General Information

Who
Contact Person and Contact Information

What
Summary of the effort and what need it addressed

When
Timeframe

Where
Location – regional or localized

How
What was required to accomplish this effort?

Highlights

What is the main thing you want a Staff Director of an MPO to know about what was different about your project? Please summarize in three sentences or less.
Ease in transferring this effort from one MPO to another?
What could have been done differently to improve this effort?
What went wrong? – Lessons learned?
What went right? – Lessons learned?
Key parts of the effort
Level of support needed from Board Members and/or Elected Officials?

Images

Insert any photos or PDFs of the document produced if available as well as Power Point presentation slides.