

Project Plan: Traffic Records Advisory Update

The *Traffic Records Advisory* update effort will begin in Fall 2011. The *Advisory* consists of two sections: one describing a State Traffic Record Coordinating Committee’s ideal attributes, and a second describing the ideal attributes of the component databases. This effort will also include development of the questions that form the basis of the new assessment process, their relative weights, and standards of evidence. The *Advisory* update will be split into eight efforts: (1) TRCC management, strategic planning, and data use and program management (2) data integration, (3) Crash, (4) Vehicle, (5) Driver, (6) Roadway, (7) Citation and Adjudication, and (8) Injury Surveillance.

The nine-week review process for each section is detailed at right and will rely on a web-based document management system. Please see the attached for registration details and instructions. Per the below timeline, the reviews will be staggered so that the time needed to revise the entire advisory will be about four months—factoring in holidays, etc.

Each update will be an iterative process. Contributing subject matter experts (SMEs), State officials, and federal representatives will have three opportunities to participate by reviewing documents and contributing written comment. Select SMEs will also participate in an on-site review and discussion of the section. Upon completion of this process, the updated *Traffic Records Program Advisory*, and related documentation will be published in the *Federal Register*.

Wk 1&2: Contributing SMEs, State officials, and federal representatives will review and provide written comments on the existing text of the *Advisory* sub-section and supporting documentation before returning comments to NHTSA.

Wk 3: NHTSA’s Traffic Records Team will compile feedback from contributors and propose assessment questions for each section.

Wk 4&5: Contributing SMEs, State officials, and federal representatives will (1) review and provide comments on the edited version of the *Advisory* text, (2) review and provide comments on the corresponding assessment questions, (3) and suggest standards of evidence to guide assessors on how to review each question.

Wk 6: NHTSA will host an on-site meeting for invited stakeholders to review, discuss, and edit the *Advisory* text; the corresponding assessment questions; and the standards of evidence to guide assessors as they review each question.

Wk 7: NHTSA’s Traffic Records Team will complete a first draft of (1) the updated *Traffic Records Program Advisory*, (2) associated assessment questions, and (3) standards of evidence to guide assessors as they review each question. NHTSA will also determine what data can be used to pre-populate the new assessment IT solution.

Wk 8: Contributing SMEs, State, and Federal officials will review and provide final comments on the first drafts of (1) the updated Traffic Records Program Advisory, (2) associated assessment questions, and (3) standards of evidence to guide assessors as they review each question.

Wk 9: NHTSA’s Traffic Records Team will complete the final draft of (1) the *Traffic Records Program Advisory*, (2) associated assessment questions, and (3) standards of evidence to guide assessors as they review each question.

Topic	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16
Driver	Review & comment on preliminary docs.		Draft v1	Edits to v1		Meeting	Draft v2	Edits to v2	Finalize							
Vehicle		Review & comment on preliminary docs.	Draft v1	Edits to v1		Meeting	Draft v2	Edits to v2	Finalize							
Roadway			Review & comment on preliminary docs.	Draft v1	Edits to v1		Meeting	Draft v2	Edits to v2	Finalize						
Crash				Review & comment on preliminary docs.	Draft v1	Edits to v1		Meeting	Draft v2	Edits to v2	Finalize					
Injury Surveillance					Review & comment on preliminary docs.	Draft v1	Edits to v1		Meeting	Draft v2	Edits to v2	Finalize				
Citation & Adjudication						Review & comment on preliminary docs.	Draft v1	Edits to v1		Meeting	Draft v2	Edits to v2	Finalize			
TRCC Management							Review & comment on preliminary docs.	Draft v1	Edits to v1		Meeting	Draft v2	Edits to v2	Finalize		
Data Integration								Review & comment on preliminary docs.	Draft v1	Edits to v1		Meeting	Draft v2	Edits to v2	Finalize	