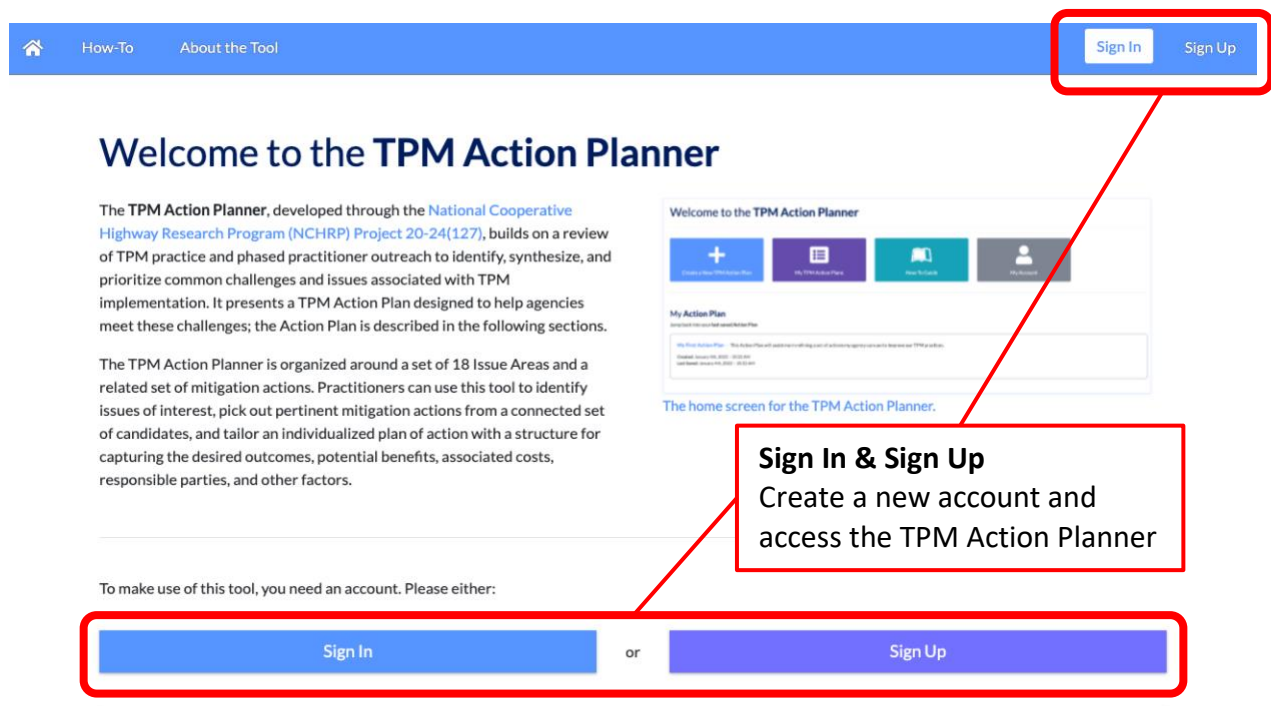# TPM Action Planner User Guidebook
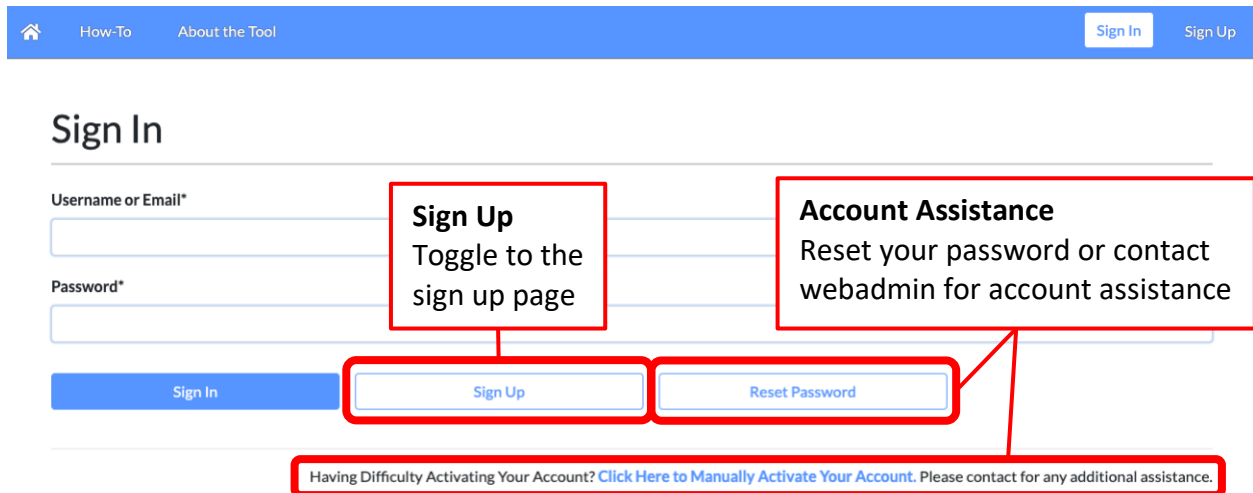
Homepage (Logged Out)

The homepage provides background on the NCHRP Project which developed the TPM Action Planner and shares ways that practitioners may wish to use the tool. The key items here are the **Sign In** and **Sign Up** buttons for current and new users.

Sign In

Sign In

Username or Email*

Password*

Sign Up
Toggle to the sign up page

Account Assistance
Reset your password or contact webadmin for account assistance
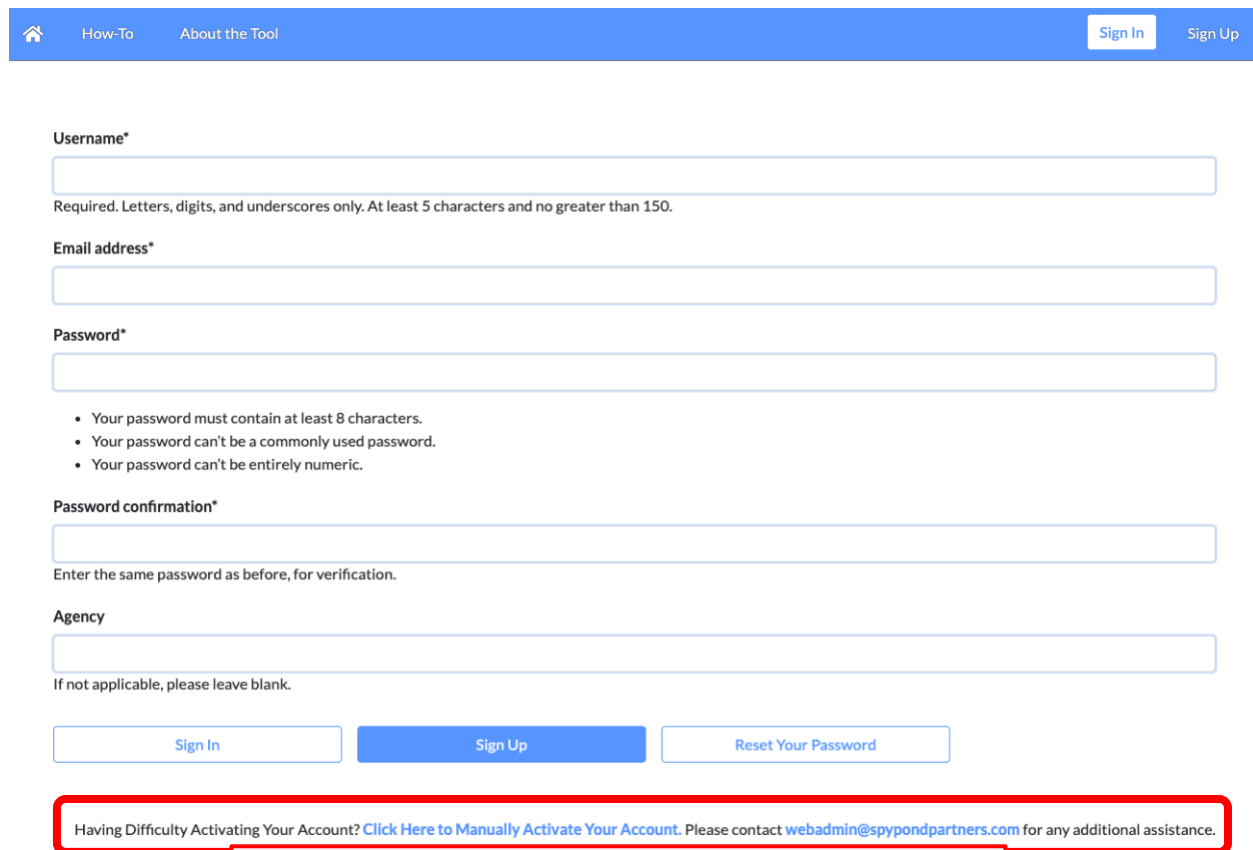
| Sign In | Sign Up | Reset Password |

Having Difficulty Activating Your Account? **Click Here to Manually Activate Your Account.** Please contact for any additional assistance.

Sign Up

When you sign up for the TPM Action Planner, you will receive a verification email from webadmin@spypondpartners.com. If you have any trouble with the verification link or manually entering the verification token, then please email webadmin@spypondpartners.com for more assistance.

Username*

Required. Letters, digits, and underscores only. At least 5 characters and no greater than 150.

Email address*

Password*

- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

Password confirmation*

Enter the same password as before, for verification.

Agency

If not applicable, please leave blank.
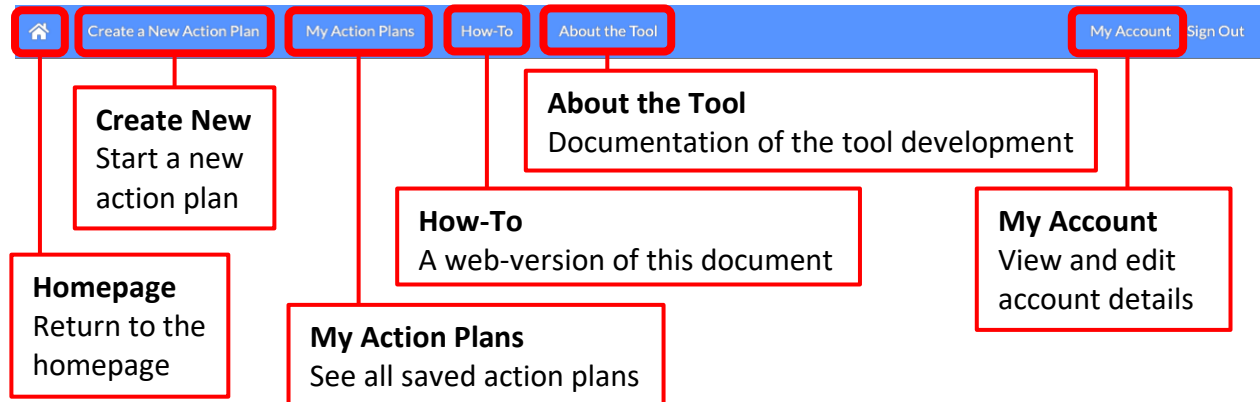
| Sign In | Sign Up | Reset Your Password |

Having Difficulty Activating Your Account? **Click Here to Manually Activate Your Account.** Please contact webadmin@spypondpartners.com for any additional assistance.

Need Assistance?
Reach out to webadmin@spypondpartners.com if you need any assistance creating or accessing your account.

Menu (Logged In)

The menu links to each page on the website.

Create New
Start a new action plan

Homepage
Return to the homepage

My Action Plans
See all saved action plans

How-To
A web-version of this document

About the Tool
Documentation of the tool development

My Account
View and edit account details

Homepage (Logged In)

Once logged in, the homepage provides access to create and view your TPM Action Plans. You are able to start a new plan, see existing plans, access the how-to guide, or adjust your account settings from the four main buttons on the homepage or the top-level menu.

Beneath the key buttons, the homepage displays your most recently saved action plan. You may click on the plan to jump back into editing or view and print the final plan.

Welcome to the **TPM Action Planner**

Create a New TPM Action Plan

My TPM Action Plans

How-To Guide

My Account

Create a New TPM Action Plan
Start a new plan

My Action Plan
Jump back into your **last saved Action Plan**

TPM Plan 2
Created: May 5th, 2022 – 3:56 PM
Last Saved: May 5th, 2022 – 4:14 PM

My Action Plan
Select the latest action plan to view or continue editing

My Action Plans

View all of your action plans on this page. To edit or view the action plan, simply click on the action plan box.

My **TPM Action Plans**

You have **2** action plans

TPM Plan 2

Created: May 5th, 2022 – 3:56 PM
Last Saved: May 5th, 2022 – 4:14 PM

My Action Plan
Click anywhere in the box to access your action plan again

TPM Plan 1

Created: May 5th, 2022 – 11:34 AM
Last Saved: May 5th, 2022 – 3:55 PM

+ Create a New TPM Action Plan

My Account

Update your password, username, email, and agency from the My Account page.

admin_tpmtool
admin@spypondpartners.com

Need to **Change Your Password?**

Username*

admin_tpmtool

Required. Letters, digits, and underscores only. At least 5 characters and no greater than 150.

Email address*

admin@spypondpartners.com

Please ensure your email is correct. If this email address is not valid, you will be unable to receive important notices from this website.

Agency

If not applicable, please leave blank.

Update

Create a New TPM Action Plan

When you first create a new TPM action plan, you must choose a name and description for your plan. Both of these things may be edited later on in the process.

Scope My Action Plan

The first step in creating a new action plan is deciding the plan's scope. Select the items you are interested in from each category. You must pick at least one element from each category: tiers, themes, performance areas, and mitigation strategies. The more elements you select, the more options you will have for issue areas in the second step, as these elements generate the potential issue areas you might wish to pursue.

Next Step
Select the items you're interested in, then hit Next Step

My Action Plan Settings
Edit the Name and Description of your action plan

Stats & Progress
Track how many Issue Areas, Issues, and Actions have been scoped and selected

Tiers: Issue areas are rated on their criticality, derived from a composite criticality index evaluating the issue area's urgency and importance.

Themes: Issue areas are grouped into four themes, with only one theme per issue area.

- Theme 1: Ability to Support Decision-Making
- Theme 2: Alignment of Reporting and Management Responsibilities
- Theme 3: Data Quality and Reliability
- Theme 4: Integration with Agency Business Processes and Practices

Performance Areas: Issues are tagged with performance areas which describe the key metric each issue addresses.

Mitigation Strategies: Issues are assigned mitigation strategies via a many-to-many relationship, so each mitigation strategy may apply to more than one issue and each issue may have multiple mitigation strategies.

- **Engagement** – facilitating communication between different stakeholders
- **Guidance** – preparing supplemental or improved guidance documents
- **Research** – gathering information, performing analysis, or developing a recommendation (including for new data or software tools)
- **Training** – developing training materials
- **Policy/Regulatory** – changing regulations, typically at the federal level

There are 18 Issue Areas, 68 Issues, and 97 Mitigation Strategies. Each Issue Area has one or more related Issues, and each Issue has at least two Mitigation Strategies. The following tables map the breakdown of Issue Areas, Issues, and Mitigation Strategies based on the selected scope elements.

Table 1. Count of Issue Areas for each combination of Theme and Tier

	Most Critical Issues	Critical Issues	Less Critical Issues	Total
Theme 1	2	1	1	4
Theme 2	2	1	1	4
Theme 3	0	1	4	5
Theme 4	3	2	0	5
Total	7	5	6	18

Table 2. Count of Issues for each Performance Area

	Safety	Bridge	Pavement	Mobility	Emissions	Transit	Cross-Cutting
Count	10	10	17	13	7	5	6

Table 3. Count of Mitigation Actions under each Mitigation Strategy

	Engagement	Guidance	Research	Training	Policy/Regulation
Count	25	22	24	13	13

Identify My Issue Areas

In the second step, identify which Issue Areas to include in your action plan. Different Issue Areas are available for selection based on the Theme and Tiers chosen in step 1; each Issue Area is categorized under a single Theme and single Tier. To see all 18 Issue Areas, return to step 1 and select all of the Tiers and Themes.

Identify My Issues

In step 3, select the specific Issues to include in the action plan. There are a total of 68 potential issues, though the number available in this step will depend on which Performance Areas and Issue Areas were selected in the previous steps. Each Issue has only one Performance Area and one Issue Area, though there may be multiple issues with the same combination.

In the example below, every Performance Area is included in the document scope, but only one Issue Area was brought forward, so only six Issues are available. At any time in the process, you may return to a previous step and adjust the selections to make more Issues available.

Build My Set of Actions

Choose the Mitigation Actions that best suit your agency's goals. The Actions presented depend on the Issues picked in step 3 and the Mitigation Strategies from step 1.

If you open Evaluation Mode, you will be presented with a series of different options for customizing your action. You don't need to do anything special to save your edits, as all edits are saved automatically.

Action #3

Mitigation Strategy: Engagement

Develop a peer exchange(s), webinar(s), or similar forum for State DOTs and MPOs to share practices in modeling and forecasting for mobility and emissions measures.

Issue(s) Addressed:

- **Mobility** - There are no standard approaches for modeling and forecasting for mobility. Some agencies lack experience performing system-wide modeling and forecasting for system performance measures.

Evaluate ∧

Evaluate Action

Default values are pulled from the results of **NCHRP Project 20-24(127)**. Please modify these fields to customize your **Action Plan**.

Performance Area Detail

Responsible Agencies

| AASHTO × | DOTs × | FHWA × | Large MPOs × | Medium MPOs × |
| TPM Pooled Fund × |

× ∨

Stakeholder Agencies

| DOTs × | MPOs × | Transit Operators × |

× | ∨

Responsible Agencies Detail

Stakeholder Agencies Detail

Info Needed

Stakeholder input on topics, noteworthy practices

Barriers

Existence of noteworthy practices for predicting or setting desired mobility and emissions performance, funding,

First Step

Determine the topic(s) with stakeholder input, review Regional Exchange Toolbox resources at:

| **Complexity** | **Potential** | **Cost Low** | **Cost High** |
| Medium-High ∨ | Medium ∨ | $ ∨ | $$ ∨ |

Complexity Detail

Potential Detail

Cost Detail

Contract Cost

$

Software Cost

$

Other Cost

$

Agency Staff Hours

Other Partner Hours

Implementation Timeframe

----- ∨

Other Notes

My Action Plan

In the final step, you can see your action plan through several different views, review the Issue Areas and Issues selected, and download a PDF version of your plan too. The PDF copy will contain the customized edits made in the Evaluation Mode of step 4.

Previous Steps
Edit any prior selection

| 1. Scope My Action Plan | 2. Identify My Issue Areas | 3. Identify My Issues | 4. Build My Set of Actions | 5. View My Action Plan |

...on Plan Name
...Plan 3

Download My Plan
Open a PDF-version to view or print

⬇ Download My Plan

🔧 My Action Plan Settings

My **Action Plan**

| My Actions | Actions Grouped by Issues | All | Stats & More |

Issue Areas
1 Selected

Issues
3 Selected

Actions
3 Selected

- Limited Experience Modeling and Forecasting ⓘ

- **Bridge** - Agencies have bridge management systems but may not have used them for modeling and forecasting or may rely on trend analysis rather than modeling for target setting. ⓘ
- **Pavement** - Agencies have pavement management systems but may not have utilized them for modeling and forecasting or may rely on trend analysis rather than modeling for target setting. ⓘ
- **Mobility** - There are no standard approaches for modeling and forecasting for mobility. Some agencies lack experience performing system-wide modeling and forecasting for system performance measures. ⓘ

- Develop a peer exchange(s), webinar(s), or similar forum for State DOTs and MPOs to share practices in modeling and forecasting for mobility and emissions measures. ⓘ
- Conduct research on new national data sets and methods for forecasting and modeling. ⓘ
- Promote existing training to understand forecasting and modeling approaches, methods, tools and the use of management systems for forecasting and modeling. ⓘ

Toggle Action View
Use these buttons to switch between views and highlight different aspects of the action plan

More Info
Open a shadow-box with additional information about the Issue Area, Issue, or Action.