MnDOT TAM Communications Portal User Guide

Homepage

The homepage features four boxes highlighting the key pages of the site. Each of these pages are also available from the top menu.

1 AASHTO Transportation Management Hub Menu

2 MnDOT Site Menu

3 Opens a PDF copy of the MnDOT Communication Plan

About & User Login

To get to the About page, either scroll to the bottom of the homepage, or click on About in the top site menu. A brief description of the site sits beside the user login and a form for adding new users.

About the Site

The Minnesota DOT TAM Communications Portal gathers, stores, and shares communication materials from across the agency. The objective of this portal is to provide a central location for sharing MnDOT's message regarding transportation asset management and data with an audience consisting of individuals from all across the agency, everyone from Senior Leadership to the staff in the District and Central offices. On the site, messengers will also find examples of quality communication materials in numerous different forms including PowerPoint slides, handouts and flyers, and videos, among others. All of the materials will serve to communicate one of MnDOT's nine key messages:

- New TAMS Data Requirements
- Understanding Long Term Impacts
- Taking Care of What We Have
- Value of Data and Tools
- MnDOT Strategic Priorities and TAM
- MnDOT Data Drive Approach
- How the TAMP Reduces Risk
- Understanding Roles and Responsibilities
- Benefits of Quality Data

User Login

Login to upload and edit the resources on this portal. If you think you should be an admin user, or if you need assistance recovering your password, then please click here to send us an email.

Username or Email

Password

Log In

1 Add a New User

MnDOT Email *

Name

First   Last

Submit

1 New users must be approved by the AASHTO Portal administrators, so it may take a day for them to receive an email with their username and password.

Site Footer

The footer provides a summary of the library resources in Site Stats, and it offers the same user login forms presented in the About page. The footer is available at the bottom of every page.

MnDOT TAM Portal

395 John Ireland Boulevard
Saint Paul, Minnesota

Questions? Comments?
Email Us

We respect your privacy.

Site Stats

As of June 30, 2021, this Portal contains:
20 Flyers/Handouts
9 Presentations
5 Plans
2 Webinars/Videos
2 Research Reports/Studies
1 Communication Templates

Add a resource

Add a New User

MnDOT Email *

Name

First   Last

Submit

MnDOT Users

Username or Email

Password

Log In

Library

The library is where all of the communication resources are held. In the default setting, these resources are ordered by publication date, but they may also be sorted alphabetically by title name or by the date they were posted to the site.

There are two ways of searching through the resource library. If you know the name of the resource or you have a specific keyword, you may use the search bar in the top center. If you are looking for a set of resources with similar characteristics, use the search filters on the left-hand side. These identify resources by four characteristics: Messages, Messenger, Audience, and Resource Type. Messages are defined in the MnDOT Communication Plan, and they stand for the various meanings and value attributed to asset management and data. Messenger and Audience indicate who created or presented the resource and who they intended to view it, like the to and from labels in a letter.

1 Toggle between the grid view you see here, and a text-based view.

2 Sort the resources.

3 Text-based search finds matches in the resource title and description.

4 Hide/show the filter categories by clicking the category title.
Filter by selecting the checkboxes.

5 To see more information or download the file, click on the resource.

6 Logged in users can Add a Resource here.

7 Use the pagination to see each page of results.

Individual Resource Page

The individual resource page contains a description and, if applicable, a preview of the file. The search filters applied to the file are also displayed alongside this information.

1 Go back to the resource library.

2 Download the resource or open an external URL.

Schedule

The schedule is designed for users to plan and template their own communication events and to track what has already been done at the agency. It consists of four stages, based on the MnDOT Communication plan, and each stage features communication between specific messengers and audiences. After selecting the stage you would like to view, additional steps appear, further specifying the messenger and audience. The communication events are displayed in a tabular format underneath the step header. These events can vary from single-time webinars to regularly-occurring one-on-one meetings to sporadic email records; they are simply intended to demonstrate to others at MnDOT different methods for communicating about TAM across the organization.

Schedule

1 Stage 1

Stage 1 kicks off MnDOT's Communication Plan through two levels of communication sessions with the executive and senior leadership.

Planned Timeframe: July 2021-August 2021

Stage 2

In this stage, senior leadership presents the AMSIP, the TAM Communication Plan, and the plans' implications to their direct reports. Following these meetings, the senior leads present to the managers in their units in the central office and districts.

Planned Timeframe: September 2021-November 2021

Stage 3

Each of the unit managers from Stage 2 presents the guidance of the AMSIP and the TAM Communication Plan to their staff in the central office and districts.

Planned Timeframe: (enter the date range for Stage 3)

Steady State

Communications continue to and from executive and senior leadership, office managers, and staff based on the instruction and guidance of the AMSIP and the Communication Plan.

Planned Timeframe: 2022 through 2025

2 Would you like to add or adjust any of the content in the Schedule? Please click here to send an email to the site administrators with the details of your request.

Stage 3

Each of the unit managers from Stage 2 presents the guidance of the AMSIP and the TAM Communication Plan to their staff in the central office and districts.

Planned Timeframe: (enter the date range for Stage 3)

Communication sessions from central office managers to asset managers, planners, engineers, and risk managers.

The central office managers from Stage 2 communicate with the asset managers, risk managers, planners, and engineers in their units.

3 Add Another Event

Communication session from district section leaders to district frontline staff

District section leaders, from each of the eight Districts, share communications with their frontline staff.

Date	Event Title	Messenger	Audience	Description	
05/20/21	District 1 Supervisor Meeting with Frontline Staff	Mary Anderson	District 1 Staff	The supervisor from district one presents the importance of TAM to all of the staff in their Distri	View Detail
06/30/21	District 2 Supervisor Meeting with Frontline Staff	District 2 Supervisor	District 2 Staff	In this upcoming event, the supervisor from District 2 will communicate the importance of TAM and data collection to their staff.	View Detail

Add Another Event

1 Click on the stage title to see the steps and events.

2 Please email the site administrators to edit the schedule content.

3 Logged in users may access a form to add events to the site.

4 Select view detail to see more event information, including all linked resources.

Event Single Page

The event single page includes the information from the schedule table as well as links to the resources used in the event. All of the connected resources are accessible from the library, and may be connected to more than one communication event.

Event: District 1 Supervisor Meeting with Frontline Staff

1 Click on the resource title to see the full card of information.

The supervisor from district one presents the importance of TAM to all of the staff in their District.

Event Date:
May 20, 2021

Messenger:
Mary Anderson

Audience:
District 1 Staff

Schedule Step:
Stage 3: Communication session from district section leaders to district frontline staff

This is a placeholder event, intended to mimic the types of events MnDOT will add t

1 **TAMS is Making a Difference** | Flyer/Handout

This flyer from AMPO requests the assistance of the senior leadership, asking them to promote the benefits of TAMS to their staff in the Central Office and Districts.

Publication Date: October 2020
Publisher: MnDOT

2 View Document   View Detail

2 View Document opens or downloads the resource, and View Detail takes you to the resource single page.

District 1: District Supervisor Communication Sessi **Staff** | Presentation

TAMS is Making a Difference [Poster] | Flyer/Handout
Asset Management

3 Add a Resource to this Event

3 Logged in users can click on this button to open the form for adding resources.

Add a Document

4 Search for a post ▾

Submit

Add a Video

Search for a post ▾

Submit

4 To add a resource, simply type the title into the search box and select it from the dropdown list.

Add a Training

Search for a post ▾

Submit

Messages

The messages page displays each of the communication messages supported by the resources. After clicking Go on any of the message boxes, you will be taken to a filtered library view, showing all of the resources that support that message.

Add a New Resource

This form allows users to add new resources to the MnDOT communication. For most users, the resources will need to be verified and authorized by a site administrator before it is added to the library, so if you don't see a resource appear immediately, don't worry. Though there is a long list of fields here, the only required ones are the Document Title and the Publication Date. The date does not have to be precise; we recommend using the upload date if the publication date is unknown.

1

Back

Add a New Resource

What kind of resource would you like to add?

2

| Document | Training | Video |

3

Document Title

Document Description

Document External Link (URL)

Document Upload
Choose File | No file chosen

Document Thumbnail
Choose File | No file chosen

Publisher

Publication Date

4

Messenger
- ☐ AMPO
- ☐ Central Office Managers
- ☐ Central Office Staff
- ☐ District Managers
- ☐ District Staff
- ☐ Executives/Senior Leadership

Audience
- ☐ AMPO
- ☐ Central Office Managers
- ☐ Central Office Staff
- ☐ District Managers
- ☐ District Staff
- ☐ Executives/Senior Leadership

Taxonomy Fields

Messages
- ☐ Benefits of Quality Data
- ☐ How the TAMP Reduces Risk
- ☐ MnDOT Data Driven Approach
- ☐ MnDOT Strategic Priorities and TAM
- ☐ New TAMS Data Requirements
- ☐ Taking Care of What We Have
- ☐ Understanding Long Term Impacts
- ☐ Understanding Roles and Responsibilities
- ☐ Value of Data and Tools

Resource Types
- ☐ Article
- ☐ Case Study/Practice Example
- ☐ Email
- ☐ Flyer/Handout
- ☐ Guide/Manual
- ☐ Marketing/Communications
- ☐ Plan
- ☐ Presentation
- ☐ Report
- ☐ Template
- ☐ Training
- ☐ Webinar/Video
- ☐ Website

Agency
- ☐ Local Agency
- ☐ MnDOT
- ☐ Other State DOT
- ☐ Other Transportation Agency
- ☐ Private Sector
- ☐ US DOT

Other State DOTs
Alabama ▾

Performance Areas
- ☐ Asset Management
  - ☐ Bridge
  - ☐ Pavement
- ☐ Economy
- ☐ Environment
  - ☐ Emissions
- ☐ Safety
- ☐ System Performance
  - ☐ Accessibility
  - ☐ Freight
  - ☐ Mobility

5

Submit

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1 Return back to the page you were on previously.

2 First select which type of resource you are uploading.

3 Then enter in the Document Title, the Publication Date, and any other relevant fields.

4 You may select multiple checkboxes if more than one field applies to your resource.

5 Submit notifies the site admin to review and publish your new resource.

Add a New Event

The form for adding a new event works the same as the new resource form. Here, however, it is important to select a step for your event, otherwise the event will not appear in the schedule.

1 Back

Add a New Event

Use this form to add an event to a step in the communication plan.

Step 1: Choose the appropriate Stage and Step for this event:

2

Stage 1 Steps
- ☐ Communicate with everyone
- ☐ Communication sessions from AMPO to the executive leadership team
- ☐ Communication sessions from the executive leadership team to the senior leadership team.

Stage 2 Steps
- ☐ Communication sessions from central office directors to managers to section leaders
- ☐ Communication sessions from district managers to managers to section leaders to supervisors
- ☐ Communication sessions from SLT to direct reports in Central Office
- ☐ Communication sessions from SLT to direct reports in Districts

Stage 3 Steps
- ☐ Communication session from district section leaders to district frontline staff
- ☐ Communication sessions from central office managers to analysts.
- ☐ Communication sessions from central office managers to asset managers, planners, engineers, and risk managers.
- ☐ Communication sessions from district section leaders to data collectors

Steady State Steps
- ☐ Steady State Placeholder

Step 2: Enter some information about the event:

Event Title

3

Event Description

Event Date

🗓

Event Messenger
- ☐ AMPO
- ☐ Central Office Managers
- ☐ Central Office Staff
- ☐ District Managers
- ☐ District Staff
- ☐ Executives/Senior Leadership

If you would like to specify the messenger further, please use the box below.

Event Audience
- ☐ AMPO
- ☐ Central Office Managers
- ☐ Central Office Staff
- ☐ District Managers
- ☐ District Staff
- ☐ Executives/Senior Leadership

If you would like to specify the audience further, please use the box below.

Event Duration
- ☐ 1 Hour
- ☐ 15 Minutes or Less
- ☐ 2+ Hours
- ☐ 30 Minutes

Event Type
- ☐ Conference/Workshop
- ☐ One-on-One Meeting
- ☐ Organization Unit Meeting
- ☐ Other
- ☐ Virtual Meeting

Step 3: Select some of the optional terms below that describe the event:

Performance Areas
- ☐ Asset Management
  - ☐ Bridge
  - ☐ Pavement
- ☐ Economy
- ☐ Environment
  - ☐ Emissions
- ☐ Safety
- ☐ System Performance
  - ☐ Accessibility
  - ☐ Freight
  - ☐ Mobility

Agency
- ☐ Local Agency
- ☐ MnDOT
- ☐ Other State DOT
- ☐ Other Transportation Agency
- ☐ Private Sector
- ☐ US DOT

Other State DOTs
[Alabama ▾]

4 Submit

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1 Return back to the page you were on previously.

2 Select the specific step your event will fall under.

3 Then enter in the Document Title, the Publication Date, and any other relevant fields.

4 Submit notifies the site admin to review and publish your new event.