



FREIGHT P2P

PEER TO PEER PROGRAM

REPORT OUTLINE

<Insert Title of Peer Exchange>

<Insert Location of Peer Exchange>

<Insert City, State>

<Insert Date(s)>

Section 1: Introduction and Overview

Briefly summarize the following information specific to the peer exchange that is the subject of this report.

- Topic of the Peer Exchange
- Structure of the Peer Exchange (e.g. roundtable discussion, facilitated workshop, teleconference, etc.)
- Participants

Section 2: Purpose of the <insert title of peer exchange>

2.1 – Peer Exchange Background

Summarize what has been, and is, occurring at your agency that led to the need for a peer exchange. Include information about the background that led to the peer exchange and explain why the peer exchange was needed.

2.2 – Objectives and Key Issues

Summarize what the objectives of the peer exchange were and detail the key questions and/or issues that needed to be addressed and why.

Section 3: Peer Exchange Format

This section explains the methodology of the peer exchange.

- Explain if it was a roundtable discussion, facilitated meeting, teleconference, etc.
- Summarize the agenda.
- Document participants and explain why invited attendees were selected.
- Provide details about how the discussion and information were recorded (e.g. video/tape recorded, someone took notes, etc.) and who was responsible.

Include a copy of the agenda and list of participants with contact information as appendices.

Section 4: Discussion Overview

Section 4.1 – Visiting Peer Presentations

Each visiting Peer will provide a presentation and possibly materials that detail how their agency is using the activity or product that is the topic of the peer exchange. In this section, summarize how each visiting Peer's agency is using the activity or product and what its value is to the agency. Include information about how the activity or product was implemented and how it affected the agency and made a difference (e.g. changed the way decisions are made, adjusted a program, etc.). Also include information about what the Peer agency plans to do next in regards to the activity or product (e.g. update plan, develop regional plans).

Include copies of speaker presentations and other materials that might have been distributed as appendices.

Section 4.2 – Summary of Roundtable Discussion on Key Issues

For each key issue and/or question being faced by your agency, summarize the fundamental roundtable discussion and input provided by the visiting Peers. Include the following.

- Peer agency background on the issue.
- How the Peer agency handled the issue.
- Why the issue was handled the way it was.
- Successes (both expected and unexpected).
- Lessons learned.
- What the Peer agency would do differently next time.

Include information about resources that were shared by visiting Peers (e.g. Statewide Freight Plans) and how or where to access these resources. If applicable, include copies of these resources, or a list of the resources and where to find them, in the Appendix.

Section 5: Next Steps

Provide a list in bullet format of the next steps your agency will take based on the information obtained from the peer exchange. Each action item should include an estimated time to completion.

In addition to the bulleted list, complete the Action Item Checklist and include it as an Appendix to this report.

<Insert Title of Peer Exchange>

Section 6: Conclusion

Summarize the results of the peer exchange. Specifically address how information obtained during the peer exchange will be used. Also detail the benefits that your agency has recognized as a result of the peer exchange as well as the benefits that are anticipated after completing the documented next steps.