Appendix J: Quarterly Progress Report

Kansas Statewide ITS Plan

Date of Progress Report: _______________
Report Completed By: _______________

Identification of Projects

1. How many new ITS projects were identified during the last quarter through the following sources?
   ___ Design Process (883 Process)
   ___ ITS Unit
   ___ Other KDOT Bureaus (list)
   ___ Other State Agencies (list)
   ___ Local/Regional Agencies (list)
   ___ Private Sector (list)
   ___ Other (list)
   ___ Total

2. How many “ITS Checklists” were completed during the last quarter as part of the 883 Process? _____ #

3. How many of these checklists indicated that ITS could be a viable addition to the project? _____ #

4. Any suggestions for improving the ITS checklist to provide better analysis of ITS potential?
   __________________________________________________________
   __________________________________________________________

Maintenance of the KITS Database

5. Were all of the new ITS projects identified in Q1 added to the KITS database? _____ Y _____ N

6. Were the current database entries reviewed during the month and status changes noted? _____ Y _____ N

7. In what other ways was the database updated during the last quarter?
   __________________________________________________________
   __________________________________________________________

8. What additional features/information would be useful in maintaining and using the database?
   __________________________________________________________
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Ranking and Prioritization of Projects

9. How many projects were evaluated using the Project Screening Criteria Sheet during the last quarter? _______

10. What changes/additions (if any) should be made to the Project Screening Criteria Sheet?
_____________________________________________________________________
_____________________________________________________________________

Evaluation

11. Are ongoing projects being evaluated? ____ Y ____ N

12. Are the results of the evaluations being disseminated? ____ Y ____ N

13. What steps could be taken to improve the evaluation of projects and dissemination of information?
_____________________________________________________________________
_____________________________________________________________________

General

14. Are interagency coordination issues being considered in ITS projects? ____ Y ____ N

15. Are potential public/private partnerships being considered in planning for ITS projects? ____ Y ____ N
   If yes, which projects?

16. Have any informal working groups been formed? ____ Y ____ N
   If yes, list the working groups?

17. What (if any) significant issues were encountered during the last quarter that may serve as barriers to the expansion of ITS deployments in the State?
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

18. What were the significant lessons learned during the last quarter?
_____________________________________________________________________
_____________________________________________________________________

_____________________________________________________________________

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**ITS Awareness**

Quarterly ITS Steering Committee Meeting
Date Held: ______
Number of Attendees: ______
Bureaus and Agencies Represented: __________________________________________
Major Outcomes from Meeting: ______________________________________________

ITS Heartland Meeting(s)
Date Held: ______
Number of Attendees: ______
Organizations/Consultants/Universities Represented: _____________________________

Major Outcomes from Meeting: ______________________________________________

FHWA Scanning Tours/Training Courses
Name of Tour/Course: _____________________________________________________
Date Held: __________
Number of Attendees: ______
Bureaus and Agencies Represented: ___________________________________________

Name of Tour/Course: _____________________________________________________
Date Held: __________
Number of Attendees: ______
Bureaus and Agencies Represented: ___________________________________________

ITS Conferences
Local Conference(s) Attended: ______________________________________________
Number of Attendees: ______
Presentations Made: _______________________________________________________

National Conference(s) Attended: ____________________________________________
Number of Attendees: ______
Presentations Made: _______________________________________________________

ITS Brownbags
Number Held: ______
Number of Attendees: ______
Presentations Made: _______________________________________________________

ITS Newsletters
Number of Issues: ______
Articles Written: _________________________________________________________