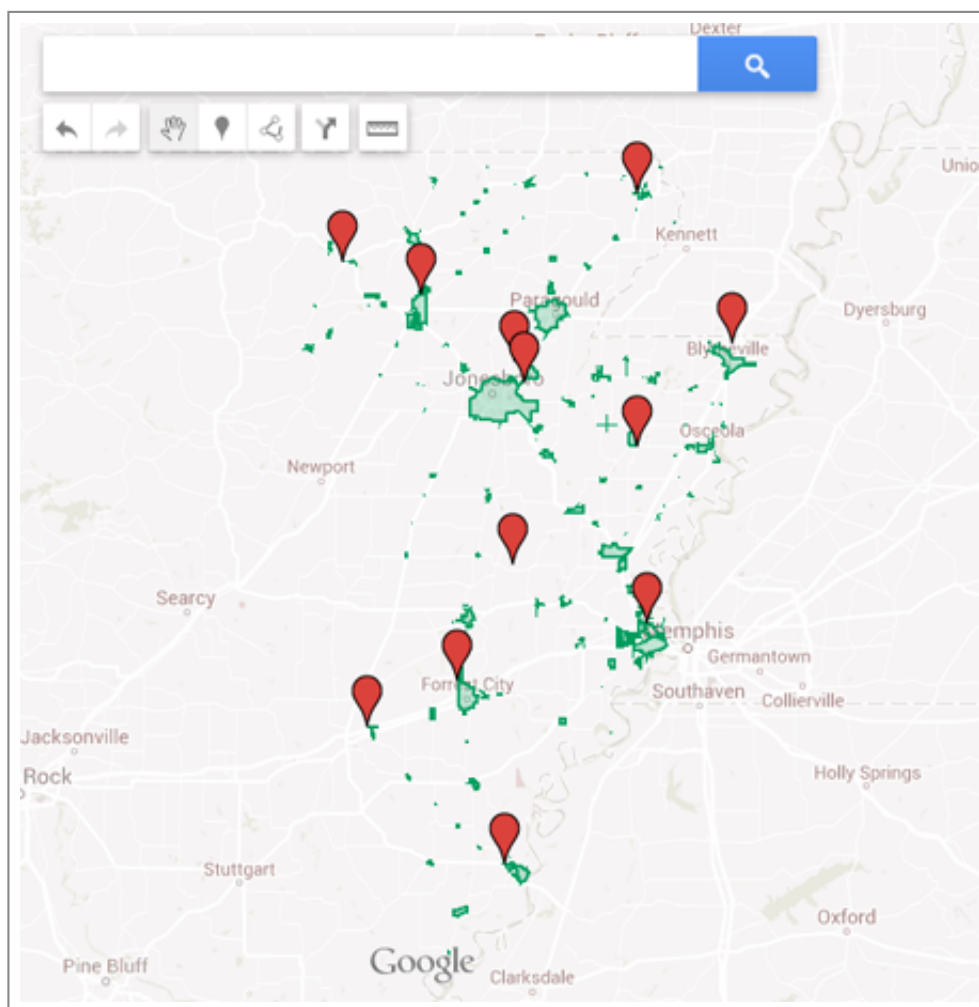


INTRODUCTION

Distribute Project Priorities




Time to review and distribute our Region's top transportation priorities

So, a "Call for Projects" was issued and it's been answered. RPO members have mapped and submitted their information, now what? The next step is to compile the responses and share them with the RPO members along with procedures for presenting their ideas at a later date.

Note: Several important discussions need to take place before this step occurs where you, as a region, will decide upon agreed up presentation elements like: important transportation criteria in your region, procedures for scoring presentations, and presentation format and length.

This tutorial will guide you through the process of reviewing the responses and sending out an email concerning the presentations.

To view this document offline, click here: 

Click Step 1 in the navigation menu at the top of your screen or scroll down to get started. To return to the main field guide page, click here.

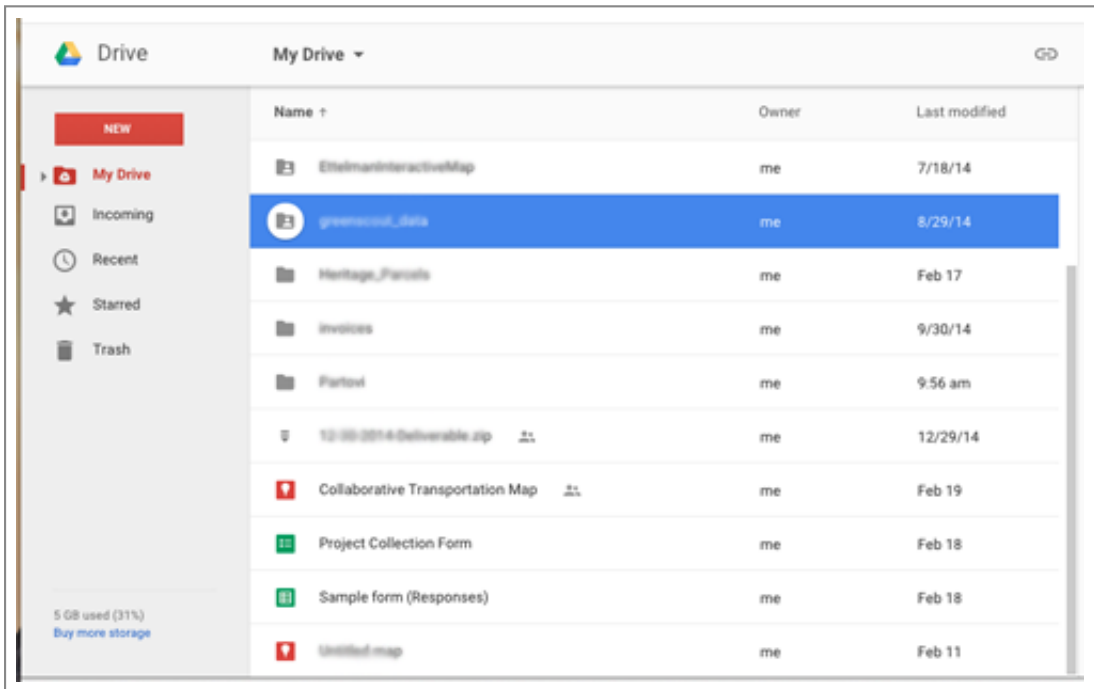
STEP ONE

Review Submissions

	A	B	C	D	E
1	Timestamp	Name	Project Title	Highway	County
2	Oct 1 - 10:30	Joe Schmo	Osceola Entryway	Hwy 1 / US 208	St Francis
3	Oct 1 - 10:31	Jane Doe	Paragould Extension	Hwy 2 / US 45	Crittenden
4	Oct 1 - 10:32	John Doe	Jonesboro Widening	Hwy 3 / US 99	Phillips
5	Oct 1 - 10:33	Jane Schmo	Blythville Corridor	Hwy 4 / US 2	Clay

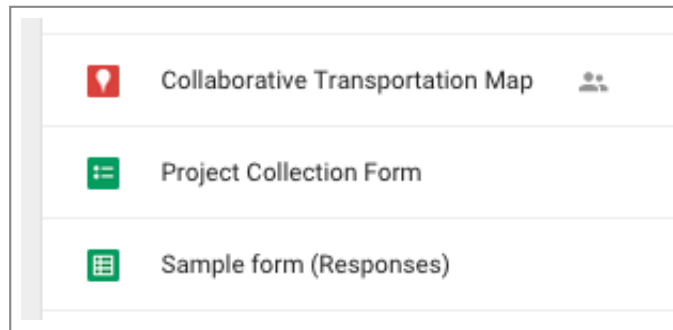
Our submissions

Our first step is to review all of the responses we've received from the submission form and map. Open up your submission form's responses which should be located in your Google Drive.



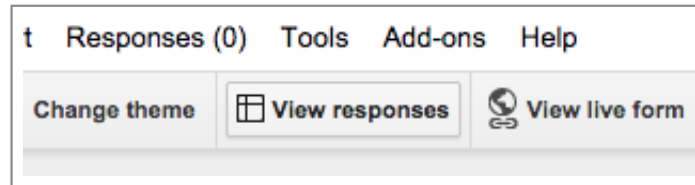
Google Drive

Locate your Response Worksheet and open up the file.



Our Map, Form, and Response Worksheet

Another way to find this worksheet, is to view your original submission form and find the button "View responses".

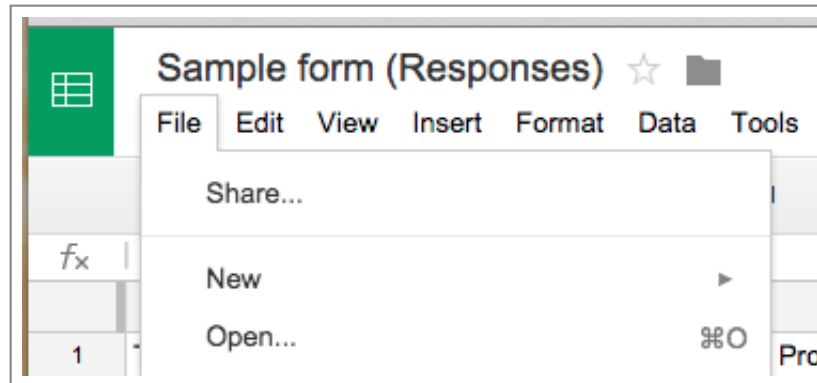


"View responses" button located in your original Google Form

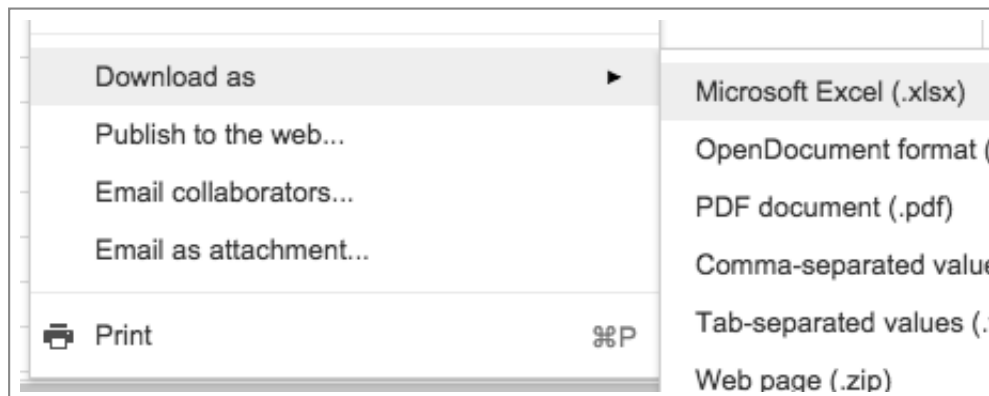
	A	B	C	D	E
1	Timestamp	Name	Project Title	Highway	County
2	Oct 1 - 10:30	Joe Schmo	Osceola Entryway	Hwy 1 / US 208	St Francis
3	Oct 1 - 10:31	Jane Doe	Paragould Extension	Hwy 2 / US 45	Crittenden
4	Oct 1 - 10:32	John Doe	Jonesboro Widening	Hwy 3 / US 99	Phillips
5	Oct 1 - 10:33	Jane Schmo	Blythville Corridor	Hwy 4 / US 2	Clay

Your responses (note: this image's responses are made up)

Once you are in in the spreadsheet, download this form by going to File > Download As > Microsoft Excel.

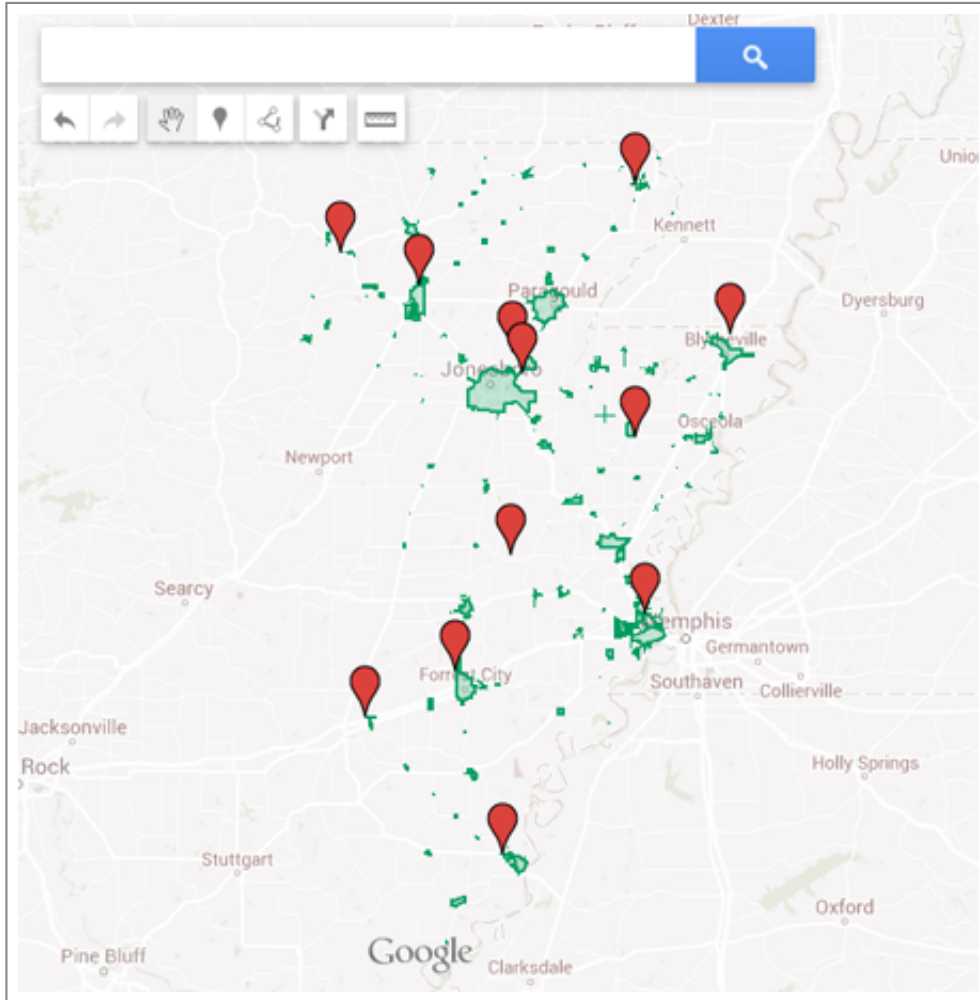


Download your file by going to File...

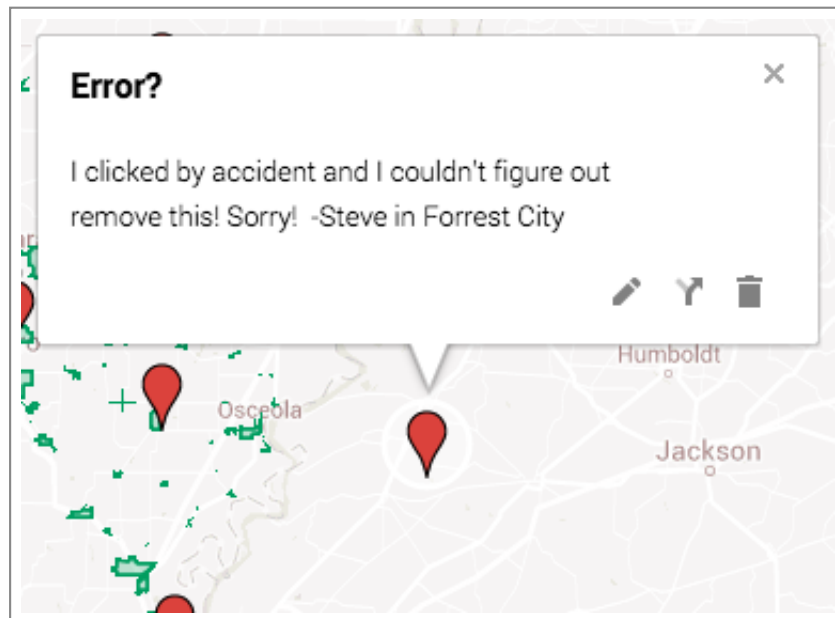


Save this file in a good location because you will need this later.

Now, review your shared Google Map (in Google Drive) and check for completeness or any changes that might look like a member created an accidental error.



Our filled out Map with RPO projects



Find any errors?



Delete or edit and move on!

If everything looks good, move on to step two to prepare your email for all the RPO members.

STEP TWO

Draft E-mail

Dear RPO Member,

It's time to present! Our chosen date for this event is July, 19th at the usual meeting spot. Attached you will find a spreadsheet containing all member projects, a document explaining scoring criteria, and a link to our

Time to draft a new email!

Now you will need to draft an email, distribute the results, and notify everyone of the future meeting to discuss these projects. Similar to the previous tutorial, there is no one way to write an email, but be sure to include the following elements:

1. Event date

Based on discussion, our best date for presenting is July, XX, 2016...

2. Procedures for presenting

You will have 10 minutes to present and explain your project issues and ideas...

3. Scoring criteria

Our agreed upon scoring criteria is the following: local support and participation, economic development impacts, ease of implementation, etc...

4. Procedures for scoring presentations

Each member will receive a worksheet and pencil to make marks immediately following each presentation...

5. Link to shared Google map

To explore regional projects as submitted by each member, click this link: https://www.google.com/maps/d/edit?mid=za_jPiPJ0mLY.kUh8GantQTbl

6. File attachment of project list

Attached is a detailed list of regional projects as submitted by each member...

Here are some examples of scoring criteria:

Economic Development Impacts - Will the proposed improve existing quality of life, e.g., have a positive impact on air quality

- Little or no economic development impacts (0-3)
- Some economic development impacts (4-7)
- Substantial economic development impacts (8-10)

Sample scoring criteria

Current and Projected Traffic Volumes – How high are the peak

- Low traffic volumes (0-3)
- Medium traffic volumes (4-7)
- High traffic volumes (8-10)

Sample scoring criteria

Safety Considerations – Are there safety considerations that will

- Little or no safety considerations (0-3)
- Some safety considerations (4-7)
- Substantial safety considerations (8-10)

Sample scoring criteria

Regional Impact – What transportation impacts will the proposed

- Little or no regional impact (0-3)
- Some regional impact (4-7)
- Substantial regional impact (8-10)

Sample scoring criteria

Ease of Implementation – How difficult will it be to acquire the limitations?

- Major project limitations (0-3)
- Some project limitations (4-7)
- Minor project limitations (8-10)

Sample scoring criteria

Local Support and/or Participation - Is the project politically supported by local governments?

- Little or no political support and/or local funding (0-3)
- Some political support and/or local funding (4-7)
- Substantial political support and/or local funding (8-10)

Sample scoring criteria

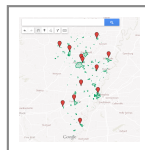
If you want to incentivize responses, tell them the first to respond get to pick the order of their presentation (from first presenter to last). Maybe throw in free pastries?

To continue working towards supportive regional transportation planning, choose from the following:

[Regional Transportation Homepage](#)

[Next: Present and Score Projects](#)

MORE INFO



Useful links:

- [Email Etiquette For A Better Workplace](#)
- [More on Free Google Apps](#)

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