TPM Toolbox User Guide

Final

Spy Pond Partners



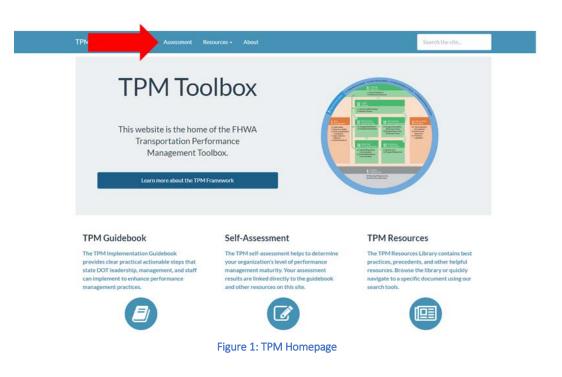
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Assessment Versions



To navigate to the assessments Welcome page and select Assessment from the navigation bar.

TPM Toolbox Guidebo	ook Assessment	Resources -	About				Sign in +
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This is the FHW	A Transportation	Performanc	æ	1	Constitution of the		
	PM) Self-Assess						
tool anonymous	ly to quickly ass	ess your TPN	M maturity.		Description	The second se	
	2-Minute Assessr	nent		1012200an	Carefordiana. Conservation	Al Technicalar Al Technical Al Technical Al Technical Al Technical Al Technical Al Technical	
	Standard Assessr	nent			N Transformer Billion		
	Assessment by Com	ponent					
	unt or login with	an existing a	ccount in		El Dering bergennten		
order to save yo	ur results.						
	Create an Accor	unt					

Figure 2: TPM Assessment Front Page

The assessments page displays the different self-assessments available.

2-MINUTE ASSESSMENT

Assesses the 10 components of the TPM Framework; this version does not assess subcomponents. Component maturity level descriptions are presented in matrix from, and users select the description that best matches their agency. **Time estimate: 2 minutes**

1. Select "2-Minute Assessment" from the Assessment homepage.

Welc	come to the TPM Assessn	nent Tool
vvoic		
This is the FHWA	Transportation Performance	
Management (TP	M) Self-Assessment Tool. Try out the	
tool anonymously	/ to quickly assess your TPM maturity.	
Item 1	2-Minute Assessment	Annual Contraction
	2 Minute Assessment	Contraction of the local division of the loc
	Standard Assessment	1000 and 1
	Assessment by Component	
Create an accourt	nt or login with an existing account in	
order to save you	ir results.	

Figure 3: TPM Assessment Front Page

2. Read the instructions on the assessment Welcome page. When ready to start, navigate to the next page of the assessment by clicking "Continue to the Assessment" at the bottom of the page.

Overall Score: 0	Welcome to the TPM Capability Maturity Two-Minute Self-Assessment!
Irganization Name	This tool allows transportation agencies to assess transportation performance management (TPM) capabilities and identify steps to improve these capabilities. This short assessment is based on 10 components:
Organization Name	Component 1. Strategic Direction
erformance Area Performance Area	The establishment of an agency's focus through ve8-defined goals and objectives, enabling assessment of the agency's progress toward meeting goals and objectives by specifying a set of aligned performance measures. The Strategic Direction is the foundation upon which all transportation performance management rests.
o you want to anonymously share your data te PHWA3	Component 2. Target Setting
No T	Component 3. Performance-Based Planning
	Component 4. Performance-Based Programming
	Component 5. Monitoring and Adjustment
	Component 6. Reporting and Communication
	Component A. Performance Management Organization and Culture
	Component B. External Collaboration and Coordination
	Component C. Data Management
	Component D. Data Usability and Analysis
Iter	m 2 Continue to the Assessment +
Fi	gure 4: Two-Minute Assessment Welcome Page

3. For each number/lettered component listed in the first column, hover your mouse over the maturity to read a longer description of the maturity level. Then click on the maturity level description that best matches your agency (1-5). Continue this process until a level has been selected for all components.

PM Toolbox Guidebook Ass	essment Resources	- About				Sign in -
Navigation						
	TPM - T	wo-Minut	te Assess	sment		
Welcome Page TPM: Assessment	Matrix View					
Submit						
	TPM: As	sessmen	it i			
Your Data	For each row, click t	he description that b	est matches your ca	pabilities.		
		Level 1	Level 2	Level 3	Level 4	Level 5
Overall Score: 1.7	1. Strategic Direction	The agency has some goals, objectives and performance measures, but measures are developed in isolation from goals.	and developing a collaborative process to set goals and objectives, with	The agency has established a	The agent has a well-estated	The agency periodically revisits and refines goals and
Organization Name				ltem	3	objectives regarding internal and external
Organization Name			linkages between agency functions and	measures will be added, modified, and used to track progress.	and object as	stakeholder needs.
Performance Area			broader societal concerns still being		Integrated etco planning, programming, and	
Performance Area			clarified.		employee evaluations	
Do you want to anonymously share your data	2. Target Setting	The agency has little information and /or understanding of	The agency is collaboratively developing a	The agency has established a well- understood, evidence-	The agency has had established targets and accompanying	The agency has had targets, an established business process, and
WED FHWA?		baseline performance	methodology to	based, and data-	methodology and	documented technical

4. Decide whether to anonymously share your data with FHWA by selecting Yes or No in the dropdown box in the left side navigation panel. This data will be used to iteratively improve this tool but, as it is anonymous, will not be associated with your organization.

	Neighte Neisen Tap The Landson	TPM – T Matrix Vew	wo-Minu	e Assess	sment		
		TPM: As		To base may			
	That Data		Long 1	Loge 2	ind i	last's	instit.
	Separation 17 Separation form Ingenition form Federation	1. Manga Dachar	The appropriate comm profit Applications performance intercents intercents and intercents and intercents and intercents from parts	The agency is descripting of definition product to our policy and dependence of productions and transfer scattering controls and training controls.	The agency has admitted of exhibition of admitted and admitted account to a constant of the admitted of the exhibition of the admitted of the	The spirits rise 1 independent of a local definition of a local definition of a local provide the 1 independent in	
ltem 4	A constraint a stream and plant part for an inter-	3. Tangar beling	The sparsy law links internation and its presentational of locality performance primately research	The special to underseased, distributions, to an end separation specialized to produce an end separation specialized	Par specifier, and annual others address of others been arriters descent to the descent to the address of address of addr	No specific let let endificie inspectore to conserving radioting or factore process le factore proces	The spins toring imple, as contributed former process and former that will be reader to the spin former to the spin to the spin former to the spin to the spin former to the spin to t
		1-Parlowante Basel Parring	frame desiliption to al disertity parts performents resources, and consell principals	The agency is defense a particular portion to includence by constraints (spin portion), and (spin portion), portion and (spin portion), portion), portion), portion and (spin portion), portion and (s	The agency has descented in process to challenge development	The appropriate and an address of the second	The application of the optimization of the optimation of the optim

Figure 6: Two-Minute Assessment Matrix – Share Information with FHWA

5. Click "Submit" from the left-hand navigation menu.

	TPM Toolbox Guidebook	Assessment Resources	- About				Sign In
	Navigation						
	Welcome Page	TPM - T	wo-Minut	e Assess	sment		
	TPM: Assessment	Matrix View					
tem 5	Submit						
Letter 2		TPM: As	sessmen	it			
15	Your Data	For each row, click ti	he description that b	est matches your ca	pabilities.		
			Level 1	Level 2	Level 3	Level 4	Level 5
	Overall Score: 1.7	1. Strategic Direction	The agency has some goals, objectives and performance	The agency is developing a collaborative process	The agency has established a collaborative goal	The agency has a well-established, collaborative goal and	The agency periodically revisits and refines goals and
	Organization Name		measures, but to set goal measures are objectives.	to set goals and objectives, with	o set goals and setting process and bjectives, with there is common	objective setting of process that is in	objectives regarding internal and external
	Organization Name		developed in isolation from goals.	linkages between agency functions and	understanding of how measures will be	ongoing, with goals and objectives	stakeholder needs.
	Performance Area			broader societal concerns still being clarified	added, modified, and used to track progress.	integrated into planning, programming, and	
	Performance Area					programming, and employee evaluations.	

Figure 7: Two-Minute Assessment Matrix - Submit Button

6. If you missed a component or components, you will be asked to make a selection before submitting your results.

PM Toolbox Guidebook Ass	essment Resources	- About				Sign in +	
Navigation Welcome Page		quality, issues are identified and addressed on an ad- hoc basis rather than through a systematic process.	assurance, and validation methods.	performance data sets, and has assembled a plan for making needed improvements.	data is integrated, accessible, convenient, and can be analyzed in a variety of ways with little additional development effort.	integration and consistency.	
TPM: Assessment Submit	D. Data Usability and Analysis Capabilities	Limited tabular performance reports may exist, but the agency does not have ad-hoc queey or drill down/roll up capabilities.	The agency is developing exploration and visualization capabilities.	Tools and technologies for providing data views needed by various users are in place, and requirements have been documented.	Reports and tools meet the needs of different users, enabling employees to easily visualize and determine explanatory factors.	The agency routinely improves exploration and visualization and refines supplemental data based on user feedback.	
Your Data	ltem 6	: If you	missed	an iten	n, you v	vill be a	sked
Overall Score: 3.8	to r	nake a :	selectio	n befor	e resul	omitting	ξ.

Figure 8: Two-Minute Assessment Matrix - Missed Item

7. Review your results. The main chart illustrates the overall maturity level of your organization with respect to transportation performance management.

Navigation			
Welcome Page	TPM – Two-Minute Asse	essment	
Thank You	Matrix View		
Your Data			
			=
Overall Score: 2.4			
	and a second sec		
tem 7			
		тям	ingly that is a set
		10	
	Success! You completed the assess	ment	

8. If you would like to print or save this chart, you can do so by clicking on the menu in the top right corner.

Navigation		
Welcome Page	TPM – Two-Minute Assessment	
Thank You	Matrix View	
Your Data		
	lte	m 8 📃 =
Overall Score: 2.4	· ·	
	1,	
	· · · · · · · · · · · · · · · · · · ·	
	SuccessI You completed the assessment	
	You can print this page for your records. If you are a registered user, you will be able to re	

9. Once you click on the menu, a drop down will give you the option to print the chart or allow you to save it as an image (options to save it as a PNG, JPEG, PDF, or an SVG).

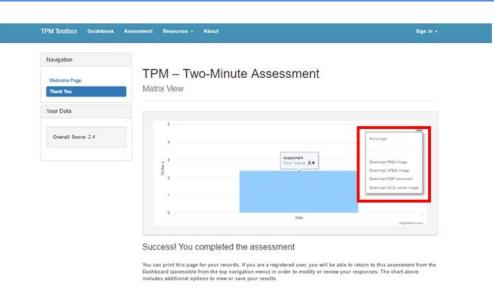


Figure 11: Two- Minute Assessment Results- Printing and Saving Options

10. Below the chart, the first subsection shows what your current assessment level is and what actions your agency needs to take in order to achieve the next level of maturity.



11. The next subsection contains links to the different subsections of the TPM Guidebook. The links provided are relevant to your assessed maturity level and provide more detail on implementation steps and examples from other agencies.

	1. Strategic Direction
	Your maturity level was assessed at Level 2: Developing This means that the agency is developing a collaborative process to set goals and objectives, with linkages between agency functions
	and broader societal concerns still being clarified.
	Based on your assessed maturity level for the Strategic Direction component, here are actions to advance your TPM practice to Level 3. Defined:
	 Complete development of goal/objective setting process including the roles of internal staff and external stakeholders. Outline performance-tracking strategy.
	 Get agreement on high-level measures. Establish governance for measure changes.
	 Finish documentation of measure calculations and data sources. Initiate discussion with a range of users about how measures will support decision-making.
	 Initiale obcossion multial lange of users about non measures will support decision/making.
	Click the links below to access relevant sections of the TPM Guidebook for more information on how to advance your TPM practice:
	 Step 1.1.2 Build inclusive internal process to develop goals and objectives
	 Step 1.1.3 Engage external stakeholders to refine goals and objectives
	Step 1.1.4 Evaluate and finalize goals and objectives Step 1.1.5 Document the process
ltem 11	Step 1.2.1 Inventory data, tools, and performance reports
	 Step 1.2.2 Engage internal and external stakeholders
	 Step 1.2.3 Evaluate potential measures
	 Step 1.2.4 Establish governance process
Figure	e 13: Strategic Direction Results Page- Relevant Links

12. To print or save the action items and the names of the relevant TPM Guidebook sections, scroll to the bottom of the page and click on "Print this page or save as a PDF". Select the appropriate print/save settings.

Navigation	
Welcome Page	
Thank You	D. Data Usability and Analysis Capabilities
Your Data	Your maturity level was assessed at Level 2: Developing This means that the agency is developing exploration and visualization capabilities.
	Based on your assessed maturity level for the Data Usability and Analysis Capabilities component, here are actions to advance you
Overall Score: 4	TPM practice to Level 3. Defined: Meet with different users of performance data to understand and document data views that would be useful to them. Identify and implement tools and technologies for improved data exploration and visualization as needed. Comple available supplemental information needed to provide diagnostic capabilities and integrate into performance reports processes.
	 Implement predictive capabilities; acquire and configure analysis tools.
	Click the links below to access relevant sections of the TPM Guidebook for more information on how to advance your TPM practice
	Step D.1.1 Understand requirements Step D.1.2 Assess data quality
	 Step D.1.3 Design and develop data views
	 Step D.2.1 Compile supporting data
	 Step D.2.2 Integrate diagnostics into analysis and reporting processes Step D.3.1 Understand requirements
	Step D.3.2 Identify and select tools
	Step D.3.3 Implement and enhance capabilities
	 Step U.3.3 implement and ennance capabilities

Figure 14: Results Page- Print and Saving as PDF Options

STANDARD ASSESSMENT

Assesses the 26 subcomponents of the TPM Framework; subcomponent maturity level descriptions are presented in discrete parts. **Time estimate: 30 minutes**

1. From the Assessment homepage, select "Standard Assessment".

TPM Toolbox Guid	ebook Assessment Resources - About	Sign in +
VVe	lcome to the TPM Assessme	ent lool
This is the FI	HWA Transportation Performance	and the second s
	(TPM) Self-Assessment Tool. Try out the busyly to quickly assess your TPM maturity.	
	2-Minute Assessment	Hand and a second
Item 1	Standard Assessment	
_	Assessment by Component	
Create an ac order to save	count or login with an existing account in vour results.	

Figure 15: TPM Assessment Front Page- Standard Assessment Option

2. Read the instructions on the assessment Welcome page. When ready to start, navigate to the next page of the assessment by clicking on "Continue to the Assessment" at the bottom of the page or "Next" from the left hand navigational menu.

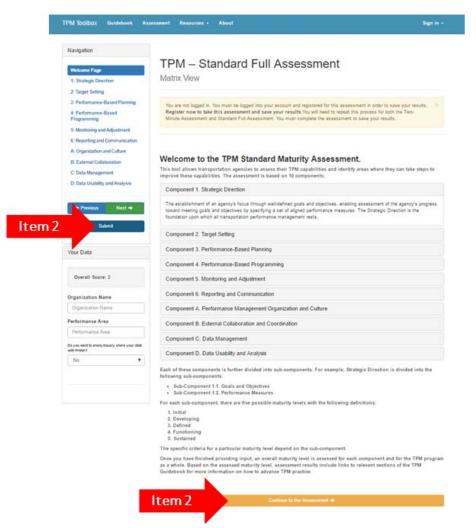


Figure 16: TPM Standard Full Assessment Page- Navigating (Starting and Submitting) Assessment

3. Each component has a separate page within the assessment, with respective subcomponents listed on each page. For each subcomponent, read the maturity descriptions under each level for each component area and select the maturity level description that best matches your agency. Continue this process until a level has been selected for each subcomponent area on the page.

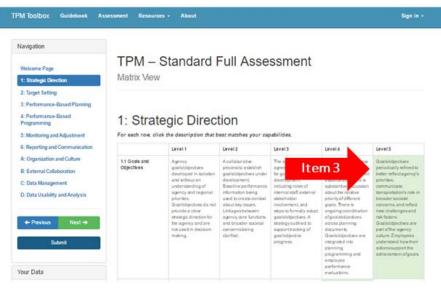


Figure 17: Standard Full Assessment Matrix

4. When you are finished, move on to the next component area by selecting "Next" from the left-hand menu.

Navigation						
Welcome Page 1: Strategic Direction 2: Target Setting 3: Performance-Based Planning 4: Performance-Based Programming	Matrix View 1: Strat	egic Direc	tion			
5: Monitoring and Adjustment 6: Reporting and Communication	For each row, cli	ck the description that b	Lavel 2	Lavel 3	Level 4	Level 5
A: Organization and Culture B: Estemail Collaboration C: Data Management D: Data Usability and Analysis M 4 Next + Submat	L1 Goats and Objectives	Agency gambalgentiaes developed instantian and without an understanting of agency and regional photolism. Galalobjactiene da not provide a clinar antalogic direction for malange direction for malange directions malange	Lovid Z A collaborative process to establish grait/ubjectives under development. Baseline geer/transcio information bears under loverskie contexture under loverskie contexture about key vises and broader exostal contemplatiening chartled.	Lavel 7 The agency has agened on a pooces for goalbiblicitive development including scient of including scient of including scient of including scient of analysis to finally againsbighticities againsbighticities againsbighticities againsbighticities progress.	Lavy4 4 Cataborsky process Jadefor gastavigeckes invert establighed. There is autoristic discusse autoristic autoristic planting district gasta between andres autoristic gasta between gestig autoristic gasta between discussed discussed discussed district discussed into autoristic discussed into discussed into discussed into discussed into discussed into discussed into discussed i	Cavels Gashabdpeckers periodically reflect is better effectagenov productions, communicable temportation of the second meric challenges and effectage. Gashabgeckers am and offte agenoy calkers Employees actions support free actions support free actions support free actions support free

Figure 18: Standard Full Assessment Matrix- Next Button

5. Repeat the process until you have made selections for all 26 subcomponents. Remember to scroll to the bottom of every page as the number of subcomponents varies by component.

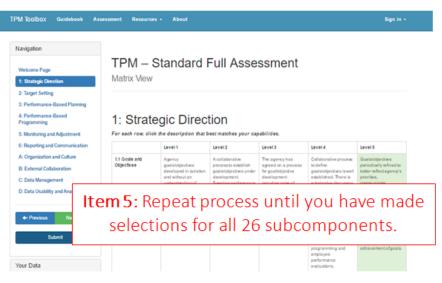


Figure 19: Standard Full Assessment Matrix- Reminder for 26 subcomponents

6. Decide whether to anonymously share your data with FHWA by selecting Yes or No in the dropdown box in the left side navigation panel. This data will be used to iteratively improve this tool but, as it is anonymous, will not be associated with your organization.

	Overall Score: 0.8	D.2 Performance Diagnostice	Information isnot readilyavaitable for identifying root causes of performance results.	The agency is identifying supplemental data needed to improve performance	The agency has identified available supplemental data needed to provide insightinto root causes for project and system	Agency staff regularly review supplemental data along with performance results and use these data to understand root	Supplemental data are regularly refined and augmented based on feedback from users. The value
	Organization Name			diagnostic capabilities. Potential data sources are being	level performance results. Performance	causes at the projed and system level.	ofdiagnostic information is continually being
	Organization Name			investigated, including those that help explain	reportshave been modified to include	and system level.	improved.
	Performance Area			results achieved by a particular project or	these data or supplemental reports		
	Performance Area			action; and those that help explain system-	have been developed.		
	Do you want to anonymously share your data with FHWA?			level performance results.			
ltem 6	No	D3 Predictive Capabilities	A methodologyfor predicing future performance has not been developed.	A methodologyfor predicting Kurre performance is under development. Models and analytical tools are being developed or implemented.	Capabilities for predicting future performance under different scenariosare in place, buthave not been fully teded.	Predictive capabilities are in place and have been utilized as part of performance-based planning and programming for at least one cycle. Predictive capabilities incorporate consideration of risk factors.	Scenario analysis has been applied through multiple planning and programming cycles. Agency manages and external staksholders why on predictions offulue performance to set priorities and allocate resources.

Figure 20: Standard Full Assessment Matrix- Option for Submitting Anonymously

7. Once you have filled out the matrix for all 26 subcomponents, click "Submit" from the left-hand navigation menu.

Navigation Welcome Page		tandard	Full Asse	ssment						
1: Strategic Direction 2: Target Setting 3: Performance-Based Planning 4: Performance-Based Programming		D: Data Usability and Analysis								
5: Monitoring and Adjustment 6: Reporting and Communication	For each row; elick :	the description that	best matches your caj	Lavel 5	Level 4	Level 5				
A: Organization and Culture B: External Collaboration C: Data Management D: Cuita Usability and Analysis	D.1 Pedformance Data Exploration and Viewstantion	Limitestabular performance reports may estil. There are mis ad hac query or dell downhol up capabilities.	The agency is exploring overda and opportunities for improving capabilities for data exploration and exactlastics. Prior initiations may bo underway	Rappinements to se been downersed to performance data reportuned when needed by different classes of users. Rode and inchrologies for providing three data	Reports, daufdolands, maji imefacies and query tools are available and have been tor-figured to ment reads alf-Ofenent uarts. Performance data can be viewed in data can be viewed in	The agency routinely improves data exploration and visualization based on bedback formusers.				

Figure 21: Standard Full Assessment Matrix- Submit Button

- 8. If you missed a component or components, you will be asked if you would prefer to score the areas that have been answered, or if you would like to go back to finish the assessment.
 - a. If you would like to just score the areas that have been complete, select "Click Here" (a.1). Then select "Submit" from the left-hand navigation menu (a.2). This will automatically give the unanswered areas the lowest maturity level.
 - b. If you would like to complete the assessment, select "Close" (b) and continue to complete the assessment. The areas that went unanswered will be highlighted in red.

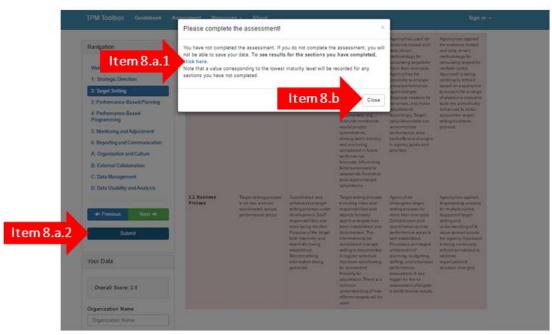


Figure 22: Standard Full Assessment Matrix- Reminder to Complete Assessment before Submitting

9. Review your results. The main bar chart illustrates the overall maturity level of your organization with respect to transportation performance management.

Navigation											
wanganon	-	~						8			
Welcome Page	TPM	- Sta	anda	rd Fu	III As	sess	smen	IT			
Thunk You	Matrix V	iew									
Your Data											
Overall Score: 3.2									_		
		Strategic Direct Your Value, 3	LO			-		_		-	
Item 9											
item 9	3,		-		-	-	-	-	-	-	
	A 6										
		10 1	2			5					D
											regrit faith state.
	Succes	s! You o	complet	ed the	asses	sment					
	You can prin	t this page !	for your rec	ords. If you							ent from the above includes

10. If you would like to print or save this chart, you can do so by first clicking on the menu in the top right corner. Once you click this, a dropdown menu will appear and give you the option to print the chart or save the chart as a PNG, JPEN, PDF or an SVG.

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elcome Page		- Sta	inda	rd Fu	III As	sess	men	it			
hanik You	Matrix \	/iew									
ur Data										-	
	5								lter	m 10	=
Overall Score: 3.2	_	Strategic Directo Your Value: 3				_				-	
	values					-			-		-
	3 ₂	-	-			-					-
		-	-	-	-	-				-	
	c	· ·	2		-	5	6	A		c	P
											replanata.com
	C	s! You c		ad the							

Figure 24: Standard Full Assessment- Menu Options for Results Page

11. Below the chart, the first subsection shows what your current assessment level is and what actions your agency needs to take in order to achieve the next level of maturity.

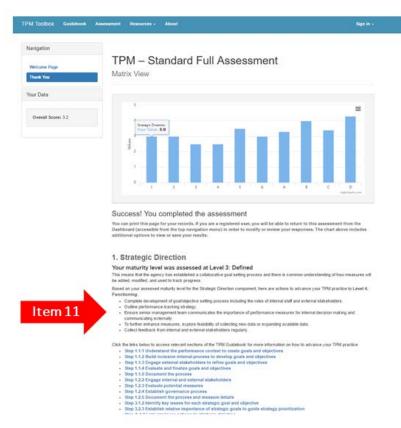


Figure 25: Standard Full Assessment Results Page- Maturity Level Assessment

12. The next subsection contains links to the different subsections of the TPM Guidebook. The links provided are relevant to your assessed maturity level and provide more detail on implementation steps and examples from other agencies for how your agency may advance its level of maturity for the particular component area.

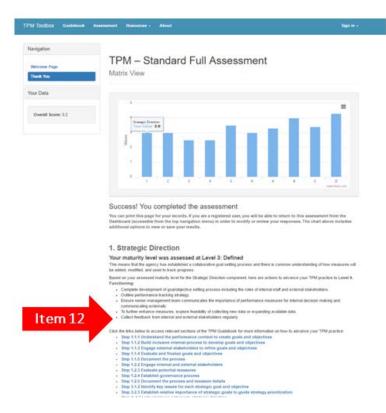


Figure 26: Standard Full Assessment Results Page- Relevant Links

13. To print or save the action items and the names of the relevant TPM Guidebook sections, scroll to the bottom of the page and click on "Print this page or save as a PDF". Select the appropriate print/save settings.

	Step C.5.1 Define roles and accountability Step C.5.2 Implement governance structures and policies
avigation	
Nelcome Page	D. Data Usability and Analysis
Thank You	Your maturity level was assessed at Level 4: Functioning
	This means that reports and tools meet the needs of different users, enabling employees to easily visualize and determine explanatory factors.
our Data	Based on your assessed maturity level for the Data Usability and Analysis Capabilities component, here are actions to advance your TPM practice to Level 5. Sustained:
	Meet with data users to obtain feedback and ideas for further improvement.
Overall Score: 3.2	 Keep in touch with peer agencies to identify new approaches to data presentation.
	Regularly obtain feedback on value of diagnostic information and implement improvements to diagnostic capabilities.
	Click the links below to access relevant sections of the TPM Guidebook for more information on how to advance your TPM practice:
	Step D.1.1 Understand requirements
	Step D.1.2 Assess data quality
	Step D.1.3 Design and develop data views Step D.2.1 Compile supporting data
	 Step D.2.2 Integrate diagnostics into analysis and reporting processes
	Step D.3.1 Understand requirements
	Step D.3.2 Identify and select tools
	Step D.3.3 Implement and enhance capabilities
ltem 1	Print this page or save as a PDF

Figure 27: Standard Full Assessment Results Page- Option to Print or Save as PDF

ASSESSMENT BY COMPONENT

Assesses by individual component area that the user selects. Time estimate: 1 minute

1. From the Assessment homepage, select "Assessment by Component".

TPI	M Toolbox	Guidebook	Assessment	Resources -	About				Sign in -
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	VV	eicu	JIIIE		eir	55E	22111		001
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) Self-Asses			1	Internet of		
			quickly ass		225 DOM DOM D	4	Characteristics		
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						11 Sub (sub) 21 Sub (sub) 21 Sub (sub) 21 Sub (sub) 31 Subjects 31		And a second sec	
			Standard Assess	ment			An open statements of the statement stat		
	tem 1	A	ssessment by Com	ponent					1
_	Create an	count	or login with	an existing a	account in		Distitution		2
	order to s	ave your i	esults.						
			Create an Acco	unt					

Figure 28: TPM Assessment Front Page- Assessment by Component Option

2. For each component level listed, click on the component name and read the description of the component area. Once you have decided which component level to assess, click on the button at the bottom of the description to continue to that particular assessment.

	1	the second second second			
	Learn About the Ten TPM Components	Log in with an Existing Account:			
	Read about each of the ten components below. You can also take targeted assessments of individual components	E-Mail:			
	Component 1. Strategic Direction Assessment				
	Component 2. Target Setting Assessment	Password			
	Component 2. Target Setting Assessment	Password Forgot Password			
	The use of baseline data, information on possible strategies, resource constraints, and forecasting tools to collaboratively establish a quantifiable level of performance the agency wants to achieve within a specific time	a management			
	frame. Targets make the link between investment decisions and performance expectations transparent across all	Log In Don't have an account? Create your Accourt			
	stakeholders.	Don't have an account? Create your Account			
tem 2	Component 2 Assessment	The TPM Tools website provides the ability for users to administer an assessment within their agency. Use the button below to request administrative access.			
	Component 3. Performance-Based Planning Assessment	Request Access to Administer a TPM assessmen			
	Component 4. Performance-Based Programming Assessment				
	Component 5. Monitoring and Adjustment Assessment				
	Component 6. Reporting and Communication Assessment				
	Component A. Performance Management Organization and Culture Assessment				
	Component B. External Collaboration and Coordination Assessment				
	Component C. Data Management Assessment				
	Component D. Data Usability and Analysis Assessment				

3. Read the instructions on the Welcome page for the component's assessment. When ready to start, navigate to the next page of the assessment by clicking on "Continue to the Assessment" at the bottom of the page.

Totally Agree
Totally Disagree Somewhat Disagree Somewhat Agree
ased on the provided criteria, the user is asked to rate how well the agency meets the criteria as follows:
he specific criteria for a particular maturity level depend on the sub-component.
1. Initial 2. Developing 3. Defined 4. Functioning 5. Sustained
or each sub-component, there are five possible maturity levels with the following definitions:

Figure 30: Assessment by Component Page- Continue to the Assessment Button

4. For each component area, read the maturity descriptions under each level for each component area and select the maturity level description that best matches your agency. Continue this process until a level has been selected for all components.

PM Toolbox Guidebook Asse	ssment Resource	ns - About				Sign in -
Navigation Welcome Page 2: Target Setting Submit	Matrix View	nent 2. Tai	rget Setti	ng		
Your Data	-	k the description that be	st matches your capa	bilities.		
		Level 1	Level 2	Level 3	Level 4	Level 5
Overall Score: 4.0 Organization Name Organization Name	2.1 Technical Methodology		Evidence-based and data-driven methodology for calculating targets under development. Baseline data being assembled and	Evidence-based and data-drven methodology for calculation been de documen parameter	A DESCRIPTION OF	Agency has applied the evidence-based and data-driven methodology for calculating targets for multiple cycles. Approach is being
Performance Area			reviewed. Analysis of historical trends	(format, geography) scope and time	capability to praiyze adual performance	continually refined based on experience
Performance Area			initiated.	horizon). External and internal influencing	against target. disprose reasons for	to account for a range of situations; data and
Do you want to anonymously share your data with PHNL?				factors have been identified and documented (e.g.,	adjustments	tools are periodically enhanced to better support the target
No Y				resource constraints, capital project commitments, demographic trends.) and are being considered in future performance forecasts, influencing factors allo used to assess nsk. Analytical tools support taget colouitions.	calculations take into account cross performance area tradeoffs and changes in agency goals and prorities.	seting business process

Figure 31: Assessment by Component Matrix

5. Decide whether to anonymously share your data with FHWA by selecting Yes or No in the dropdown box in the left side navigation panel. This data will be used to iteratively improve this tool but, as it is anonymous, will not be associated with your organization.

	Navigation						
	Welcome Page 2: Target Setting	Compo Matrix View	nent 2. Tai	rget Setti	ng		
	Submit		et Setting	st matches your capa	bilities.		
	TOUR CHILE		Level 1	Level 2	Level 3	Level 4	Level 5
	Overall Score: 4.0	2.1 Technical Methodology	ordefined without an understanding of baseline performance, bands, the connection between strategies and results or analyse of what is feasible to achieve.	Evidence-based and data-three methodology for docularing targets under development Basented and reveaued. Analysis of historical trends include:	Evidence-desend and data-driven methodology for osticulating strates has been developed and documented. Target parameters defined thimst geography! scope and time hordport. Bidenut and	Agency has used an evidence-based and data-driven methodology for ostoutiong targets for more than one cycle. Agency has the capability to analyze actual performance against target.	Agency has applied the extended and and data-driven methodology for calculating targets for multiple cycles Approach is being continuely writed
	Organization Name						
	Organization Name						
	Performance Area						based on experience to account for a rang
	Performance Area				internal influencing factors have been	diagnose reasons for variances, and make	of stuators: data an tools are periodically
	Co you wait to anonymously share your data with PWULT				identified and documented is g.,	adjustments accordingly Target	enhanced to better support the target
em 5	No •				resource constrants, sapital project commitments, demographic trands.) and are being considered in future performance forecasts. Millianching forecasts. Millianching forecasts. Millianching forecasts. Analytical tools aupport target coloculations.	calculations take into account proce performance area tradeoffs and pranges in agency goets and promise.	ating business process

Figure 32: Assessment by Component Matrix- Option to Submit Anonymously

6. Click "Submit" from the left-hand navigational menu.

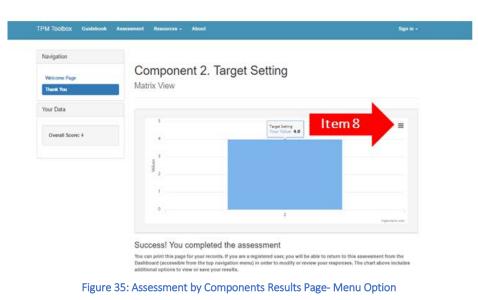
Overall Score: 4.0 Memorality oraclesancing with events of any o		Welcome Page 2: Target Setting	Compo Matrix View	nent 2. Ta	rget Setti	ng		
Lower Lower Lower L	ltem 6	Submit	2: Targe	et Setting				
Overall Score: 4.0 2.1 Scheinelaft Merhanzlige Typeint die not einst. nordehalt mit aufen. Eindehalt mit aufen. Eindehalt mit aufen. Approphalt auseit am die Andehalt mit aufen. Approphalt mit auseit am die Andehalt mit aufen. Approphalt auseit am die Andehalt mit aufen. Approphalt mit auseit am die Andehalt mit a		Your Data	For each row, click					
Denses ranges D				Targats do not evel, or defined without an understanding of baseline performance.	Evidence-based and data-driven methodology for coloubing targets	Evidence-based and data-driven methodology for celoulating targets has	Agency has used an evidence-based and data-driven methodology for	Agency has applied the evidence-based and data-driven methodology for
Performance Area adverse habiteris habiteris sope and time adverse performance Area habiter habiter beneration applicationse benerations and applicationse benerationse				between strategies and results or analysis of what is feasible to	Baseline data being assembled and	documented. Target parameters defined	nore than one cysle. Agency has the capability to analyse actual performance	calculating targets f multiple sydes. Approach is being continually refined based on experient to account for a ran
Portumance Asia internal inter		Performance Area			natorcal tends	scope and time		
						Internal influencing factors have been	diagnose reasons for variances, and make	of shuetons, data a tools are periodically enhanced to better
ami resta dournerted e.g. accordigy larget support the		with Priva 7				resource constructs, capital project	celouistions take into account onum	support the target setting business

Figure 33: Assessment by Component Matrix- Submit Button

7. Review your results. The main chart illustrates the overall maturity level of your organization with respect to transportation performance management.

Navigation			
Welcome Page	Component 2. Tar	rget Setting	
Thunk You	Matrix View		
Your Data			
		Target Setting	=
Overall Score: 4		Year Value: 4.0	
	ala		
Item 7			
	0	2	
			ingrations com
	0		
	Success! You completed the	ne assessment you are a registered user, you will be able to return 1	o this assessment from the
		ation menu) in order to modify or review your respon	

8. If you would like to print or save this chart, you can do so by first clicking on the menu in the top right corner. Once you click this, a dropdown menu will appear and give you the option to print the chart or save the chart as a PNG, JPEN, PDF or an SVG.



9. Below the chart, the first subsection shows what your current assessment level is and what actions your agency needs to take in order to achieve the next level of maturity.

Vavigation			
man and	Component 2. Tar	get Setting	
Welcone Page There You	Matrix View	0	
/our Data			
		Turpet Setting	
Overall Score: 4		There Values 4.0	-
	a a		
			statistics use
	Success! You completed th	accorement	
		f you are a registered user, you will be able to re	to the first transmost from the
	Dashboard (accessible from the top naviga	tion menu) in order to modify or review your re-	
	includes additional options to view or sav	e your results.	
	2. Target Setting		
	Your maturity level was assessed		
em 9	The means that the agency has had establish cycle.	ed targets and accompanying methodology and busin	ess process for more than one
.em 5	Based on your assessed maturity level for the Sustained.	Target Setting component, here are actions to advant	te your TPM practice to Level 5.
		cycles. Ensure that serior management team comm	unicates importance and value to
	the agency . Entrance and set and refine	to enhance collaboration and integration with agency	history provide
	 Assess and adjust roles and information 		the set provide
		na of the TPM Ouidebook for more information on to	w to maintain and advance your
	 TPM gratitize Step 2.1.1 Establish a boseline 		
	 Step 2.1.2 Analyze historical trends 		
	 Step 2.1.3 Identify influencing factors Step 2.1.4 Define target parameters 	and assess risk (internal and external)	
	 Step 2.1.5 Forecast future performant 		
	 Step 2.1.6 Document technical metho Step 2.2.1 Assign internal stakeholde 		
	 Step 2.2.2 Clarity purpose of the targ 	et.	
	 Step 2.2.3 Gather Information throug Step 2.2.4 Reflect external stakeholder 		
	 Step 2.2.5 Document the business pr 	ocess	
	 Step A.1.3 Clarify role of senior and Step D.2.3 Integrate diagnostics into 		

Figure 36: Assessment by Components Results Page- Maturity Level Assessment

10. The next subsection contains links to the different subsections of the TPM Guidebook. The links provided are relevant to your assessed maturity level and provide more detail on implementation steps and

examples from other agencies for how your agency may advance its level of maturity for the particular component area.

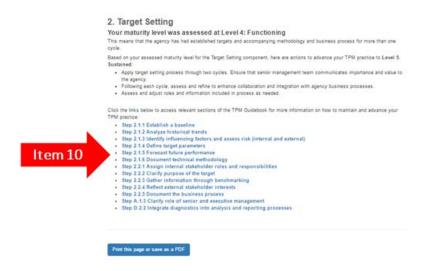


Figure 37: Assessments by Components Results Page- Relevant Links

11. To print or save the action items and the names of the relevant TPM Guidebook sections, scroll to the bottom of the page and click on "Print this page or save as a PDF". Select the appropriate print/save settings.

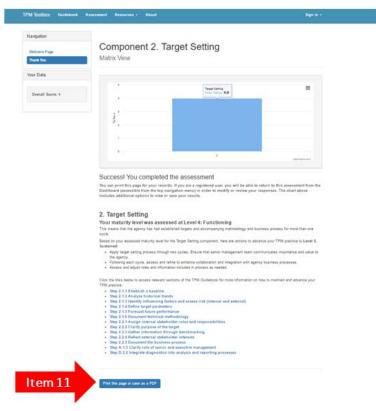


Figure 38: Assessments by Components Results Page- Option to Print or Save as PDF

Types of Users

ASSESSMENT USERS

Option 1: No Account Necessary

This option is for users who want to quickly assess their agency. Once their browser window is closed, the assessment results will be erased – users will not be able to view them again unless they re-take the assessment. This option is available for all assessments.

Option 2: Account Required

This option allows users to view their past assessment results. By logging into their account, the information is saved and can be reviewed in the future by logging in again. Users can edit past assessments as well as re-assess their agency and compare to prior assessment results. Results cannot be aggregated by agency; to enable this capability, users must complete assessments sent to them by an administrator (see below).

- 1. Navigate to <u>https://www.tpmtools.org/</u>.
- 2. Click on the "Resources" dropdown bar and select Assessment from the navigation bar.



3. On the Assessments homepage, select "Create an Account".

	TPM Toolbox	Guidebook	Assessment	Resources +	About			Sign in -
	M	Valo	ama	to the	TPM A	seasem	ent Tool	
	v	VEICO	JIIIC			3363511		
	This is the	he FHWA T	ransportation	Performan	8			
) Self-Asses					
	tooi ano	nymousiy u	o quickly ass		T maturity.			
			2-Minute Assessr	nent				
			Standard Assess	nent				
		A	ssessment by Corr	ponent				
			or login with	an existing a	count in	Innite	-	
	ordetto	save your r	esults.					
lte	m 3 💦		Create an Acco	unt				

Figure 40: TPM Assessment Front Page- Create an Account Option

4. Enter first and last name, organization, and email.

TOM Teelbox	Guidebook	Assessment	Resources - About			Sign in +
TPM Toolbox	Guidebook	Assessment	Resources - About			Sign in +
			TPM – Stand Assessment			
			Please Enter Yo Register for the	our Information to Assessment		
			First Name			
		- N	First Name			
	1.		Last Name			
	lte	m 4	Last Name			
			Organization			
			Organization			
			E-Mail			
			E-Mail			
			Send Me My	Registration Link		
	F	igure 41:	PM Standard Full	Assessment Accou	nt Registration	

- 5. Click "Send Me My Registration Link".

TPM Toolbox	Guidebook	Assessment	Resources -	About	Sign in +
				1 – Standard Full essment	
				se Enter Your Information to ster for the Assessment	
			First Nar	ne	
			First N	ame	
			Last Nar	ne	
			Last N	ame	
			Organiza	ation	
			Organi	zation	
			E-Mail		
			E-Mail		
	lt	:em 5		Send Me My Registration Link	

Figure 42: TPM Standard Full Assessment Account Registration- Registration Link Button

6. Find the email from admin@tpmtools.org. Emails may be marked as spam; check your spam box.

TPM Toolbox Assessment - TPM – Standard Full Assessment	Itom C. Novigate to email account and find
edmin@tpentools.org <u>via</u> amazonese.com to Jane Dear Jane. You have registered to participate in the following assessment:	Item 6: Navigate to email account and find email from admin@tpmtools.org
	te your password at <u>http://assessment.tpmtools.org/new.php?id=1348.qu/ck8.accesskwy=w?getYSV/bo256U7zhtsmHohc3NilhAz</u> : This is a one-time link. You cannot use it to return to a completed or in-progress assessment.

Figure 43: TPM Standard Full Assessment Registration Confirmation Email

7. Click the registration link to complete your registration. Note: this is a one-time use link. It cannot be used to return to your account or a particular assessment.



Figure 44: Registration Confirmation Email- Confirmation Link

8. The link will bring you back to the TPM Tools website where you will type your account password.

	Submit
ltem 8	Confirm Password
	Please Set Your Password
	Welcome, Jane

Figure 45: TPM Tool Account Sign- in Page

9. Click "Submit" to set your account password.

Item 9	Submit
	Confirm Password
	Please Set Your Password
	Places Set Your Decouverd
	Welcome, Jane

Figure 46: TPM Account Sign In- Submit Button

10. You are automatically redirected to the Standard Assessment homepage. Note the green box at the top of the screen which states that you are now logged-in and registered for the assessment. When you complete the assessment, your results will be saved in your profile.

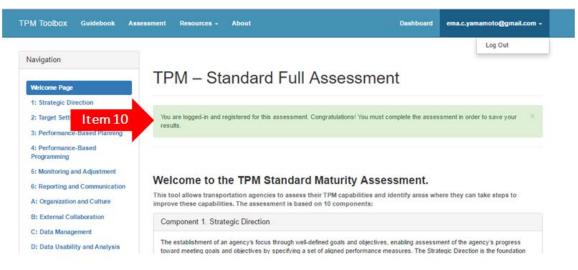
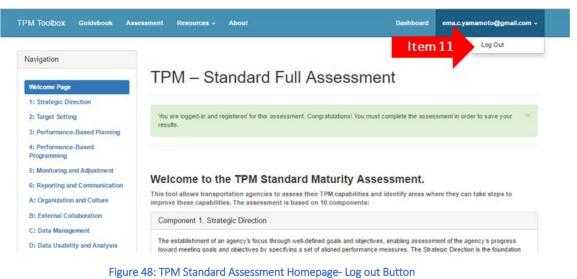


Figure 47: TPM Standard Assessment Homepage- redirected after logging in

11. To log out of your account, click your email address from the top navigational menu. Click "Log Out".



12. At any time, you can visit the Dashboard by clicking "Dashboard" on the top navigational menu.

	Log Out
Navigation	
and the second	TPM – Standard Full Assessment
Welcome Page	
1: Strategic Direction	
2: Target Setting	You are logged-in and registered for this assessment. Congratulations! You must complete the assessment in order to save your results.
3: Performance-Based Planning	109469.
4: Performance-Based	
Programming	
5: Monitoring and Adjustment	Welcome to the TPM Standard Maturity Assessment.
6: Reporting and Communication	
A: Organization and Culture	This tool allows transportation agencies to assess their TPM capabilities and identify areas where they can take steps to improve these capabilities. The assessment is based on 10 components:
B: External Collaboration	Component 1. Strategic Direction

13. Assessment versions you have registered for are listed. To take an assessment you are registered for click on the assessment.

My A	ssessments				nage Your Password ent Password
	sments are listed in the table below. Completed as edit an assessment, click the 🖌 icon. Click the as			****	
Status	Title	Assigned By	Assigned At	New	Password
×	Beta Release 0.6 – Standard TPM Full Assessment		2017-08-08 18:14:26	Conf	irm Password
m 13	TPM – Standard Full Assessment		2017-08-08 18:20:12	****	**
					Change Password



14. To the left of the assessment names are symbols which show the status of the assessment. A check mark indicates that the assessment has been completed at least once. An "X" means that the assessment has not been completed. Click on the check mark to see the results of your past assessment.

					Mar	age Your Password
	My A	ssessments				ent Password
		sments are listed in the table below. Completed as edit an assessment, click the 🖌 icon. Click the as				**
	Status	Title	Assigned By	Assigned At	New	Password
	×	Beta Release 0.6 – Standard TPM Full Assessment		2017-08-08 18:14:28	Cont	irm Password
em 14	1.	TPM - Standard Full Assessment		2017-08-08 18:20:12		

15. When you click on the check mark, a dialogue box will show your past submissions for that particular assessment and the date/time they were submitted.

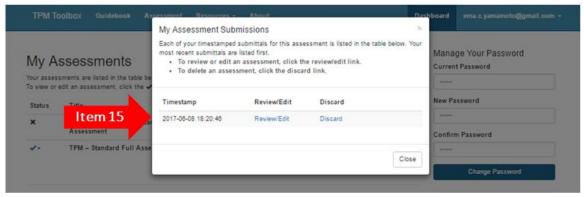


Figure 52: Registered Assessments Page- Date/ Timestamp of Submission

16. Selecting Review/Edit allows you to see your responses for each component/subcomponent. If you change the responses as they appear and click submit, a new submission is recorded in your Dashboard. To select review/edit a particular submission, click on "Review/Edit" of the corresponding submission date/time.

My Assessments for assessment, sized in the table below. Your most recert submittals are listed first. Manage Your Password Our assessment, sized in the table below. Your most recert submittals are listed first. To review or edit an assessment, click the review/edit link. Manage Your Password Status Title Timestamp Review/Edit Discard Mex Password Item 16 Review/Edit Discard		My Assessment Submis	ssions		×	
Status Title	Assessments sessments are listed in the table be	 To review or edit an a 	ted first. ssessment, click the	review/edit link.	Manage You Current Passwo	
* Beta Release 0.6 - Standar Item 16 Review/Edit Discard	s Title	Timestamp	Review/Edit	Discard	New Password	
Assessment Confirm Password		ltem 16	Review/Edit	Discard	1	ord
V- TPM - Standard Full Asse	TPM – Standard Full Asse			C	and the second se	

Figure 53: Registered Assessment- Options to Review/ Edit Submitted Assessments

17. To discard a submission, click "Discard" next to the particular submission. Careful – this action cannot be undone.

		My Assessment Sul	bmissions		× .	
Your assess	SSESSMENTS	most recent submittals a • To review or edit				Manage Your Password Current Password
Status	Title	Timestamp	Review/Edit	Discard		New Password
×	Beta Release 0.6 – Standar Assessment	2017-08-08 18:20:48	Item 17	Discard		Confirm Password
* *	TPM – Standard Full Asse		-		lose	

Figure 54: Registered Assessment- Option to Discard Submitted Assessment

18. From the Dashboard, you can change your password at any time using the form on the right side of the Dashboard page. Enter the current and new password and click "Change Password".

/ly A	ssessments					age Your Password ent Password
			ssessments are marked with a 🖌 ssessment title to retake the ass			4
Status	Title		Assigned By	Assigned At		Password
×	Beta Release 0.6 – 1 Assessment	itandard TPM Full		2017-08-05 18 14 28	Cord	rm Password
•-	TPM - Standard Ful	I Assessment		2017-06-05 18:20	-	
				ltem 18		Charge Password
					Try or	an Assessment it the tool anonymously to quickly is your TPM maturity.
					ĺ.	Two-Minute Assessment
					Į.	Standard Assessment
						Assessment by Component
					Req	uest Assessment Admin
					ability	PM Tools website provides the for users to administer an isment within their agency. Use the below to request administrative

Figure 55: Assessment Dashboard Page- Change Password Button

19. To take an assessment anonymously, you can select any of the three assessments from the right-hand menu. When you take any of these assessments, you will not be registered for the assessment and will not be able to access the results once you are finished.

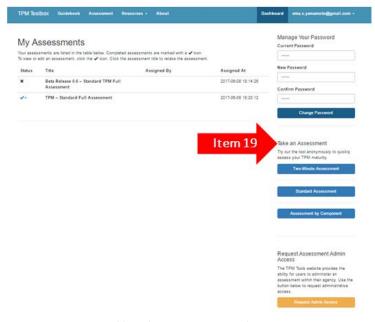


Figure 56: Assessment Dashboard Page- Buttons to Take Assessments Anonymously

ASSESSMENT ADMINISTRATORS

Administrators can request users within their agency to take an assessment, and results from various individuals can be aggregated for comparison purposes. Users must request approval from FHWA via the website. The requirement for approval is to ensure that TPM Tools Administrators can be aware of any new and additional assessments being implemented.

- 1. In order to become an Assessment Administrator, you must first have an account. Follow the instructions as specified under <u>Option 2: Account Required</u> to create an account and become familiar with the interface.
- 2. Request to be upgraded to an Assessment Administrator by navigating to the Dashboard page by selecting Dashboard from the upper right-hand corner. Then select Administer a TPM assessment from the right-hand menu.

VIY P	ssessments		Manage Your Password Current Password
	ssments are listed in the table below. Completed assessments are marked with a 🗸 icon. edit an assessment, click the 🖌 icon. Click the assessment title to retake the assessment		
itatus	Title Assigned By	Assigned At	New Password
¢	Beta Release 0.6 - Standard TPM Full	2017-08-08 18 14:26	-
	Assessment		Confirm Password
*	TPM – Standard Full Assessment	2017-06-08 18:20:12	2.
			Change Password
			Take an Assessment
			Try out the tool anonymously to quickly assess your TPM maturity.
			Two-Minute Assessment
			Standard Assessment
			Assessment by Component
			Assessment by Component
			Assessment by Component Request Assessment Admin Access
			Request Assessment Admin

Figure 57: Assessments Dashboard Page- Request for Admin Access Button

 Once you have requested to become an administrator, the following dialogue box will pop-up. Select "Request Assessment Admin Access". This will automatically notify the site administrator of your request. The site administrator will be in touch with you.

			Administer a TPM assessmen	t	N		
	ssessmen		You can register as an assessment administrator in order to customize and distribute a TPM assessment within your organization. Use this form to request access and to learn more.			Manage Your Password Current Password	
our asses o view or	Item 3		Request Assessment Admin Access				
Status	Title	7				New Pass	word
×	Beta Release 0.6	- Standa			Close	1000	
	Assessment		16			Confirm P	assword
1-	TPM – Standard	Full Asse	ssment	2017-08-08 18:20	12		
							Change Password

Figure 58: Option to Request Admin Access Option

4. Once approved, administrators will see additional menu options uner the Actions dropdown on the assessment landing page. From the dashboard, click the assessment name. Then click "Actions" from the left-hand menu.

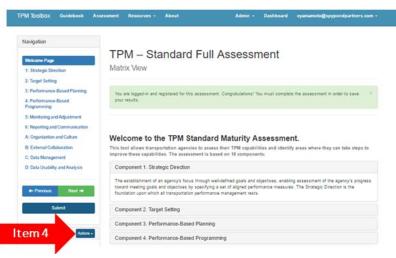


Figure 59: Standard Full Assessment Welcome Page- Actions Button

- 5. Once you have clicked "Actions", the following additional options will appear:
 - a. Add/Manage Participants
 - b. Summary Report
 - c. Consensus Exercise
 - d. Fill Random
 - e. Make Public

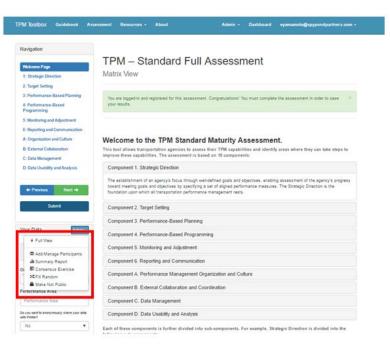


Figure 60: Standard Full Assessment Welcome Page- Options Under Action Button

- 6. Add/Manage Participants: allows you to invite and delete users.
 - a. Click "Add/Manage Participants"

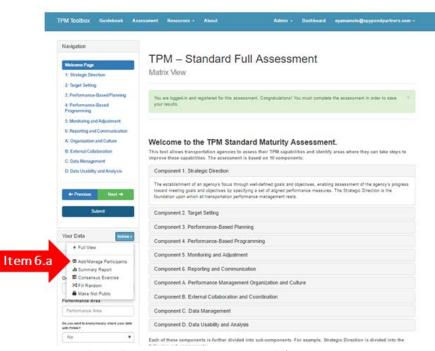


Figure 61: Standard Full Assessment Welcome Page- Add/ Manage Participants Option

b. Fill in the boxes for First and Last Name and Email address of individuals you want to take the assessment.

	Add/Manage	Participants to TPM Cap	pability Maturity Self-Assessm	ent - Ohio
	Workshop	1.		
_	First Name	Last Name	E-Mail	×
m 6.b	First Name	Last Name	E-Mail	
		+		
		State		
		Constant Second		

c. To add more boxes, click the "+" button. Delete any lines of unused forms by clicking the small "x" to the right of the Email label.

Workshop		ability Maturity Self-Assessment - Ohio	
First Name	Last Name	E-Mail ×	
First Name	Last Nan	E-Mail	
lte	em 6.c +		

d. Once you have added all the participants that you would like, click "Share". Confirm when prompted. An invitation will be sent to all the emails listed, addressed to their first name.

	Add/Manage	Participants to TPM Cap	bability Maturity Self-Assessr	nent - Ohio			
	Workshop						
	First Name	Last Name	E-Mail	8			
	First Name	Last Name	E-Mail				
		+					
m 6.d	Share						

36

- i. If the individual already has an account, they will be asked to join the assessment you created.
- ii. If they do not have an account, they will go through the steps described in <u>Option 2:</u> <u>Account Required</u> to create an account.
- 7. Back to the "Actions" menu, the next function is "Summary Report". The "Summary Report" allows you to view results of the assessment across users.
 - a. Click "Summary Report".

	A: Organization and Culture B: External Collaboration C: Data Management	Welcome to the TPM Standard Maturity Assessment. This tool allows transportation agencies to assess their TPM capabilities and identify areas where they can take steps to improve these capabilities. The assessment is based on 10 components:
	D: Data Usability and Analysis	Component 1. Strategic Direction
	+ Previous Next +	The establishment of an agency's focus through well-defined goals and objectives, enabling assessment of the agency's progress toward meeting goals and objectives by specifying a set of aligned performance measures. The Strategic Direction is the foundation upon which all transportation performance management rests.
	Submit	Component 2. Target Setting
		Component 3. Performance-Based Planning
	Your Data Actions •	Component 4. Performance-Based Programming
	+ Full View	Component 5. Monitoring and Adjustment
Item 7.a	Add/Manage Participants dt Summary Report Consensus Exercise	Component 6. Reporting and Communication
	Consensus Exercise	Component A. Performance Management Organization and Culture
	Make Not Public Performance Area	Component B. External Collaboration and Coordination
	Performance Area	Component C. Data Management
	Do you want to anonymously share your data with PH/MA?	Component D. Data Usability and Analysis
	No	Each of these components is further divided into sub-components. For example, Strategic Direction is divided into the

Figure 65: Standard Maturity Assessment Page- Summary Report Button

b. Hover over the bar chart to show the range and median are shown for each component area.

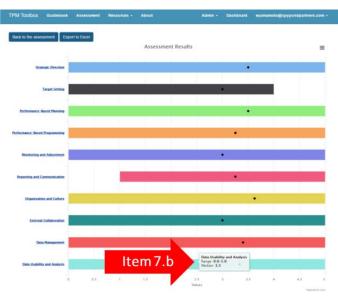
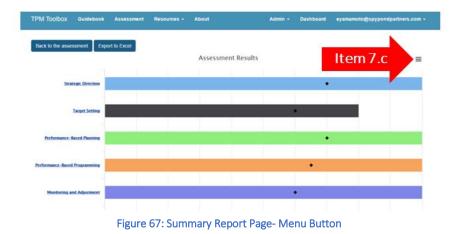


Figure 66: Summary Report Page- Range and Median Reports

c. To print or save the current chart view at any time, click the menu button in the top right corner of the page.



d. Select from the image options to save the chart as an image, or select "Print Chart" to print the chart.

Back to the assessment Ex	port to Excel					
		Assessment Results				
		- Yi	<u> </u>			Print chart
Strategic Direction				Item 7	.d	Download PNG image Download JPEG image
Target Setting						Download PDF document Download SVG vector ima
Performance-Based Planning				•		
erformance_Based Programming				•		
Monitoring and Adjustment	_					

e. To export the data to Excel, click "Export to Excel" and save the file.



f. Navigate back to the assessment landing page by clicking the blue "Back" button at the top left.



Figure 70: Summary Report Page- Back Button

g. For long assessments, drill down further by clicking the component names to view subcomponent results.

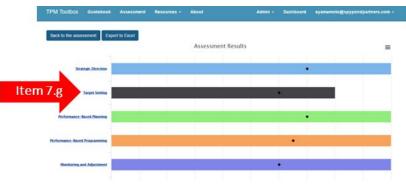


Figure 71: Summary Report Page- Option for Longer Assessment

h. This chart has the results for the subcomponents of the selected component. This chart has many of the functions of the previous chart, including identifying the range and median of the subcomponent area, the ability to print and save the chart, and the ability to export the data to Excel.

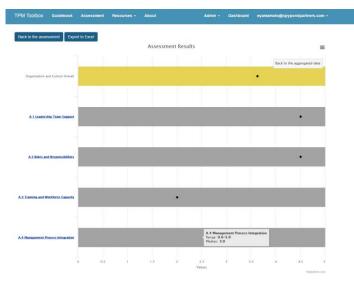


Figure 72: Summary Report Page- Subcomponent Results

i. Navigate back to the previous chart by clicking "Back to the aggregated data" button in the righthand corner.

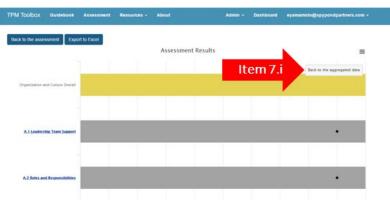


Figure 73: Summary Report Page- Going Back to Previous Chart

j. To view individual registered user's responses, click on the subcomponent area.



- 8. Back to the "Actions" menu, the next function is "Consensus Exercise". This allows you to facilitate a discussion among gathered staff who have taken the assessment on their own. This tool serves as a way to come to a single assessed value for each component/subcomponent as an agency.
 - a. Click "Consensus Exercise".

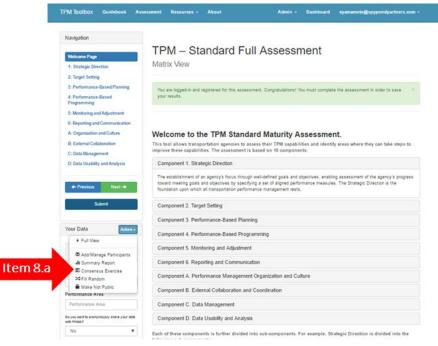
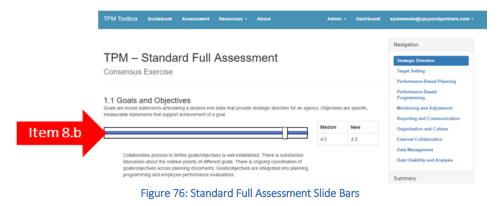


Figure 75: Standard Full Assessment Welcome Page- Consensus Exercise Button

b. For the 2-minute assessment, slider bars are shown for the ten components, all on one page. For the standard full assessment (displayed here), each component is located on its own page, with slider bars for each subcomponent.



c. Next to the slider bars, the median value of all respondents is shown. The new value to the right will display the value according to the placement of the slider bar.

	100 B 100 C			Navigation
PM – Standard Full Assess	Strategic Direction			
nsensus Exercise	Target Setting			
				Performance-Based Planning
				Performance-Based
Goals and Objectives				Programming
Goals and Objectives are broad statements articulating a desired end state that provide	strategic direction for an age	ncy Objectives	are specific,	Programming Monitoring and Adjustment
	strategic direction for an age	ncy Objectives	are specific.	
s are broad statements articulating a desired end state that provide urable statements that support achievement of a goal.		ncy Objectives Median	are specific.	Monitoring and Adjustment
s are broad statements articulating a desired end state that provide urable statements that support achievement of a goal.	strategic direction for an age			Monitoring and Adjustment Reporting and Communication
s are broad statements articulating a desired end state that provide urable statements that support achievement of a goal.	tem 8.c	Median	New	Monitoring and Adjustment Reporting and Communication Organization and Culture

d. The text under the slider bars will change as the slider is moved. The text is the maturity level description for the level (1-5) the slider is currently on.

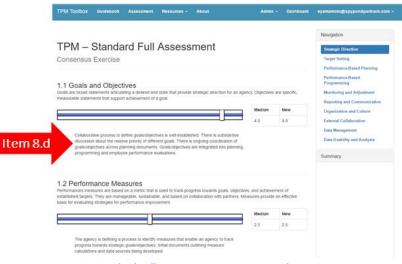


Figure 78: Standard Full Assessment- Maturity Level Descriptions

e. The facilitator should move the sliders and bring the group to a consensus on a particular maturity level for each component/subcomponent based on the median and discussion among the group.

M Toolbox Guidebook Assessment Resources - About	Admin	- Dashboard	eyamamoto@spypondpartners.com
			Navigation
PM – Standard Full Assessment	Strategic Direction		
onsensus Exercise			Target Setting
			Performance-Based Planning
			Performance-Based
1 Goals and Objectives			Programming
als are broad statements articulating a desired end state that provide strategic direction for	an agency. Objectives	are specific,	Programming Monitoring and Adjustment
als are broad statements articulating a desired end state that provide strategic direction for asurable statements that support achievement of a goal.			Monitoring and Adjustment Reporting and Communication
is are broad statements articulating a desired end state that provide strategic direction for	an agency. Objectives	are specific,	Monitoring and Adjustment
als are broad statements articulating a desired end state that provide strategic direction for asurable statements that support achievement of a goal.			Monitoring and Adjustment Reporting and Communication
1 Goals and Objectives als are broad statements articulating a desired end state that provide strategic direction for asurable statements that support achievement of a goal. Item 8.e Cotaborative process to define goals/objectives is well established. There is substar discussion about the relative priority of different goals. There is ongoing coordination goals/objectives across planning documents. Coals/objectives are integrated into pl	Median 4.5	New	Monitoring and Adjustment Reporting and Communication Organization and Culture

- f. For the standard full assessment displayed, click "Previous" and "Next" from the right-hand menu
 - to move between components.

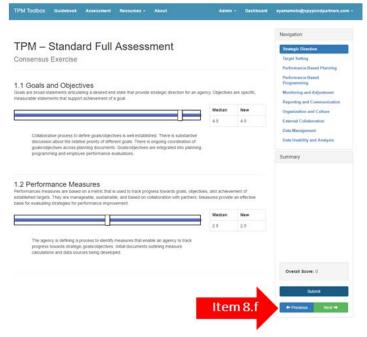


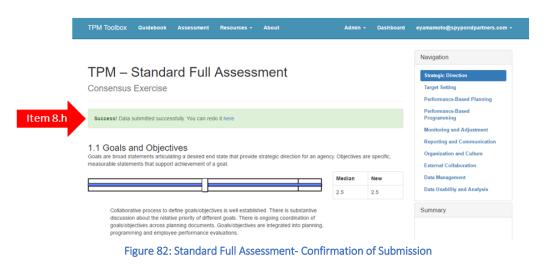
Figure 80: Standard Full Assessment- Options to Move between Components

g. When finished, click "Submit".

			Navigation
PM – Standard Full Assessment			Strategic Direction
onsensus Exercise			Target Setting
			Performance-Based Planning
1 Goals and Objectives			Performance-Based Programming
als are broad statements articulating a desired end state that provide strategic direction for an agen assurable statements that support achievement of a goal	y Objectives	are specific,	Monitoring and Adjustment
	Median	New	Reporting and Communication
	45	4.5	Organization and Culture External Collaboration
			Data Management
Collaborative process to define goals/objectives is well established. There is substantive discussion about the relative priority of different goals. There is ongoing coordination of			Data Usability and Analysis
goats/objectives across planning documents. Goats/objectives are integrated into planning, programming and employee performance evaluations.			Summary
2 D. d.			
.2 Performance Measures rformances measures are based on a metric that is used to track progress towards goals, objectives			
tablished targets. They are manageable, sustainable, and based on collaboration with partners. Mea	sures provide	an effective	
isis for evaluating strategies for performance improvement.	Median	New	
sis for evaluating strategies for performance improvement.		2.5	
sis for evaluating strategies for performance improvement.	2.5		
sis for evaluating strategies for performance argrovement.	2.5		
	2.5		
The agency is defining a process to latently measures that enable an agency to track progress towards strategic patalologicities, initial documents cultiming measure	25		
The agency is defining a process to latently measures that enable an agency to track progress towards strategic patalologicities, initial documents cultiming measure	25		Overall Score: 0
The agency is defining a process to identify measures that enable an agency to track progress towards strategic pablobgectives, innar documents-outning measure catulations and data sources being developed.	Item	9 g	Overall Score: 0

Figure 81: Standard Full Assessment- Submit Button

h. You will receive confirmation that the results have been submitted by the green dialogue box at the top of the screen.



- 9. Back to the "Actions" menu, the next function is "Fill Random". This allows you to fill random answers to complete the survey.
 - a. By clicking "Fill Random", all component areas have a random answer assigned.
 - b. Edit by navigating through the assessment, or click "Submit" to review the survey results.

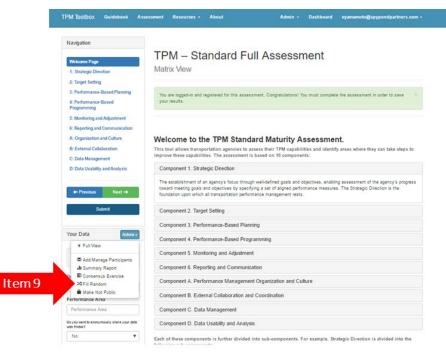


Figure 83: Standard Full Assessment Welcome Page- Fill Random Button

10. Back to the "Actions" menu, the next function is "Make Public/Not Public". This allows you to disable the requirement that a user be logged into an account in order to view and/or complete a given assessment.a. Click "Make Public/Not Public".

TPM Toolbox Guidebook As	sessment Resources v About Admin v Dashboard eyamamoto@spypondpartners.com
Navigation	
	TPM – Standard Full Assessment
Welcome Page	Matrix View
1: Strategic Direction	INGULA VIEW
2: Target Setting	
3: Performance-Based Planning	You are logged-in and registered for this assessment. Congratulations! You must complete the assessment in order to save
4: Performance-Based Programming	your results.
5: Monitoring and Adjustment	
6: Reporting and Communication	
A: Organization and Culture	Welcome to the TPM Standard Maturity Assessment.
B: External Collaboration	This tool allows transportation agencies to assess their TPM capabilities and identify areas where they can take steps to
C: Data Management	improve these capabilities. The assessment is based on 10 components:
D: Data Usability and Analysis	Component 1. Strategic Direction
+ Previous Next +	The establishment of an agency's focus through well-defined goals and objectives, enabling assessment of the agency's progress toward meeting goals and objectives by specifying a set of aligned performance measures. The Strategic Direction is the foundation upon which all transportation performance management rests.
Submit	Component 2. Target Setting
	Component 3. Performance-Based Planning
Your Data Asion -	Component 4. Performance-Based Programming
Add/Manage Participants	Component 5. Monitoring and Adjustment
di Summary Report	Component 6. Reporting and Communication
0 El Consensus Exercise	Component A. Performance Management Organization and Culture
10 A Make Not Public	Component B. External Collaboration and Coordination
Performance Area	Component C. Data Management
Do you want to shonymously share your data with PH047	Component D. Data Usability and Analysis
No	Each of these components is further divided into sub-components. For example, Strategic Direction is divided into the

Figure 84: Standard Full Assessment Welcome Page- Make Not Public Button

- i. By toggling to Make Public, the assessment can be taken by anyone with the URL. That being said, results are unable to be saved unless a user has registered and logged in.
- ii. By toggling to Make Not Public, the assessment is only available to those who have been assigned to the assessment by the administrator. In addition, even if a user has the URL, they will be unable to access the assessment unless they are logged in.