

# TPM State Workshop

---

## *Tools for Implementation*

Santa Fe, NM

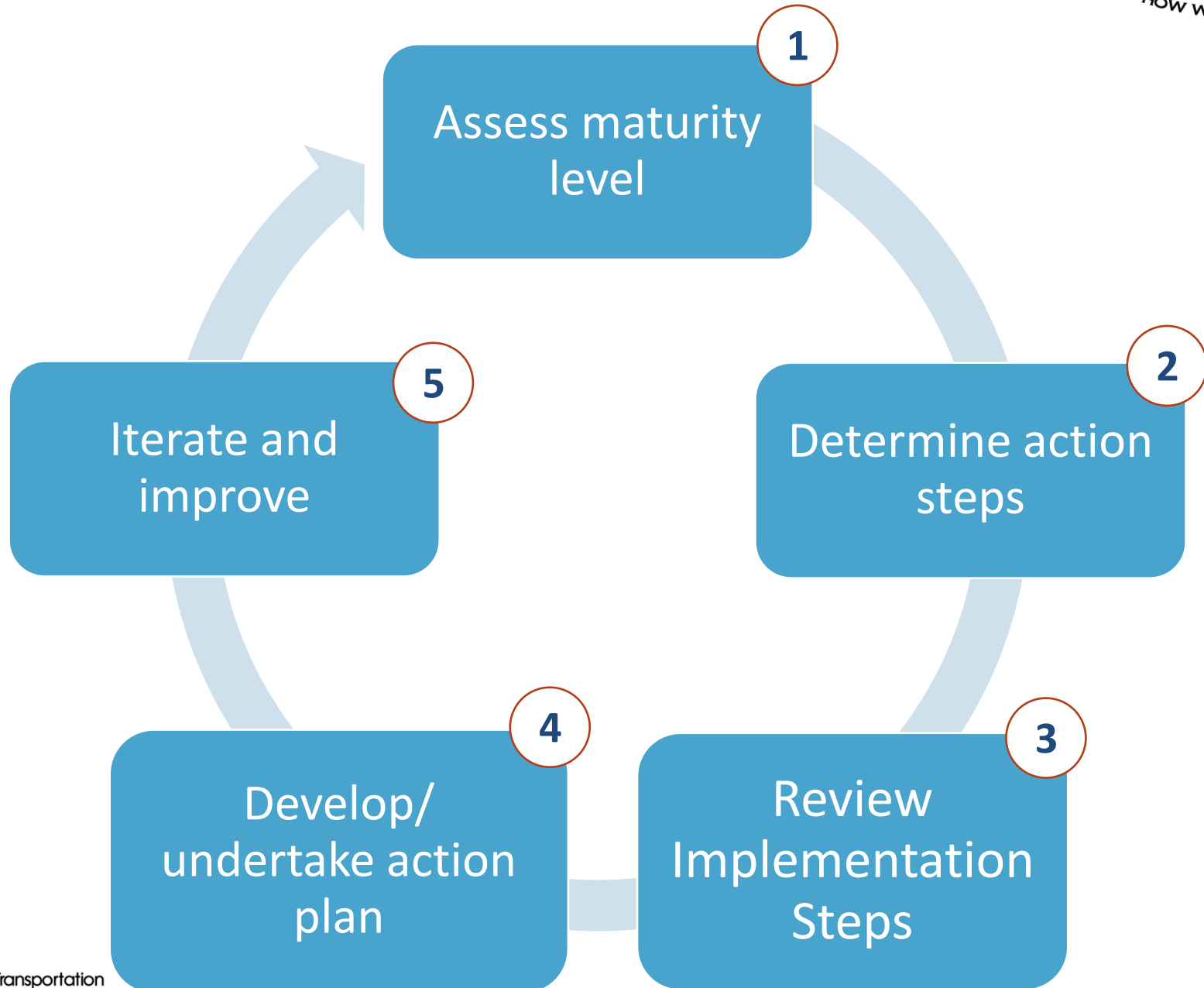
December 13 & 14, 2016



U.S. Department of Transportation  
Federal Highway Administration



# Implementation Process



# 1. Assess maturity level

---



- Everyone completed a **Self-Assessment** before arriving
- Results will provide:
  - Maturity level
  - **Actions to advance**
  - **Links to TPM Guidebook implementation steps**



## 2. *Determine action steps*

---



- Use **Capability Maturity Model** actions to advance as starting point
- Consider your agency context
- Draft action items specific to your needs



# 3. Review implementation steps



- For subcomponent 1.1 Goals and Objectives, the **TPM Guidebook** implementation steps are:
  - 1.1.1: Understand the performance context to create a vision
  - **1.1.2: Build inclusive internal process to develop goals and objectives**
  - 1.1.3: Engage external stakeholders to refine goals and objectives
  - 1.1.4: Evaluate and finalize goals and objectives
  - 1.1.5: Document the process



# 3. Review implementation steps



- Step 1.1.2: Build inclusive internal process to develop goals and objectives

<b>Web-based engagement tool</b>	Staff write suggestions/provide feedback via online portal. Executives review comments and adjust draft goals.
<b>Workshop/facilitated discussion</b>	Held with various groups across agency to get a diverse set of perspectives. This allows staff to provide input in an interactive and engaging way.
<b>SWOT analysis</b>	A way to assess Strengths, Weaknesses, Opportunities, and Threats.
<b>Tour of preliminary goals</b>	A small group develops draft goals for review by all staff. Small group may present a webinar before collecting feedback and then use feedback to evaluate draft goals.



# 4. Develop/undertake action plan



- Work with internal staff and external partners
- Build consensus around priorities
- Establish measures of success
- Implement!



# 5. Iterate and improve

---



- Re-assess agency maturity using **Self-Assessment**
- Repeat the process to continually advance

