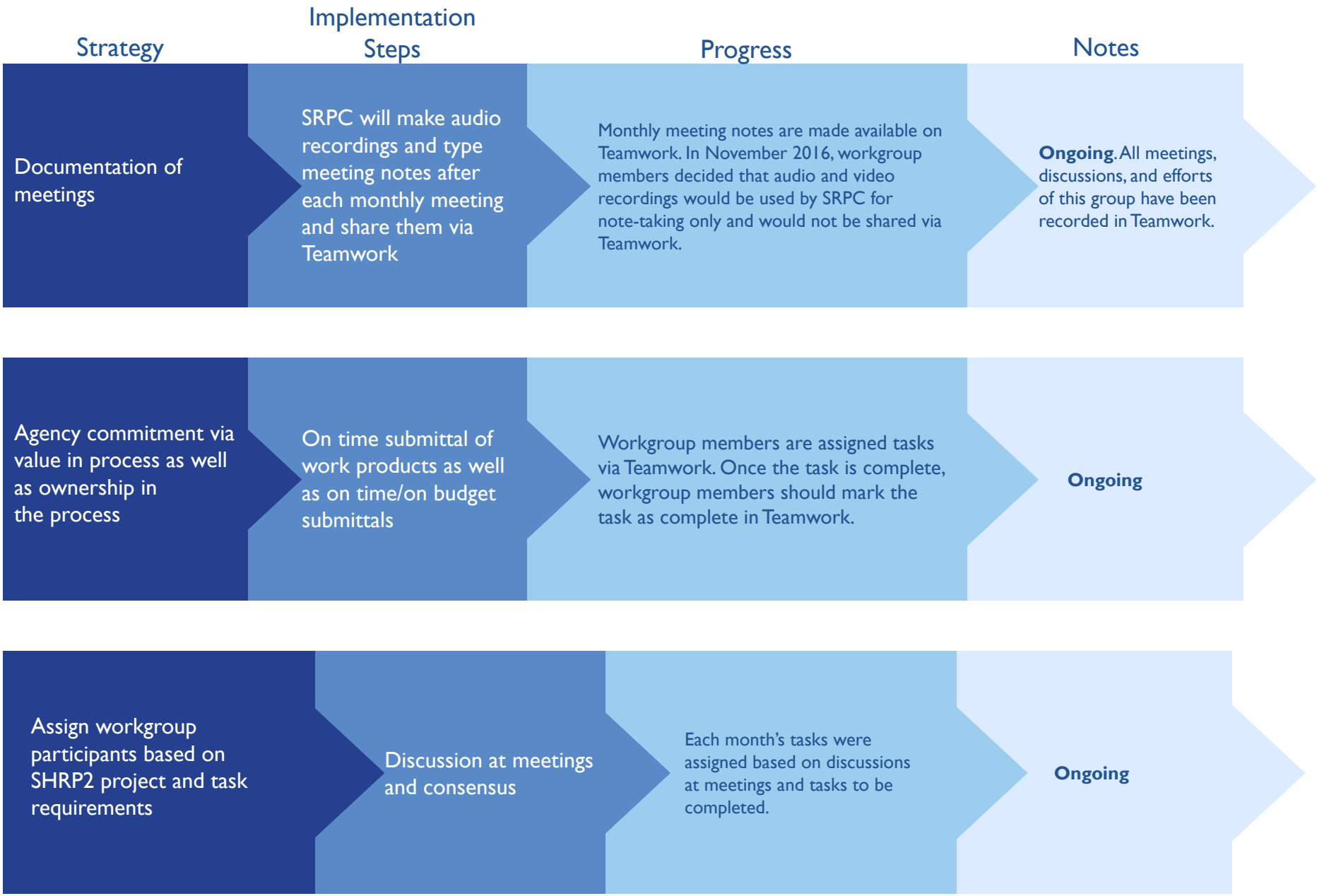
Use stakeholder relationships to explore and evaluate data sources for performance measures
Data Subgroup will identify data needs and possible data sources
In September and October 2016, Strafford MPO interviewed stakeholders and discussed possible data sources.
In progress. Strafford MPO will continue to review stakeholder transcripts from previous engagement and will schedule additional meetings to gather information from stakeholders regarding possible data sources.
Determine standards for formats and methods for data collected by workgroup members
Data Subgroup will develop standards for data collection specific to this project
Data Subgroup completed work for the project in March 2017. Strafford MPO will develop a Data Collection and Management Plan.
In progress. Due to time and funding constraints, Strafford MPO will develop a Data Collection and Management Plan that implements the top picks from the list of potential future measures. This will be completed in spring 2018.
Create a catalog of existing data resources that may be useful in calculating performance measures
Data Subgroup will use *Teamwork Links to catalog the data resources that will be used for the calculation of performance measures
(*Teamwork is an online project management system)
In May 2017, the workgroup created a catalog of data resources that was available on the project website.
Complete. The System Performance Report contains all of the data sources currently in use. The workgroup will continue adding data going forward.

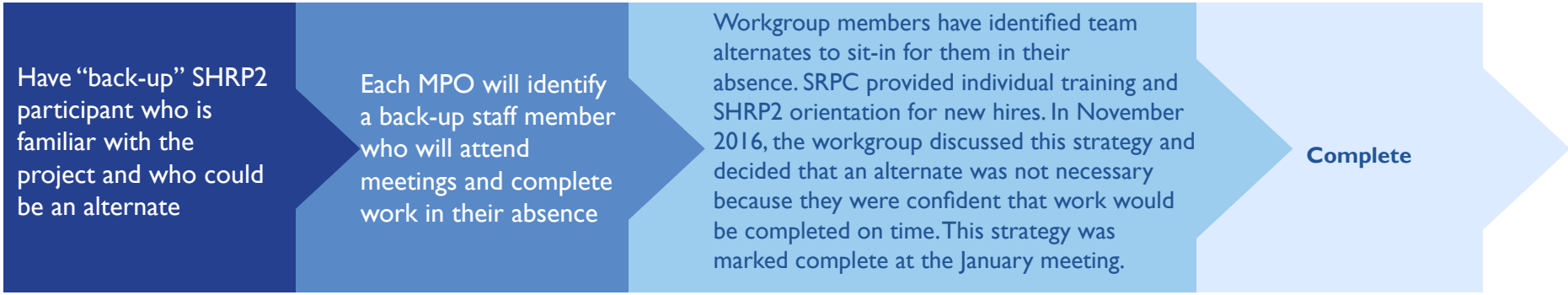
Decision-Making Authority

Strategy	Implementation Steps	Progress	Notes
Ensure that decisions are made in a timely manner	a) Regular communication and follow-up through the Teamwork platform regarding updates to tasks and deadline reminders b) Workgroup check-ins at the monthly meetings	Beginning July 2016, agendas, project updates, and announcements are made consistently via Teamwork platform.	**Ongoing**. The workgroup will use the Teamwork platform to communicate and make decisions outside of the monthly meetings.
Documentation of decision-making process including end results	Process will be documented in the project report	SRPC documented all meetings and administrative work throughout the project.	**Ongoing**. All decisions made in this project were tracked in Teamwork, either through discussions in the application or in the meeting notes, and we will continue to do so.
Ensure the right people from NHDOT are in the room and involved in the process	Work with NHDOT Bureau of Planning and Community Assistance to coordinate work efforts with DOT staff directly working on statewide performance measures	From September to November 2016, SRPC met with NHDOT partners to discuss involvement in the project and their role.	**In progress.** After working on this project for more than a year, it is clear that no one individual at DOT must be at the table. Instead, we should work with several DOT employees who are subject matter experts for each topic.

Ensure that Workgroup participants have the necessary decision-making authority from their agency	MPO SHRP2 staff will have internal discussions with respective executive directors to clarify roles and decision-making authority	In December 2016, the workgroup members discussed this item and agreed that they had the appropriate level of decision-making authority from their agency.	**Ongoing**. This is not perceived to be an issue or concern because the executive directors agree that the MPO group is valuable.
Mechanism for periodically checking in with MPO policy committees on project progress and reporting back results	MPO SHRP2 staff will update their respective committees (TAC, Policy, etc.) on all things SHRP2	In September 2016, MPOs agreed to update their respective TAC and Policy committees at recurring meetings. SRPC also requested that MPOs track updates to TAC and Policy committees and send this information to SRPC, with invoicing.	**Complete**. In addition to the MPOs being able to update their TAC and Policy committees at any of their meetings, Strafford MPO presented at each of the committees' meetings in the spring of 2017.

Participant Stability



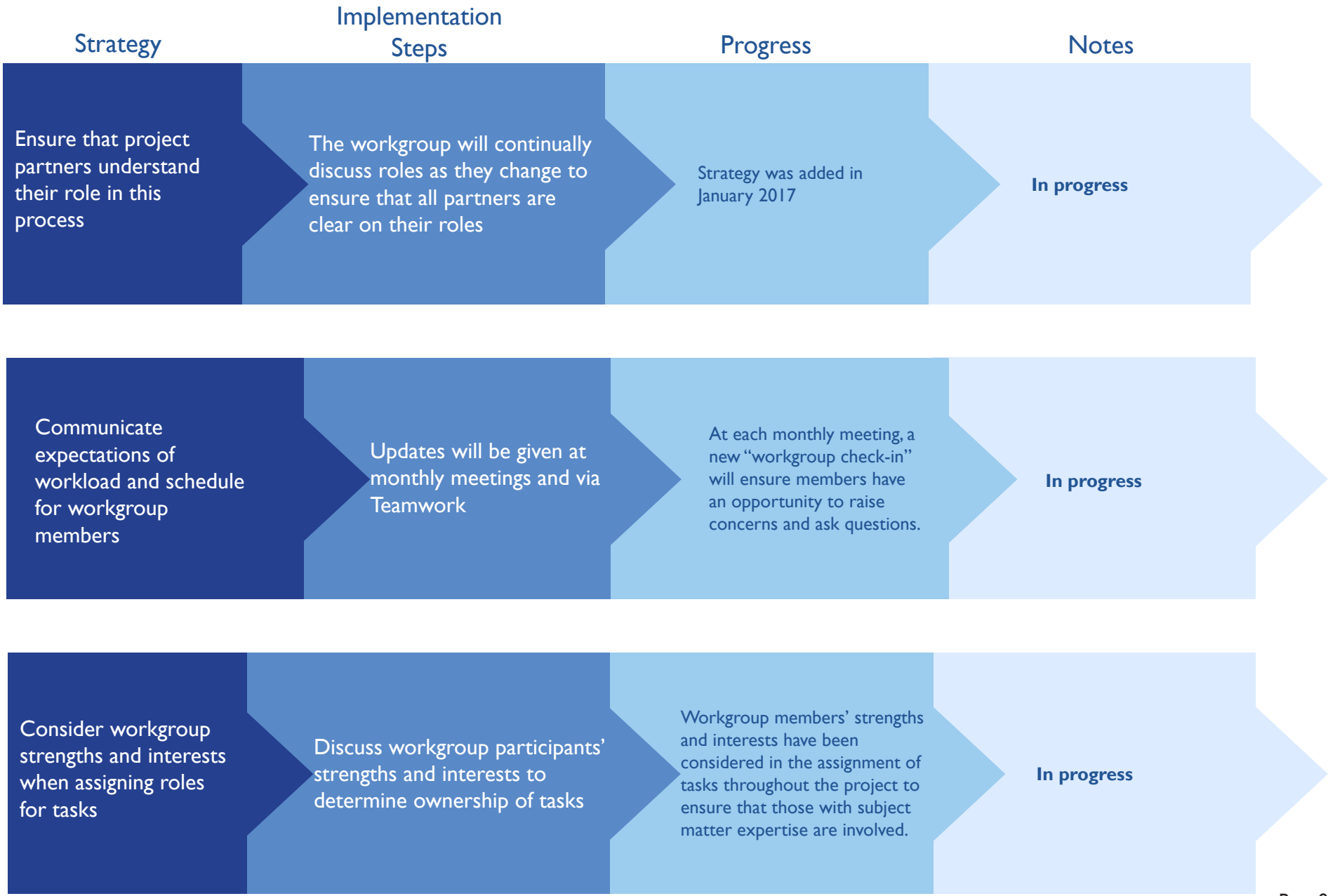

Have "back-up" SHRP2 participant who is familiar with the project and who could be an alternate
Each MPO will identify a back-up staff member who will attend meetings and complete work in their absence
Workgroup members have identified team alternates to sit-in for them in their absence. SRPC provided individual training and SHRP2 orientation for new hires. In November 2016, the workgroup discussed this strategy and decided that an alternate was not necessary because they were confident that work would be completed on time. This strategy was marked complete at the January meeting.
Complete

Practioner Communication

Strategy	Implementation Steps	Progress	Notes
Universal portal to access project information	Workgroup members will use the Teamwork project management application for communication (especially the Dropbox integration for sharing files)	Teamwork and Dropbox are in use, being fine-tuned to perfect processes and protocols. Check-ins at the monthly meetings will provide feedback on implementation. In November 2016, SRPC restructured Teamwork and Dropbox to improve file sharing.	**Ongoing.** Teamwork continues to be a valuable communication tool for this workgroup.
Ensure participants can voice uncertainties	Monthly workgroup check-in at the meetings. Ongoing communication via Teamwork	Teamwork allows workgroup members to email questions and uncertainties to the entire group.	**Ongoing**. Each workgroup meeting starts with a check-in so the group can voice any issues. Additionally, no one in the group is shy about voicing concerns during discussions in person and online.
Understand communication needs and preferences to ensure the most effective communication	Workgroup members are welcome to voice communication preferences directly to SRPC or at monthly workgroup meeting check-ins	Teamwork has been the primary communication tool throughout this project for most of the workgroup. It has been more effective to call or directly email DOT for the majority of the project.	**Ongoing**

Quick/easy recap of project milestones/ highlights	This will be done through the gantt chart and calendar features of Teamwork	The gantt chart is updated to reflect monthly workgroup tasks. Milestones have been added to the application.	**Ongoing**
Acronym and definition list to ensure understanding	An acronym and definition list was started in Teamwork as a notebook. Workgroup members are invited to add to this list.	An acronym list notebook has been started in Teamwork. It is available for anyone to edit. This list was updated in November 2016 to reflect additions from Phase II of the project.	**In progress.** The group will continue to update as needed.

Role Clarity



Clarify what weight will be given to stakeholder input in remainder of process? (i.e. potentially conflicting input)	Second Phase Stakeholder Engagement: Review of narrowed performance measures for feasibility	SRPC developed a project engagement plan to define how input will be incorporated into the overall project. In October 2016, stakeholder input was used to narrow 74 measures to 24. In April 2017, the workgroup held a Stakeholder Roundtable to update stakeholders on the project's progress and, in June, an end-of-project colloquium was held. In September 2017, the website launched.	**In progress.** The workgroup shifted to an "informational updates" approach in 2017, but Strafford MPO will reach out to some of the stakeholders in fall 2017 to identify best practices for communicating with them in the future.
Clarify role of this process in establishing NHDOT's performance measures	SRPC will meet with NHDOT Bureau of Planning and Community Assistance to clarify role. Results will be communicated at the following monthly meeting.	In August and November 2016, SRPC met with NHDOT partners to discuss partners' shared involvement in project and role. NHDOT is a full project collaborator and will participate as actively as possible given department resources.	**Completed.** The workgroup's efforts will minimally affect the measures that DOT tracks. Rather, the workgroup will serve as a forum for the MPOs and DOT to coordinate their efforts on the mandated measures.
Clarify DOT and DES roles in this process	SRPC will meet with NHDOT and NHDES to clarify roles. Results will be communicated at the following monthly meeting.	The workgroup discussed the role of state agencies on multiple occasions throughout the project. SRPC and DOT discussed DOT's role in Sept.–Nov. 2016, and the workgroup discussed the role in-depth in October and December 2016.	**Completed.** This strategy was completed and replaced with "Ensure that project partners understand their role in this process" in January 2017.