

## **FHWA/TPP 2010 LTAP/TTAP Business Plan**

### **I. Provide Sound Program Management and Collaborative LTAP/TTAP – FHWA Relationship**

TPP is committed to effective management of the LTAP/TTAP. TPP will collaborate with LTAP/TTAP Centers and their national association representatives to obtain input on program management and assistance with program advancement. This partnership is critical to the success of the program and to effectively fulfill the statutory requirement for the Secretary of Transportation for assistance to local agencies and tribal governments as set forth in 23 USC 504(b).

#### **A. Accountability**

At the federal level there is an increasing emphasis on accountability and performance measurement. The need to demonstrate value for the federal investment requires that LTAP/TTAP operate efficiently and effectively. Program accountability and measurement are centered on performance reporting tools that collect data to show the impact of practices and programs while demonstrating to key direct partners our continuing contributions to the wider local transportation community.

1. TPP will measure the outputs and outcomes of the national program and of individual Centers. TPP will analyze the program performance data provided by the Centers to determine trends, highlight successes, and identify program needs that help both FHWA and Centers manage their programs. TPP will also share relevant data across the Center community
2. To maximize the value of the collected data to the Centers and to secure better information to manage the program, TPP will continue to work with the LTAP/TTAP Strategic Planning Committee, the NLTAPA Executive Committee, the FHWA LTAP-TTAP Clearinghouse, and the LTAP/TTAP Center community
3. TPP will continue to implement the work planning guidance developed with the LTAP/TTAP community throughout the 58 Centers over the next two business cycles. This effort transitions Centers into using the four Focus Areas in the LTAP/TTAP Strategic Plan as a basis for annual work plan development, thus aligning work plans with the Strategic Plan and the Center PAR reporting [target – full implementation by July 2012]

#### **B. Program Management**

TPP is committed to both direct and assist in the development and use of new and enhanced procedures, information and materials to benefit LTAP/TTAP Centers:

1. TPP will support and assist in the implementation of the current TTAP strategic initiative to improve the management, operations and strategic direction in conjunction with key TTAP partners, with a particular focus on Federal Lands Highways and the Bureau of Indian Affairs. This initiative emphasizes enhanced communication, coordination and collaboration
2. TPP will complete the TTAP upgrades to the LTAP/TTAP Strategic Plan, including updated Roles and Responsibilities and new TTAP performance measures
3. TPP will continue to support and implement its designated responsibilities within the LTAP/TTAP Professional Development Program and the LTAP/TTAP Roles and Responsibilities section of the Strategic Plan, including:
  - a. Organizing New Director Orientation sessions for LTAP/TTAP Centers with new management to assist with sound program management startup
  - b. Presenting FHWA Seminar Room sessions to support the dissemination of Center best practices on program management and professional development [target – quarterly sessions through July 2010]
4. TPP will roll out the LTAP/TTAP Academy, an online training and orientation resource for LTAP/TTAP Center staff, as part of the LTAP/TTAP Professional Development Program

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## II. Expand Opportunities for the Greater Benefit of the LTAP/TTAP Programs

TPP works to carry out the LTAP/TTAP mission by identifying and integrating new and enhanced opportunities into the program. These expanded resources and relationships represent the knowledge, skills and partnerships that strengthen offerings to customers.

### A. Focus on Safety

TPP places safety as a primary program priority, and our team is committed to strengthening the LTAP/TTAP safety program. To emphasize this, TPP will undertake several initiatives:

1. Support the NLTAPA Safety workgroup to implement activities that advance local road safety to national transportation agencies and organizations with consideration given to the workgroup survey of LTAP/TTAP Centers to better understand and determine program safety needs
2. Enhance the relationship with the FHWA Office of Safety to maintain the flow of safety information and materials and keep the community abreast of priority programs;
3. Work to expand proven LTAP/TTAP safety programs with a focus on road safety assessments and safety circuit rider programs
4. Continue activities that establish LTAP/TTAP Centers as unique providers of safety information and training across the local roads community

### B. Focus on Infrastructure Management

TPP will work to bring new and improved infrastructure training material and information to LTAP/TTAP Centers in response to the program needs assessment compiled by NLTAPA. TPP will continue to work with NLTAPA, Centers, and national and local partners and stakeholders to develop programs and materials to enhance local agency and tribal government road management. Efforts include but are not limited to:

1. Develop an asset management course for LTAP/TTAP Centers that focuses on local agencies in collaboration with the FHWA Office of Asset Management and the National Highway Institute
2. Work with NLTAPA, Centers and the FHWA Program Offices to determine the appropriate scope of involvement for the LTAP/TTAP in Local Project Administration (LPA) and determine appropriate program activities:
  - a. Monitor and assess efforts across the LTAP/TTAP, including NE and FL, to help develop LPA information and materials, training tools for the program, and/or activities as needed
  - b. Develop and deliver LPA materials and undertake activities for LTAP/TTAP Centers as appropriate
3. Explore how LTAP/TTAP can develop and deliver additional products to meet the emerging infrastructure needs of the local roads community, with an emphasis on green technology application

### C. Build and Nurture Partnerships

TPP will work to assist the LTAP/TTAP community to expand and enhance community partnerships with other organizations and groups that can provide mutual benefits to the program and expand program reach and influence:

1. Expand and mature existing national relationships with key partners in the surface transportation community to deliver additional value to local agencies and tribal government road management activities through LTAP/TTAP, including AASHTO, APWA, NACE, and ARTBA; seek win/win opportunities to enhance relationships and increase program visibility

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2. Engage the FHWA Resource Center and its Technical Service Teams to participate in knowledge sharing and information exchange across the program community, including making their mission-critical resources available for LTAP/TTAP use
3. Engage the LTAP/TTAP community to identify and enhance technology transfer and innovation

### III. Organizational Excellence – Striving for Continuous Improvement

A core element of LTAP/TTAP is to assess, plan and implement initiatives that will enhance the performance of both Centers and the national program to new levels of efficiency and effectiveness.

#### A. Knowledge Sharing

TPP emphasizes enhanced information sharing across the LTAP/TTAP community to provide Centers with the tools needed to serve their local roads customers. TPP has explored a number of efforts to achieve this, including posting best practices from LTAP/TTAP Centers and the “Build a Better Mousetrap” competition. Additionally, TPP connects the FHWA Program Offices to LTAP/TTAP to leverage additional program information and materials. TPP will continue to develop and implement state-of-the-practice knowledge management practices and tools to enable virtual sharing, enhance the collective culture among LTAP/TTAP Centers, and help propel Centers and the program to new heights of performance and effectiveness:

1. Add appropriate available resources for LTAP/TTAP Centers from the National Highway Institute catalog
  - a. Make appropriate connections to the NHI catalog apparent in the LTAP/TTAP Resource Database
  - b. Convert relevant NHI courses in critical need areas to LTAP/TTAP versions
  - c. Create links in the Resource Database to all free courses available from NHI for LTAP/TTAP use
2. Continue work with LTAP/TTAP Centers to populate the completed Resource Database to enable greater sharing and use of courses, instructors, materials and other community resources [target – increase number of resources in the database by 1,000 records by July 2010]
3. Plan, design and implement upgrades to the LTAP/TTAP web site ([www.ltapt2.org](http://www.ltapt2.org)) at the FHWA LTAP/TTAP Clearinghouse to improve its quality, utility and user experience and raise the visibility of the program, including additional capabilities to process multimedia, stronger information sharing components, and a general design update to better support the business of LTAP/TTAP and the Centers
4. Continue to make available and increase the use of the web-based FHWA Seminar Room to exchange knowledge and expertise among the LTAP/TTAP community
  - a. Maintain availability of Seminar Room to the broader LTAP/TTAP community for information sharing including Web conferences of common interest or to support program work groups
  - b. Maintain event schedule on the FHWA LTAP/TTAP Clearinghouse web site
  - c. Assess and monitor usage to effectively manage and support both Center-initiated sessions that achieve Center business goals as well as FHWA- and partner-initiated sessions that push new information and knowledge to Centers
  - d. Increase Seminar Room usage [target – increase number of sessions held by 25% year-on-year by July 2010]

#### B. Successful Practices Program

TPP promotes the sharing and implementation of successful practices that allow Centers to better share successes and exchange information and materials. Given the resource constraints across LTAP/TTAP, sharing is an effective and efficient way to improve Center operations:

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1. Implement the successful practices program through the FHWA LTAP/TTAP Clearinghouse to glean useful knowledge for individual Center programs and better share Center successes; by the end of July 2010, a target number of 25 best practices will be available in the LTAP/TTAP Resource Database
2. Integrate into the database all best practices data collected in Center-supplied program reporting tools for 2009

### **C. Program Resources**

TPP will maintain up-to-date materials and use innovative methods to communicate the successful LTAP/TTAP story that can be used to effectively promote and market the LTAP/TTAP program to local communities. To expand the reach to additional community customers, TPP will liaise with the NLTAPA Executive Committee and relevant workgroups to provide specific materials appropriate to the needs of our various customers:

1. Review current program materials and, if necessary, suggest and implement improvements and upgrades
2. Release an updated TTAP brochure