NHTSA
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

U.S. Department of Transportation
Federal Highway Administration

Strategic Planning Guide helps State TRCCs get the most out of their strategic planning process

WHAT? The National Highway Traffic Safety Administration (NHTSA) partnered with the Federal Highway Administration (FHWA) and the United States Department of Transportation (USDOT) TRCC to create the *State Traffic Records Coordinating Committee Strategic Planning Guide* to lead State Traffic Records Coordinating Committees (TRCCs) through the process of developing their *Traffic Records Strategic Plans*.

WHY? State TRCCs work to improve safety data collection, management, and analysis. One important way they do that is through strategic planning. Yet, many State TRCCs have struggled with the strategic planning process.

WHO? The Guide's audience includes Traffic Records coordinators, TRCC chairs, TRCC members, and traffic records stakeholders. State agency executives and TRCC sponsors also will find the guide an important resource.

HOW? The Guide's user-friendly tools and templates can help State TRCCs streamline their strategic planning practices. Whether developing a *Traffic Records Strategic Plan* for the first time or updating an existing plan, TRCCs can use the templates and tools provided in the Guide to help create useful strategic planning processes and products.

The *TRCC Strategic Planning Guide* provides user-friendly resources, worksheets, and templates to assist TRCCs in their strategic planning efforts at each step in the process.

StakeholderEngagement

Effective strategic planning efforts engage stakeholders from each of the six core traffic records systems. The Guide can help State TRCCs understand stakeholders' needs, assess their current level of engagement, and identify opportunities to bring new stakeholders to the table.

Plan Development

The Guide provides State TRCCs with clear and practical processes for developing a comprehensive multi-year strategic plan. These processes are flexible due to the varying State TRCC structures, needs, and challenges and are developed to accommodate annual review and updates.

Plan Implementation

Implementation involves identifying projects and their components, establishing mechanisms for project completion, measuring outcomes, and reporting progress to the TRCC. Information on transparency with financial tracking and management processes is an important part of this chapter.

Toolkit

TRCCs can use the worksheets and templates included in the toolkit to facilitate strategic planning.

- Stakeholder gap analysis
- Develop vision, mission, goals, and objectives
- Identify and priortize projects
- Editable strategic plan template

For More Information, visit:

www.transportation.gov/government/traffic-records/state-trcc-strategic-planning-guide-0

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