

TPM State Workshop

Identifying Action Items: PBP-3.2 Investment Prioritization

Little Rock, AR

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U.S. Department of Transportation
Federal Highway Administration



Purpose

- Determine actions that will improve your **3.2 Investment Prioritization** efforts



Identifying Action Items

1. Record level of maturity
2. Consider actions applicable to your agency
3. Identify priority actions for improvement
4. Complete detailed action item form for each action (finish as many as you can)



Handouts: Exercise D



Exercise D

Action Items: PBP-3.2 Investment Prioritization

In this exercise you will identify 3 high priority improvement actions.

Step 1: Select level of maturity

For subcomponent 3.2 Investment Prioritization, use your assessment results and the Capability Maturity Model tables. Consider your assessment results and read the maturity level descriptions to select the level that best fits. Fill in the matrix below.

Step 2: Consider actions that apply to your agency

Reference the Capability Maturity Model Tables under "Actions to move to next level" in the third column. Consider what actions apply to your agency and write them down below.

Investment Prioritization maturity level:

Actions

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Step 3: Identify priority actions for improvement

Select 3 actions from Step 2 and list below.

Actions

1. _____
2. _____
3. _____

Step 4: Complete detailed action item form for each priority action

See following pages.

Handouts: Exercise D



Action Item #1
Action Item:
What is the problem we are trying to solve? How will this action help?
How will you know if your action is successful? (e.g. tangible results, progress milestones)
Responsibilities: Who should take the lead in implementing this action item? Who else should be involved?
Key issues to be resolved for implementation:



Handouts: CMM Tables (Exercise D)



Exercise B & D

Capability Maturity Model: PBP-3.2 Invest. Prioritization

Definition: Evaluation of tradeoffs across alternative investment scenarios based on consideration and comparison of their impacts on performance targets and goals.

Level	Description	ACTIONS to move to next level
INITIAL (Level 1)	The agency lacks information necessary to prioritize strategies based on need, risk, resource constraints and effectiveness towards achieving agency goals and policies.	Initiate an effort to develop methodology and process to prioritize strategies and analyze tradeoffs across alternate investment scenarios. Begin to define roles and responsibilities of key players.
DEVELOPING (Level 2)	The agency is defining methods and processes for analyzing tradeoffs based on established agency goals and priorities, relative need across performance areas and alternate investment scenarios. The agency is defining methods and processes for prioritizing strategies based on relative effectiveness to achieve desired outcomes or mitigate risk. Staff responsibilities are being clarified.	Complete development of scenario analysis, tradeoff, and strategy prioritization methodology, process and roles. Begin to define how the results of tradeoff analysis and strategy prioritization will be utilized within the programming process.
DEFINED (Level 3)	The agency has defined methodologies and processes for analyzing tradeoffs and prioritizing strategies based on established goals and priorities. Staff roles and responsibilities have been established. The agency has the necessary data and analysis capabilities in place to analyze tradeoffs across alternate investment scenarios, understand likelihood and consequences of different risks, and evaluate effectiveness of specific strategies. Staff understand how the results of tradeoff analysis and strategy prioritization will be used in programming.	Apply and refine methodologies for tradeoff analysis, risk assessment and prioritization. Implement processes to ensure coordination and consistency across planning processes for different performance areas. Implement review processes to ensure that planning documents are clear enough to guide investment decision making in the programming process.
FUNCTIONING (Level 4)	Agency has applied tradeoff analysis and strategy prioritization process for more than one cycle. Prioritization takes into account synergistic effects across strategies, and the effect of a strategy on multiple goals. Long-range transportation plan and other performance-based plans have been developed based on analysis results, and have sufficient clarity to guide programming. Relevant stakeholders actively participate in the process of analyzing alternate investment scenarios and prioritizing strategies. A process is in place to ensure consistent priorities are reflected across planning documents.	Apply tradeoff and prioritization processes through two cycles. Review linkage between planning documents and programming results and identify future improvements that will strengthen these linkages. Ensure that senior management communicates the importance of linking the long-range transportation plan and other performance-based plans to programming decisions. Following each cycle, assess and refine to enhance information used and collaboration across agency.



Level	Description	ACTIONS to move to next level
SUSTAINED (Level 5)	Agency has applied tradeoff analysis and strategy prioritization for multiple cycles. Process and methodology is periodically refined to provide a better understanding of relative needs and strategy effectiveness on mitigating risk and achieving the desired balance across goals. Coordination across planning documents and processes regularly assessed. Linkages between planning documents and programs are well-established.	

Breakout

- Complete the exercise for

3.2 Investment Prioritization (Exercise D)

- Report out: share your priority action items

Report Out

- 3 min per group
- Share your priority action items

