Divisions for support

3. Process flow depicts activities carried out by District ROW, Utility, Railroad, and Environmental personnel; District without these positions may utilize

Notes:

Financial Management

District
TP&D / District Design Engineer

Project concept
data

system with 900-CSJ
based on Forecast

Register project in
ID funding source

Project Funded?

Project Receives
Assign CSJ
Internal
No
for Feasibility Study
Conduct feasibility
studies

requirements and
Added Capacity,
Requires
Yes,
Project involves

Project component?

Project requires
environmental
agreement?

Agreement?

Railroad
Section
of 60% schematic

environmental study
Division personnel

Environmental
Conduct

and identify parcels
Develop ROW map

Involves bridge
component?

Conduct initial
Map utilities
document

Reimbursable or not
reimbursable

Resource Agencies
Bridge Division for
Review schematic
and submit

Oversee completion
of 90% schematic

Resolve comments
and produce final

Submit estimated
ROW estimates
estimated costs

prepare for public
document, EPICS,
environmental
Prepare draft

h earing

studies

Recommend

h earing

hearing summary,
Prepare public
EPICs
MPO
If Category 10
Issue Addenda
Yes
Adjust obligation
Open bids publicly
Final Estimates
Preliminary Engineering

Certification

Letting Construction Project Closeout

Conference
Concept Conference
Concept Conference
Attend Design
Attend Design
Coordination
Hold utility
meeting
Conduct processes
necessary
development of 30%
Oversee contractor
(optional)
Review schematic
and submit

Resolve components
Review plan and
Submit final plans to
Readiness to Let
Build CST Proposal
Advertise for Bids 1

Conduct regular
contractor
material testing
Conduct change
order
Office identify
change order

July 2018
Change Order
Receive draft
Change Order

If Category 6
No
No
No
No
No
No

MPO Approves

Yes
Yes
Yes
Yes
Yes
Yes

Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Desig n Comments
resolved

Oversee contractor
resolve
Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Desig n Comments
resolved

Oversee contractor
resolve
Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Desig n Comments
resolved

Oversee contractor
resolve
Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Desig n Comments
resolved

Oversee contractor
resolve
Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Desig n Comments
resolved

Oversee contractor
resolve
Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Desig n Comments
resolved

Oversee contractor
resolve
Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Desig n Comments
resolved

Oversee contractor
resolve
Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Desig n Comments
resolved

Oversee contractor
resolve
Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Desig n Comments
resolved

Oversee contractor
resolve
Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Desig n Comments
resolved

Oversee contractor
resolve
Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Desig n Comments
resolved

Oversee contractor
resolve
Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Desig n Comments
resolved

Oversee contractor
resolve
Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Desig n Comments
resolved

Oversee contractor
resolve
Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Desig n Comments
resolved

Oversee contractor
resolve
Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Desig n Comments
resolved

Oversee contractor
resolve
Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Desig n Comments
resolved

Oversee contractor
resolve
Over/Under
adjustment
FHWA approve?
Yes
Approves Award of
contract
-Railroad Agreement
-Railway Bond

Award of Contract
Review Final Plan
Confirm project on
Letting
Transportation Systems Management and Operations (TSMO) Is... a communications document. It is an approach to improve mobility for all modes of transportation by integrating planning and design with operations and maintenance to holistically manage the transportation network and optimize existing and future infrastructure. TSMO involves performance based planning, consisting of coordinated mobility strategies supported by a program of funding, technical and business processes, institutional arrangements and regional partnerships.

Federal Legislation (“MAP-21”) defines TSMO as: “Integrated strategies to optimize the performance of existing infrastructure through the implementation of multimodal and intermodal, cross-jurisdictional systems, services, and projects designed to preserve capacity and improve security, safety, and reliability of the transportation system.”


“Each district will be expected to (1) ensure Traffic Management Systems (TMS) is included in each project’s planning, development, design, construction, maintenance and operation, and (2) provide specific TMS projects where gaps exist between typical road and bridge projects...TRF will also provide Transportation Systems Management and Operations (TSMO) guidance for the districts”—TxDOT Chief Engineer Bill Hale, Memo dated April 7, 2017

Examples of mobility strategies that can be enabled by TSMO to help improve safety and mobility:

- Traffic incident management
- Work zone management
- Integrated corridor management
- Rural emergency response
- Traveler information/ journey planning

Intelligent Transportation Systems (ITS), TMS, and traffic signals are the tools to solve transportation challenges.

TSMO is the collaboration and integration of activities to enable the prioritization and implementation of mobility strategies.

For more information, go to Section 2 of the Austin District Program Plan.
Why TSMO? The integration of TSMO in an agency can maximize the capabilities of existing and future infrastructure

1. The transportation environment is changing.

2. The Austin District experiences the same causes of congestion as regions around the country.

The Austin District currently manages several important initiatives, including, but not limited to, TMS, smart work zones, and incident management to address these causes of congestion. A TSMO Program in the Austin District will advance and enhance these initiatives.

3. Through integration and prioritization of mobility solutions, TSMO helps get the most out of existing facilities in a cost-effective way and helps transportation agencies maximize their funding leading to improved reliability, smoother traffic flow, increased safety, reduced congestion, and improved quality of life. TSMO is supported by TxDOT leadership and FHWA as opportunity to leverage resources and maximize capacity, as described in Chief Engineer Bill Hale’s July 2016 and April 2017 memos, as well as federal legislation.

TSMO requires a philosophical shift to prioritize the use and dedicated funding of mobility solutions in program planning. The action of TSMO program planning establishes a framework for performance measurement and continuous improvement in order to improve safety and mobility throughout the district, and ultimately supports the achievement of TxDOT's mission.

For more information, go to Section 3 of the Austin District Program Plan.
A CMM assessment was conducted in the Austin District and it identified several opportunities to enhance TSMO integration.

TSMO integration is measured through a capability maturity model (CMM). A CMM is a methodology to evaluate an organization’s progress toward developing a specific program. For TSMO, the American Association of State Highway and Transportation Officials (AASHTO) defined six dimensions to evaluate TSMO integration within an agency:

- Business Processes
- Systems and Technology
- Performance Measures
- Culture
- Organization and Workforce
- Collaboration

Each TSMO capability is evaluated as either Level 1 (performed), Level 2 (managed), Level 3 (integrated), or Level 4 (optimized).

Based on the CMM assessment completed during the statewide efforts and through district engagement activities, TxDOT-AUS currently identifies itself as a Level 2 in all CMM capabilities except performance measurement and culture, which are at Level 1. The CMM assessment was used to identify opportunities for improvement and action items to improve TSMO capabilities.

Reminder: The CMM assessment is not meant to be a scorecard. Its goal is to identify opportunities for improvement and support setting goals that are achievable.

What is a TSMO Plan and why do one?
The TSMO planning process helps transportation agencies mainstream operations; that is, integrating operations with other core functions of the agency, and enhancing certain processes such that operations investments are on par with construction and maintenance funding.
Implementation Guide (FY 2018 to FY 2021)
FY 2018 Q4 (June–August)

_____ Release Austin District Program Plan. Facilitate roll-out of training for Austin District Plan to all available District staff. Training can be completed in-person and/or via webinar.

**Task Lead:** TSMO Coordinator  
**Oversight:** TxDOT TRF  
**Evaluation Metric:** Training made available to all district staff  
**Frequency:** Once

_____ Complete TMS Status Report with updated data.

**Task Lead:** TSMO Coordinator  
**Oversight:** TSMO Champion  
**Evaluation Metric:** Send TMS Status Report to TRF  
**Frequency:** Bi-annually

_____ Select TSMO Champion, Coordinator, and Liaisons. This group will form the base members of the TxDOT Austin District TSMO Working Group. The TSMO Coordinator should reach out to this stakeholder group and begin coordination.

**Task Lead:** District Leadership  
**Oversight:** TxDOT TRF  
**Evaluation Metric:** Send names for each position to TRF for tracking purposes  
**Frequency:** As needed

_____ Initiate Regional TSMO Committee and hold quarterly meetings. Also attend statewide TSMO committee meetings when initiated.

**Task Lead:** TSMO Champion and Coordinator  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Facilitate and attend Regional TSMO Committee Meeting  
**Frequency:** This is a continuous task
_____ Develop budget for District resource needs based on positions identified in Austin District TSMO Program Plan.

   **Task Lead:** TSMO Coordinator  
   **Oversight:** TxDOT Austin District TSMO Working Group  
   **Evaluation Metric:** Send budget to TRF for TSMO tracking purposes  
   **Frequency:** Every 2 years

Reference: AUS Program Plan 8.1.3

_____ Implement changes to project development process through the TSMO project development checklist. All new projects should use it upon inception of the project.

   **Task Lead:** Project Managers  
   **Oversight:** TSMO Project Design Liaison  
   **Evaluation Metric:** Use TSMO project development checklist on all projects  
   **Frequency:** This is a continuous task

Reference: AUS Program Plan 8.1.1  
Tool: Appendix D: Project Development TSMO Checklist

_____ Initiate development of tactical plans. Tactical plans should be completed within one year of finalization of Austin District TSMO Program Plan.

   **Task Lead:** TSMO Coordinator  
   **Oversight:** TSMO Champion  
   **Evaluation Metric:** Distribute completed tactical plans to Austin District and TRF  
   **Frequency:** As needed

Reference: AUS Program Plan 9.0.0

_____ Institute TSMO Evaluation on all projects using the MPPM initiative.

   **Task Lead:** TSMO Project Design Liaison  
   **Oversight:** TSMO Coordinator  
   **Evaluation Metric:** Provide progress in annual report  
   **Frequency:** This is a continuous task

Reference: AUS Program Plan 8.2.4  
Tool: MPPM/TSMO Evaluation
_____ Develop and facilitate training on the TSMO project development checklist. Training can be completed in-person and/or via webinar.

**Task Lead:** TSMO Connections Liaison  
**Oversight:** TSMO Coordinator  
**Evaluation Metric:** Hold training for project managers and other agency employees  
**Frequency:** Bi-annually

_____ Facilitate project-based milestone meetings with all disciplines to resolve potential challenges and pain points early in the project development process.

**Task Lead:** Project Managers  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Provide update of progress at Regional TSMO Meeting  
**Frequency:** This is a continuous task

_____ Track CAMPO’s call for projects and provide input for setting the selection criteria.

**Task Lead:** TSMO Planning Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Provide input for selection criteria  
**Frequency:** Quarterly

_____ Research existing TxDOT forms and processes and make recommendations about where to include TSMO forms and processes.

**Task Lead:** TSMO Connections Liaison  
**Oversight:** TSMO Coordinator  
**Evaluation Metric:** Send recommendations to TxDOT divisions  
**Frequency:** Every year
FY 2019 Q1 (September—November)

_____ Identify list of projects and budgets where operations/TMS improvements can be added over the next 10 years to include in UTP.

**Task Lead:** TSMO Project Design Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Send projects and budget to TRF for TSMO tracking purposes  
**Frequency:** Every 4 years

Reference: AUS Program Plan 8.1.3

_____ Develop template language for project scopes to align with performance-based planning requirements.

**Task Lead:** TSMO Planning Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Implement scoping language on projects  
**Frequency:** As needed

Reference: AUS Program Plan 8.1.1

_____ Complete TMS Status Report with updated data.

**Task Lead:** TSMO Coordinator  
**Oversight:** TSMO Champion  
**Evaluation Metric:** Send TMS Status Report to TRF  
**Frequency:** Bi-annually

Reference: AUS Program Plan 8.2.4

_____ Facilitate TSMO discussions during project-specific stakeholder meetings to identify opportunities to integrate and prioritize mobility solutions.

**Task Lead:** Project Managers  
**Oversight:** TSMO Regional Stakeholder Liaison  
**Evaluation Metric:** Provide update of TSMO discussions at Regional TSMO Committee Meeting  
**Frequency:** This is a continuous task

Reference: AUS Program Plan 8.6.1
Facilitate TSMO discussions during quarterly District portfolio planning, CAMPO working groups/committees, AIM High meetings, and other regularly scheduled initiative meetings.

**Task Lead:** TSMO Regional Stakeholder Liaison  
**Oversight:** TSMO Connections Liaison  
**Evaluation Metric:** Provide update of TSMO discussions at Regional TSMO Committee Meeting  
**Frequency:** This is a continuous task

Develop and facilitate training regarding the roles and responsibilities for TSMO Liaisons and their staff.

**Task Lead:** TSMO Coordinator  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Hold training for TSMO Liaisons and TxDOT Austin District TSMO Working Group  
**Frequency:** As needed

Acquire one additional ITS Analysts and one Maintenance Technician to support deployment and maintenance of ITS devices.

**Task Lead:** TSMO Connections Liaison  
**Oversight:** TSMO Transportation Systems and Technical Services Liaison  
**Evaluation Metric:** Hire full time employee  
**Frequency:** Once

Track CAMPO’s call for projects and provide input for setting the selection criteria.

**Task Lead:** TSMO Planning Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Provide input for selection criteria  
**Frequency:** Quarterly
FY 2019 Q2 (December—February)

_____ Initiate development of TSMO newsletter to update district staff on TSMO activities, best practices, and next steps.

**Task Lead:** TSMO Connections Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Distribute to Austin District staff and TRF  
**Frequency:** Quarterly

Reference: AUS Program Plan 8.6.1

_____ Develop general notes to be used on project plan sets and develop criteria on when they should be added to plans. Implement general notes on projects.

**Task Lead:** Project Managers  
**Oversight:** TSMO Connections Liaison  
**Evaluation Metric:** Provide update to progress in annual report  
**Frequency:** This is a continuous task

Reference: AUS Program Plan 8.6.1

_____ Develop and facilitate training for all agency employees and stakeholder to engage them in the TSMO program. Training can be completed in-person and/or via webinar.

**Task Lead:** TSMO Connections Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Hold training for all agency employees  
**Frequency:** Every 1 year

Reference: AUS Program Plan 8.5.5

_____ Develop and facilitate training on the TSMO project development checklist. Training can be completed in-person and/or via webinar.

**Task Lead:** TSMO Connections Liaison  
**Oversight:** TSMO Coordinator  
**Evaluation Metric:** Hold training for project managers and other agency employees  
**Frequency:** Bi-annually

Reference: AUS Program Plan 8.5.5
Track CAMPO’s call for projects and provide input for setting the selection criteria.

**Task Lead:** TSMO Planning Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Provide input for selection criteria  
**Frequency:** Quarterly
FY 2019 Q3 (March—May)

_____ Review Austin District Program Plan for updates and revisions.

**Task Lead:** TSMO Coordinator  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Send revised Austin District TSMO Program Plan to TRF for tracking purposes  
**Frequency:** Every 1 year

Reference: AUS Program Plan 8.1.4

_____ Complete TMS Status Report with updated data.

**Task Lead:** TSMO Coordinator  
**Oversight:** TSMO Champion  
**Evaluation Metric:** Send TMS Status Report to TRF  
**Frequency:** Bi-annually

Reference: AUS Program Plan 8.2.4

_____ Implement project-based performance measurement for before-and-after analysis. Use qualitative information unless consistent and high-quality data is available.

**Task Lead:** Project Manager  
**Oversight:** TSMO Planning Liaison  
**Evaluation Metric:** Provide update in annual TSMO Report  
**This is a continuous task**

Reference: AUS Program Plan 8.3.3  
Tool: Appendix B: Recommended Performance Measures

_____ Track TSMO performance measures: district travel time reliability and implementation plan status.

**Task Lead:** TSMO Coordinator  
**Oversight:** TSMO Champion  
**Evaluation Metric:** Provide update in TMS Status Report and Annual TSMO Report  
**Frequency:** Every 1 year

Reference: AUS Program Plan 8.3.2

_____ Develop TSMO newsletter to update district staff on TSMO activities, best practices, and next steps.

**Task Lead:** TSMO Coordinator  
**Oversight:** TSMO Champion  
**Evaluation Metric:** Distribute to Austin District staff and TRF  
**Frequency:** Every 1 year

Reference: AUS Program Plan 8.6.1
_____ Develop annual TSMO Report.

**Task Lead:** TSMO Connections Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Distribute to Austin District staff and TRF  
**Frequency:** Every 1 year

_____ Track CAMPO’s call for projects and provide input for setting the selection criteria.

**Task Lead:** TSMO Planning Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Provide input for selection criteria  
**Frequency:** Quarterly
FY 2019 Q4 (June—August)

____ Develop TSMO newsletter to update district staff on TSMO activities, best practices, and next steps.

**Task Lead:** TSMO Connections Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Distribute to Austin District staff and TRF  
**Frequency:** Quarterly

Reference: AUS Program Plan 8.6.1

____ Develop and facilitate training on the TSMO project development checklist. Training can be completed in-person and/or via webinar.

**Task Lead:** TSMO Connections Liaison  
**Oversight:** TSMO Coordinator  
**Evaluation Metric:** Hold training for project managers and other agency employees  
**Frequency:** Bi-annually

Reference: AUS Program Plan 8.5.5

____ Facilitate project-based collaboration between adjacent projects to share best practices.

**Task Lead:** TSMO Planning Liaison and TSMO Project Development Liaisons  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Provide update of progress at Regional TSMO Meeting  
**Frequency:** This is a continuous task

Reference: AUS Program Plan 8.7.1

____ Track CAMPO’s call for projects and provide input for setting the selection criteria.

**Task Lead:** TSMO Planning Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Provide input for selection criteria  
**Frequency:** Quarterly

Reference: AUS Program Plan 8.1.2
FY 2020 Q1 (September—November)

_____ Complete TMS Status report with updated data.

  **Task Lead:** TSMO Coordinator  
  **Oversight:** TSMO Champion  
  **Evaluation Metric:** Send TMS Status Report to TRF  
  **Frequency:** Bi-annually

Reference: AUS Program Plan 8.2.4

_____ Update regional ITS architecture.

  **Task Lead:** TSMO Planning Liaison  
  **Oversight:** TSMO Coordinator  
  **Evaluation Metric:** Send regional architecture to TRF for tracking purposes  
  **Frequency:** Every 5 to 10 years

Reference: AUS Program Plan 8.2.4

_____ Track CAMPO’s call for projects and provide input for setting the selection criteria.

  **Task Lead:** TSMO Planning Liaison  
  **Oversight:** TxDOT Austin District TSMO Working Group  
  **Evaluation Metric:** Provide input for selection criteria  
  **Frequency:** Quarterly

Reference: AUS Program Plan 8.1.2
FY2020 Q2 (December—February)

_____ Develop TSMO case studies based on successful projects with mobility and safety improvements.

  **Task Lead:** TSMO Connections Liaison  
  **Oversight:** TxDOT Austin District TSMO Working Group & TRF  
  **Evaluation Metric:** Distribute to Austin District staff and TRF  
  **Frequency:** Every 2 years

Reference: AUS Program Plan 8.6.1

_____ Initiate development of TSMO newsletter to update district staff on TSMO activities, best practices, and next steps.

  **Task Lead:** TSMO Connections Liaison  
  **Oversight:** TxDOT Austin District TSMO Working Group  
  **Evaluation Metric:** Distribute to Austin District staff and TRF  
  **Frequency:** Quarterly

Reference: AUS Program Plan 8.6.1

_____ Develop and facilitate training for all agency employees and stakeholder to engage them in the TSMO program. Training can be completed in-person and/or via webinar.

  **Task Lead:** TSMO Connections Liaison  
  **Oversight:** TxDOT Austin District TSMO Working Group  
  **Evaluation Metric:** Hold training for all agency employees  
  **Frequency:** Every 1 year

Reference: AUS Program Plan 8.5.5

_____ Develop and facilitate training on the TSMO project development checklist. Training can be completed in-person and/or via webinar.

  **Task Lead:** TSMO Connections Liaison  
  **Oversight:** TSMO Coordinator  
  **Evaluation Metric:** Hold training for project managers and other agency employees  
  **Frequency:** Bi-annually

Reference: AUS Program Plan 8.5.5
FY 2020 Q3 (March–May)

_____ Review Austin District Program Plan for updates and revisions.

  **Task Lead:** TSMO Coordinator  
  **Oversight:** TxDOT Austin District TSMO Working Group  
  **Evaluation Metric:** Send revised Austin District program plan to TRF for tracking purposes  
  **Frequency:** Every 1 year

  Reference: AUS Program Plan 8.1.4

_____ Complete TMS Status Report with updated data.

  **Task Lead:** TSMO Coordinator  
  **Oversight:** TSMO Champion  
  **Evaluation Metric:** Send TMS Status Report to TRF  
  **Frequency:** Bi-annually

  Reference: AUS Program Plan 8.2.4

_____ Track TSMO performance measures: district travel time reliability and implementation plan status.

  **Task Lead:** TSMO Coordinator  
  **Oversight:** TSMO Champion  
  **Evaluation Metric:** Provide update in TMS Status Report and Annual TSMO Report  
  **Frequency:** Every 1 year

  Reference: AUS Program Plan 8.3.2

_____ Initiate development of TSMO newsletter to update district staff on TSMO activities, best practices, and next steps.

  **Task Lead:** TSMO Connections Liaison  
  **Oversight:** TxDOT Austin District TSMO Working Group  
  **Evaluation Metric:** Distribute to Austin District staff and TRF  
  **Frequency:** Quarterly

  Reference: AUS Program Plan 8.6.1

_____ Develop annual TSMO report.

  **Task Lead:** TSMO Connections Liaison  
  **Oversight:** TxDOT Austin District TSMO Working Group  
  **Evaluation Metric:** Distribute to Austin District staff and TRF  
  **Frequency:** Every 1 year

  Reference: AUS Program Plan 8.6.1
Track CAMPO’s call for projects and provide input for setting the selection criteria.

**Task Lead:** TSMO Planning Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Provide input for selection criteria  
**Frequency:** Quarterly
FY 2020 Q4 (June—August)

_____ Develop budget for District resource needs based on positions identified in Austin District TSMO Program Plan.

  **Task Lead:** TSMO Coordinator  
  **Oversight:** TxDOT Austin District TSMO Working Group
  **Evaluation Metric:** Send budget to TRF for TSMO tracking purposes
  **Frequency:** Every 2 years

  Reference: AUS Program Plan 8.1.3

_____ Initiate development of TSMO newsletter to update district staff on TSMO activities, best practices, and next steps.

  **Task Lead:** TSMO Connections Liaison
  **Oversight:** TxDOT Austin District TSMO Working Group
  **Evaluation Metric:** Distribute to Austin District staff and TRF
  **Frequency:** Quarterly

  Reference: AUS Program Plan 8.6.1

_____ Develop and facilitate training on the TSMO project development checklist. Training can be completed in-person and/or via webinar.

  **Task Lead:** TSMO Connections Liaison
  **Oversight:** TSMO Coordinator
  **Evaluation Metric:** Hold training for project managers and other agency employees
  **Frequency:** Bi-annually

  Reference: AUS Program Plan 8.5.5

_____ Acquire two additional Maintenance Technicians to support construction of ITS projects.

  **Task Lead:** TSMO Connections Liaison
  **Oversight:** TSMO Transportation Systems and Technical Services Liaison
  **Evaluation Metric:** Hire full time employee
  **Frequency:** Once

  Reference: AUS Program Plan 8.5.1
Track CAMPO’s call for projects and provide input for setting the selection criteria.

**Task Lead:** TSMO Planning Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Provide input for selection criteria  
**Frequency:** Quarterly
FY 2021 Q1 (September—November)

_____ Complete TMS Status report with updated data.

**Task Lead:** TSMO Coordinator  
**Oversight:** TSMO Champion  
**Evaluation Metric:** Send TMS Status Report to TRF  
**Frequency:** Bi-annually  

Reference: AUS Program Plan 8.2.4

_____ Initiate development of TSMO newsletter to update district staff on TSMO activities, best practices, and next steps.

**Task Lead:** TSMO Connections Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Distribute to Austin District staff and TRF  
**Frequency:** Quarterly

Reference: AUS Program Plan 8.6.1

_____ Engage multi-disciplinary team to review value engineering studies.

**Task Lead:** TSMO Regional Stakeholder Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Provide update of progress at Regional TSMO Meeting  
**Frequency:** As needed

Reference: AUS Program Plan 8.7.1

_____ Track CAMPO’s call for projects and provide input for setting the selection criteria.

**Task Lead:** TSMO Planning Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Provide input for selection criteria  
**Frequency:** Quarterly

Reference: AUS Program Plan 8.1.2
FY 2021 Q2 (December—February)

_____ Initiate development of TSMO newsletter to update district staff on TSMO activities, best practices, and next steps.

  **Task Lead:** TSMO Connections Liaison  
  **Oversight:** TxDOT Austin District TSMO Working Group  
  **Evaluation Metric:** Distribute to Austin District staff and TRF  
  **Frequency:** Quarterly

Reference: AUS Program Plan 8.6.1

_____ Develop and facilitate training for all agency employees and stakeholder to engage them in the TSMO program. Training can be completed in-person and/or via webinar.

  **Task Lead:** TSMO Connections Liaison  
  **Oversight:** TxDOT Austin District TSMO Working Group  
  **Evaluation Metric:** Hold training for all agency employees  
  **Frequency:** Every 1 year

Reference: AUS Program Plan 8.5.5

_____ Develop and facilitate training on the TSMO project development checklist. Training can be completed in-person and/or via webinar.

  **Task Lead:** TSMO Connections Liaison  
  **Oversight:** TSMO Coordinator  
  **Evaluation Metric:** Hold training for project managers and other agency employees  
  **Frequency:** Bi-annually

Reference: AUS Program Plan 8.5.5

_____ Track CAMPO’s call for projects and provide input for setting the selection criteria.

  **Task Lead:** TSMO Planning Liaison  
  **Oversight:** TxDOT Austin District TSMO Working Group  
  **Evaluation Metric:** Provide input for selection criteria  
  **Frequency:** Quarterly

Reference: AUS Program Plan 8.1.2
FY 2021 Q3 (March—May)

_____ Review Austin District Program Plan for updates and revisions.

**Task Lead:** TSMO Coordinator  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Send revised Austin District program plan to TRF for tracking purposes  
**Frequency:** Every 1 year  
Reference: AUS Program Plan 8.1.4

_____ Complete TMS Status Report with updated data.

**Task Lead:** TSMO Coordinator  
**Oversight:** TSMO Champion  
**Evaluation Metric:** Send TMS Status Report to TRF  
**Frequency:** Bi-annually  
Reference: AUS Program Plan 8.2.4

_____ Track TSMO performance measures: district travel time reliability and implementation plan status.

**Task Lead:** TSMO Coordinator  
**Oversight:** TSMO Champion  
**Evaluation Metric:** Provide update in TMS Status Report and Annual TSMO Report  
**Frequency:** Every 1 year  
Reference: AUS Program Plan 8.3.2

_____ Initiate development of TSMO newsletter to update district staff on TSMO activities, best practices, and next steps.

**Task Lead:** TSMO Connections Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Distribute to Austin District staff and TRF  
**Frequency:** Quarterly  
Reference: AUS Program Plan 8.6.1

_____ Develop annual TSMO report.

**Task Lead:** TSMO Connections Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Distribute to Austin District staff and TRF  
**Frequency:** Every 1 year  
Reference: AUS Program Plan 8.6.1
Track CAMPO’s call for projects and provide input for setting the selection criteria.

**Task Lead:** TSMO Planning Liaison  
**Oversight:** TxDOT Austin District TSMO Working Group  
**Evaluation Metric:** Provide input for selection criteria  
**Frequency:** Quarterly  

Reference: AUS Program Plan 8.1.2
FY 2021 Q4 (June—August)

_____ Reassess CMM and update program plan and tactical plans as necessary.

  **Task Lead:** TSMO Coordinator  
  **Oversight:** TSMO Champion  
  **Evaluation Metric:** Hold CMM assessment workshop and distribute results to Austin District  
  **Frequency:** Every 5 years

Reference: AUS Program Plan 8.1.4  
Tool: AASHTO CMM Assessment

_____ Initiate development of TSMO newsletter to update district staff on TSMO activities, best practices, and next steps.

  **Task Lead:** TSMO Connections Liaison  
  **Oversight:** TxDOT Austin District TSMO Working Group  
  **Evaluation Metric:** Distribute to Austin District staff and TRF  
  **Frequency:** Quarterly

Reference: AUS Program Plan 8.6.1

_____ Develop and facilitate training on the TSMO project development checklist. Training can be completed in-person and/or via webinar.

  **Task Lead:** TSMO Connections Liaison  
  **Oversight:** TSMO Coordinator  
  **Evaluation Metric:** Hold training for project managers and other agency employees  
  **Frequency:** Bi-annually

Reference: AUS Program Plan 8.5.5

_____ Track CAMPO’s call for projects and provide input for setting the selection criteria.

  **Task Lead:** TSMO Planning Liaison  
  **Oversight:** TxDOT Austin District TSMO Working Group  
  **Evaluation Metric:** Provide input for selection criteria  
  **Frequency:** Quarterly

Reference: AUS Program Plan 8.1.2