



U.S. Department
of Transportation
**Federal Highway
Administration**



Guidelines for the Review of State ITS/CVO Business Plans

prepared for

Federal Highway Administration

prepared by

Cambridge Systematics, Inc.
150 CambridgePark Drive, Suite 4000
Cambridge, Massachusetts 02140

August 1997

Guidelines for the Review of State ITS/CVO Business Plans

This document provides guidelines for the review of state ITS/CVO business plans by the FHWA. The purpose of the review is to ensure that the state business plans have been developed in a manner consistent with the FHWA's intent in awarding ITS/CVO mainstreaming funding to the states; and to assist the states in planning and deploying ITS/CVO services that are consistent with the architecture and deployment strategy of the national ITS/CVO program. The review is not intended to evaluate the format of the plans.

Reviews conducted according to these guidelines consist of the following three activities:

- Verify the completeness and internal consistency of the state ITS/CVO business plan;
- Assess the level of institutional involvement in the development and implementation of the business plan; and
- Provide a qualitative assessment of the plan's consistency with the national ITS/CVO program and the Commercial Vehicle Information Systems and Networks (CVISN), International Border Clearance (IBC), and national ITS architectures.

State ITS/CVO Business Plan Review

State: _____

Business Plan Completion Date: _____

Review Date: _____

■ I. Checklist for Completeness and Internal Consistency

A. Overall Business Plan

Ratings: Exceptional (E), Good (G), Partial (P), Not Provided (NP), Not Applicable (NA).

Chapter	Evaluation Measure	Rating
Overview of the Business Planning Process (Actual Chapter ____)	Is the process used to develop the business plan clearly described?	
Description of the State (Actual Chapter ____)	Does the plan identify the agencies responsible for administering and enforcing commercial vehicle regulations in the state?	
	Does the plan describe the current process used to administer the following commercial vehicle regulatory programs (where applicable): operating authority / financial responsibility; vehicle registration; motor fuel taxes; weight-distance taxes; oversize / overweight permits; commercial driver's licenses; hazardous materials registration and permits; size and weight inspections; safety inspections; compliance reviews?	
	Does the plan provide estimates of the current number of carriers and vehicles operating in the state, in both the trucking and motor coach industries?	
	Does the plan describe current applications of advanced technologies in the state, such as WIM, EDI, and DSRC systems?	

A. Overall Business Plan (continued)

Ratings: Exceptional (E), Good (G), Partial (P), Not Provided (NP), Not Applicable (NA).

Chapter	Evaluation Measure	Rating
Strategic Overview (Actual Chapter ____)	Is the state ITS/CVO program's mission statement clearly defined and in agreement with the national ITS/CVO program's mission statement?	
	Are the state ITS/CVO program's goals and objectives clearly defined and in agreement with the national ITS/CVO program's goals and objectives?	
Program Summary (Actual Chapter ____)	- Does the business plan describe projects in the following areas: - Safety assurance?	
	Credentials administration?	
	Electronic screening?	
	Carrier operations (optional)?	
	Does the business plan rank its component projects by priority?	
Organization and Management Approach (Actual Chapter ____)	Does the plan describe the roles and responsibilities of the participating state agencies, and the private sector, with respect to implementation?	
	Is there a program review committee/state CVO working group?	
	Does the program schedule indicate the duration and sequencing of individual projects?	
	Is this schedule consistent across projects?	
	Is the overall cost of the plan's implementation estimated?	
	Are the amounts and sources of available funding clearly identified?	

A. Overall Business Plan (continued)

Ratings: Exceptional (E), Good (G), Partial (P), Not Provided (NP), Not Applicable (NA).

Chapter	Evaluation Measure	Rating
Organization and Management Approach, continued (Actual Chapter ____)	Does the projected funding cover all anticipated costs?	
	Are the benefits of the plan's deployment estimated, qualitatively or quantitatively?	
	Does the business plan address human resource requirements?	
	Does the business plan define training programs?	
	Does the business plan define outreach programs?	
	Does the business plan describe the schedule and process for updating the plan in the future?	

B. Project Evaluation Checklist

Enter project names in the first column. Evaluation criteria:

- Objective: Is the project's objective clearly defined? Is it consistent with the overall program objectives?
- Outcome: Is the expected outcome of the project clearly defined?
- Location: Where appropriate, are project locations identified (e.g., specific weigh stations or border crossings)?
- Technical Approach: Is the project's technical approach explained conceptually? Is it consistent with the technical approach outlined for other projects?
- Organization and Management Approach: Is a lead agency designated for the project? Are the roles of other agencies and the private sector identified?
- Schedule and Milestones: Does the plan estimate the start date and duration of the project? Are key milestones identified?
- Funding Approach: Does the plan estimate the order-of-magnitude funding requirement for the project? Are potential funding sources identified?

B. Project Evaluation Checklist (continued)

Project	Objective	Outcome	Location	Technical Approach	Organization/ Management Approach	Schedule and Milestones	Funding Approach

C. Comments

■ II. Institutional Participation

A. Checklist

Does the plan reflect the participation and endorsement of the agencies responsible for the following CVO functions (where applicable)?

Function	Name of Agency	Yes/No
Operating authority / financial responsibility		
Vehicle registration		
Fuel use tax administration		
Weight-distance tax administration		
Oversize / overweight permits		
Commercial driver's licensing		
Hazardous materials registration and permitting		
Toll collection		
Size and weight inspections		
Safety inspections		
Compliance reviews		

B. Comments

■ III. Qualitative Assessment

A. For all states

Evaluation Criteria	Rating
Does the business plan define projects and processes with a commitment to standards for electronic communication; unique identifiers for carriers, vehicles, drivers, cargo, and trips; and interoperable systems, as defined in the CVISN architecture?	
Does the business plan define projects and processes in a manner that is consistent with the national ITS/CVO program?	
Does the business plan define projects and processes in a manner that is consistent with the appropriate regional ITS/CVO program?	

B. Comments

C. For CVISN pilot/prototype states

Evaluation Criteria	Rating
Does the business plan reflect the key objectives, approach, schedule, and management approach of the state's CVISN project plan?	
Does the business plan define how other ITS/CVO projects in the state relate to the CVISN model deployment?	

D. Comments

E. For non-CVISN states

Evaluation Criteria	Rating
Does the business plan include a strategy for initiating CVISN deployment, including the development of a CVISN project plan?	
Does the plan provide sufficient detail to lead the state agencies toward the development of a CVISN project plan?	

F. Comments
