

**DRAFT UNIT BUSINESS PLAN – 3/11/2015**

**Systems Planning Office**

<b>MISSION</b>	The mission of the Systems Planning Office is to implement the Strategic Intermodal System (SIS); provide policies, procedures, tools, training, and technical assistance for Statewide Programs, highway access management, and transportation level of service analyses.			
<b>VISION</b>	To be leaders in integrating statewide transportation planning, policy, and advance the Department’s mission, vision, goals, and core values.			
<b>VALUES</b>	Integrity, Respect, Commitment, One FDOT, Trust, Customer Driven, Innovation			
<b>OBJECTIVES</b>	<b>ACTIVITIES</b>	<b>PERFORMANCE INDICATORS</b>	<b>TARGETS</b>	<b>SECTION(S) RESPONSIBLE</b>
Support the implementation of the Florida Transportation Vision.	1. Manage and support Express Lanes Initiatives	A. Provide outreach to MPOs, FDOT district liaisons	Continuous	Systems Management
		B. Report on progress	Annually	Systems Management
	2. Support implementation of the Future Corridors Initiative	A. Supply GIS, mapping, and graphical support	Continuous	Strategic Intermodal System
		B. Update policies, procedures, handbooks, trainings, and forms.	Continuous	Systems Management
Provide logistical and technical support for the FDOT district offices.	1. Provide support for district planning activities to include policies, procedures, handbooks and trainings.	A. Update policies, procedures, handbooks, trainings, and forms.	Continuous	Systems Management Strategic Intermodal System
		B. Develop policies, guidelines and materials	Continuous	Systems Management Strategic Intermodal System
		C. Supply GIS, mapping, and graphical support	Continuous	Strategic Intermodal System
		D. Partner with FHWA to provide guidance, support, and training for interchange access requests and traffic analysis methods and techniques	As needed	Systems Management

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		E. Develop and maintain handbook for Quality Level of Service and statewide standards for highway capacity	Continuous	Systems Management
	2. Support the Strategic Investment Tool (SIT), Strategic Intermodal System (SIS), and Florida Transportation Plan	A. Provide instruction on the Strategic Investment Tool	As needed	Strategic Intermodal System
		B. Host statewide SIS coordinators meetings, teleconferences, and workshops	Bi-annually	Strategic Intermodal System
		C. Revise the Strategic Intermodal System (SIS) map to reflect any changes in SIS designations	As needed	Strategic Intermodal System
		D. Hold statewide Level of Service Highway Capacity meetings, teleconferences, and workshops	Bi-annually	Systems Management

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		E. Hold statewide Interchange Access Request meetings, field reviews, and workshops	One district a quarter	Systems Management
Support the development and implementation of the Strategic Intermodal System (SIS).	1. Coordinate the development of statewide plans and reports	A. Update SIS Adopted 5 year Work Program	Complete annually by July	Strategic Intermodal System
		B. Update SIS Tentative 5 year Work Program	Complete annually by January	Strategic Intermodal System
		C. Develop Statewide Connector Studies	Continuous	Strategic Intermodal System
		D. Update SIS Approved 2 <sup>nd</sup> - 5 year Plan	Annually	Strategic Intermodal System
		E. Update SIS Cost Feasible Plan	Annually	Strategic Intermodal System
		F. Update Multi-modal Unfunded Needs Plan and Appendix	Revision completed every 5 years	Strategic Intermodal System
	2. Outreach and central connection for statewide planning activities	A. Management of SIS roadway characteristics inventory (RCI)	As needed	Strategic Intermodal System
		B. Revise and update Heavily Congested	As needed	Strategic Intermodal System

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		Corridors Map		
		C. Update and support the Florida Transportation Plan	As needed	Strategic Intermodal System
		D. Update and support the SIS Plan	As needed	Strategic Intermodal System
		E. Access Management best practices and support in development of access management action plans	As needed	Systems Management
		F. Partner with Districts to conduct corridor planning on a statewide and/or regional level	As needed	Systems Management