

ITE Council Project Proposal Form—Part 1

If you have any questions while completing this form, please contact Douglas E. Noble; dnoble@ite.org or +1 (202) 785-0060 ext. 148.

1. Individual proposing the project full contact information:

(Name, title, employer, address, phone, fax, and e-mail.)

2. Proposed project title:

3. What is the scope or purpose of the proposed project?

(Please state the relevant goals and objectives of the ITE Strategic Plan that this project would address and consider the International nature of ITE as you develop the project scope/purpose/goal.)

4. What is the product of the proposed project? Informational Report, Recommended Practice, or other? If "other" please describe. If the proposed project is a Recommended Practice, please also complete Part 2 of this form.

(Informational Reports produced by the Institute contain information and data on actions or options for use relevant to particular procedures or equipment applications. Content of the Informational Report is based on the experiences of practicing transportation professionals and on research. Such reports are prepared for informational purposes only and SHALL NOT include Institute recommendations on the course of action or the preferred application of the data contained therein. Recommended Practices may include Institute recommendations on the course of action or the preferred application of the data contained therein. Before you decide whether your project will be an IR or RP, you are encouraged to review the procedures for development of both types of projects that are on the ITE's Web page at <http://www.ite.org/councils/index.asp>. The development process for an RP is significantly longer than the IR, and also places long term review responsibilities on the Council.)

5. Who do you recommend chair/lead the proposed project?

(Name, title, employer, address, phone, fax, and e-mail. If same as Question 1, just note.)

6. What ITE Council/s do you believe should have jurisdiction over the proposed project?

(This is an optional question. If you are not familiar with ITE's Councils, please feel free to leave blank.)

7. Who do you recommend as members of the Committee on the proposed project?

(Consider people who represent all users, the international component/interest, ITE District/Section involvement, and/or non-profit organizations/ professional associations that would expand the relevance of the effort. Please make sure that the proposed Committee is reflective of these considerations.)

8. What is your estimated time frame for completion of this proposed project? Please be as specific as possible, including proposed meetings of the committee and milestones on development of the project.

(The project should be considered completed once it has been delivered to ITE HQ for publication or final disposition. ITE recommends that all projects be structured for completion within two years and no longer than three years. Actual publication date will depend on condition of information transferred to ITE HQ, copyright issues that need to be addressed, and publication department schedules.)

9. What do you estimate the audience for this proposed product to be?

10. Why do you believe this proposed project is important for ITE to undertake at this time?

(In answering this question, please consider the relevant work in the area completed to date and how this project would relate to that work. Databases of existing literature include the ITE Digital Library at <http://www.ite.org>, Transportation Information Research Services (TRIS) at <http://trid.trb.org/>, and the National Transportation Library at <http://ntl.bts.gov/>.)

11. Do you anticipate this project will be undertaken as a totally voluntary effort? If this is a Web based project, please describe the level of effort you would expect from ITE to support the proposed Web project.

(Please note that administrative costs associated with the proposed Committee such as mailings, meeting space at ITE meetings, and copyediting, layout and design of the final product are costs already assumed by ITE in the project development process and need not be addressed as part of this question. A Web-based product is not covered under normal administrative costs. Specific dollar estimates for Web-based or non-volunteer efforts in a project should not be included on this form. Those estimates will be established by ITE.)

Submittal Information:

- Following Council Chair approval, project proposal form must be submitted to Douglas E. Noble (dnoble@ite.org), and copied to the appropriate ITE Council staff liaison. The proposal will be forwarded to ITE CC Chair and Vice Chair for review.
- Projects requesting financial resources or the development/revision of a standard will be reviewed and acted upon by a committee consisting of ITE CC Chair, a designated member of the current International ITE Executive Committee, the appropriate ITE Council Chair, and the ITE Executive Director. ITE Headquarters will inform the requester(s) of the decision to approve/disapprove the project.
- All approved projects will be added to the ITE project database.

ITE Council Project Proposal Form—Part 2

*Please complete Part 2 of this form **only** if preparing an ITE Standard or Recommended Practice*

The ITE Standing Committee on Recommended Practices, Coordinating Council, and International Board of Direction have adopted the following criteria for the development and retention of ITE recommended practices. Please briefly indicate how your proposed project will satisfy the following criteria:

1. Is there a need for this Institute Recommended Practice that is not being filled by another organization? Is ITE the most appropriate organization to develop and maintain the Recommended Practice?
2. Is this proposed Recommended Practice of direct concern to the practice of transportation engineers and members of the Institute?
3. Is the proposed Recommended Practice necessary for the protection of life, safety or transportation performance?
4. Will a proposed Recommended Practice unnecessarily interfere with or contribute to the marketing of a product?
5. What is the technical justification for developing this proposed Recommended Practice?
6. Is a combination of volunteer, staff, and financial resources available and committed to support the development and maintenance of the Recommended Practice?

Please provide the following information in an attachment to this form:

1. A scope of work, spelling out what the committee will do to accomplish the proposed Recommended Practice task and the resources that will be needed.
2. A preliminary list of potential committee members, describing their backgrounds and reasons for service on the committee, or a recommendation to assign the project to an existing ITE committee or joint committee with other organizations.