GAP Analysis Tool

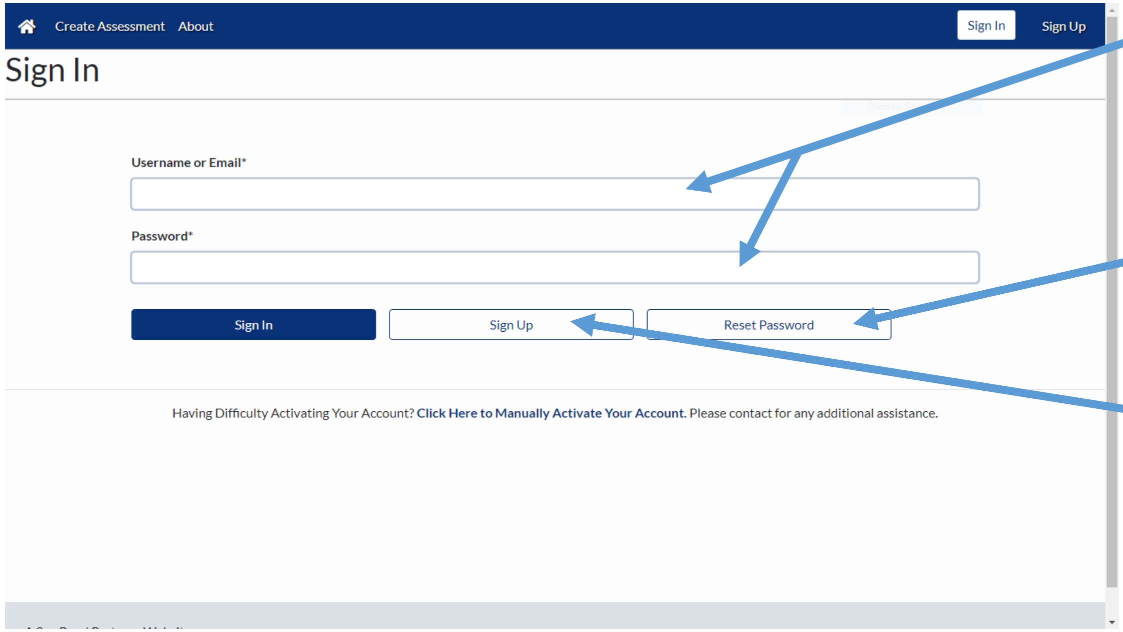
Documentation

Table of Contents

Login Page

The login page prompts the user to enter their credentials to access the tool functionality. If a user has forgotten their login information, they are able to retrieve that information using the email address they associated with their account.

New users are also able to create a new account from this page.



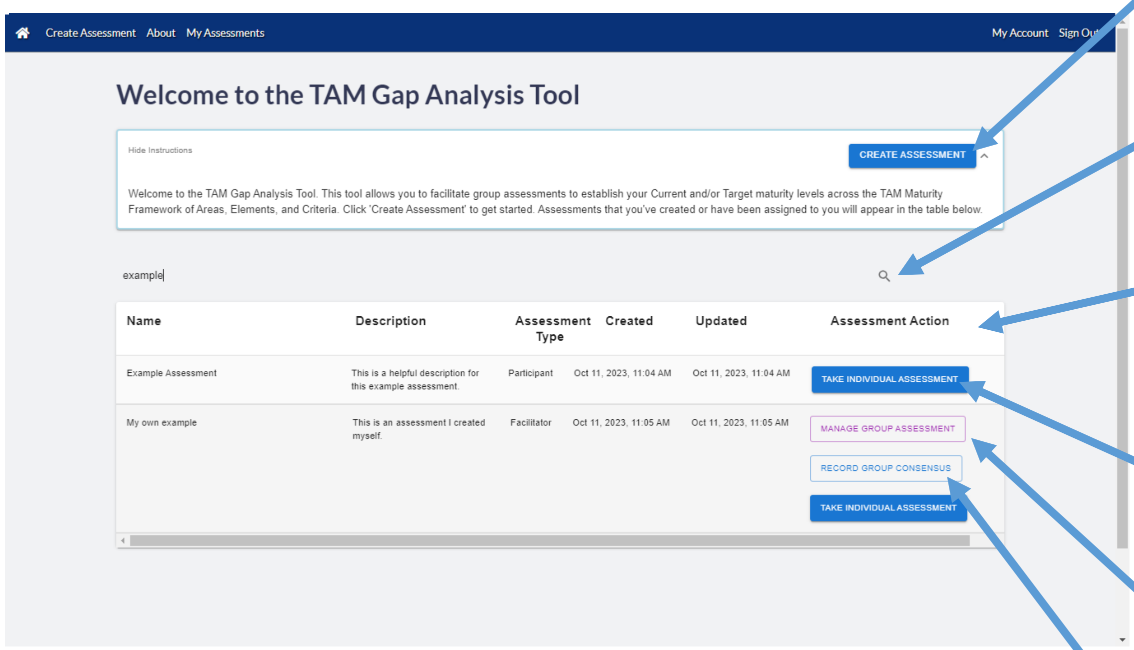
Username and Password Fields: The GAP Assessment tool requires a username and password to create, save, and take assessments securely.

Reset Password: Allows users to reset their password if they forget it.

Create an Account: Allows a new user to create an account that they can use to create and take assessments

Home Page

After logging in, the user is brought to the home page. From this page, a facilitator can create new assessments, and participants can see assessments they've been assigned to can be created and previous assessments can be managed or taken. Here the user can view assessments that they have created or have been assigned to them.



Create Assessment: Click to begin creating a new assessment.

Search: Click to search the assessments by name or description

Sort: Sort assessments by Name, Description, Assessment Type, Created, and Updated

Take Individual Assessment: Click to fill out the assessment individually.

Manage Group Assessment: Click to edit an existing assessment.

Record Group Consensus: Click to fill out the group consensus for the assessment.

Navigational Menu

After logging in, the site has one main menu across each of the pages.

Create Assessment: Click to begin creating a new assessment.

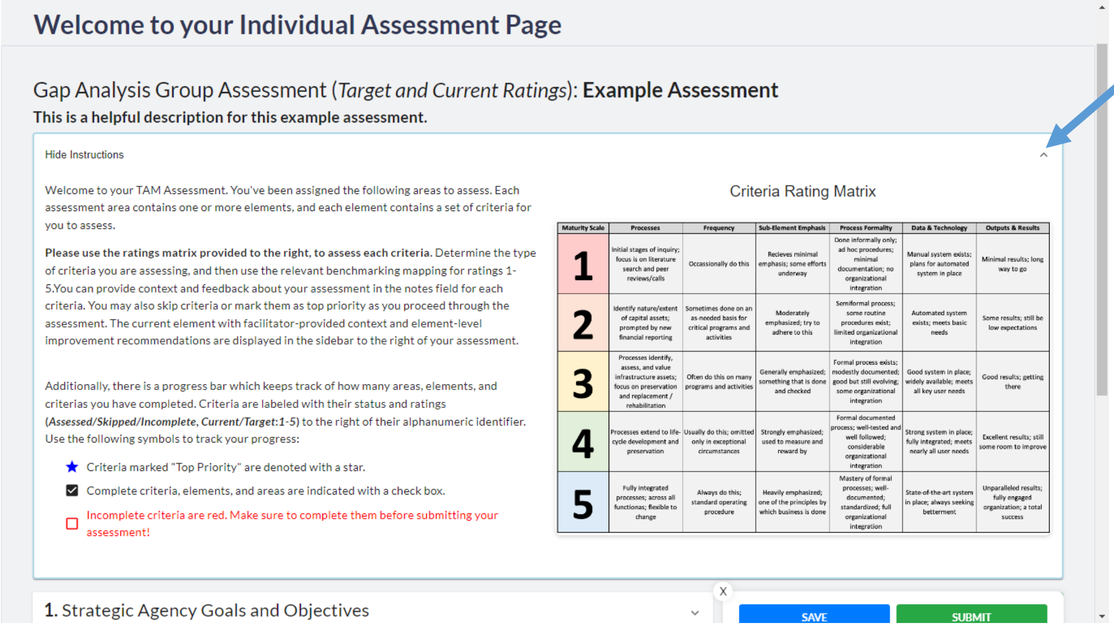
About: Learn more about the TAM GAP Analysis Tool.

My Assessments: View assessments that you have created or have been assigned to you.

My Account: View and edit your account information.

Take Assessment

Complete your individual assessment here. Open each area (1-8) and fill out each element's criteria by rating each on a scale from 1 to 5. Add additional context as needed. The assessment will autosave your answers, but you can also save and return to the assessment later to finish assessing or edit your response. Once finished, submit your assessment.

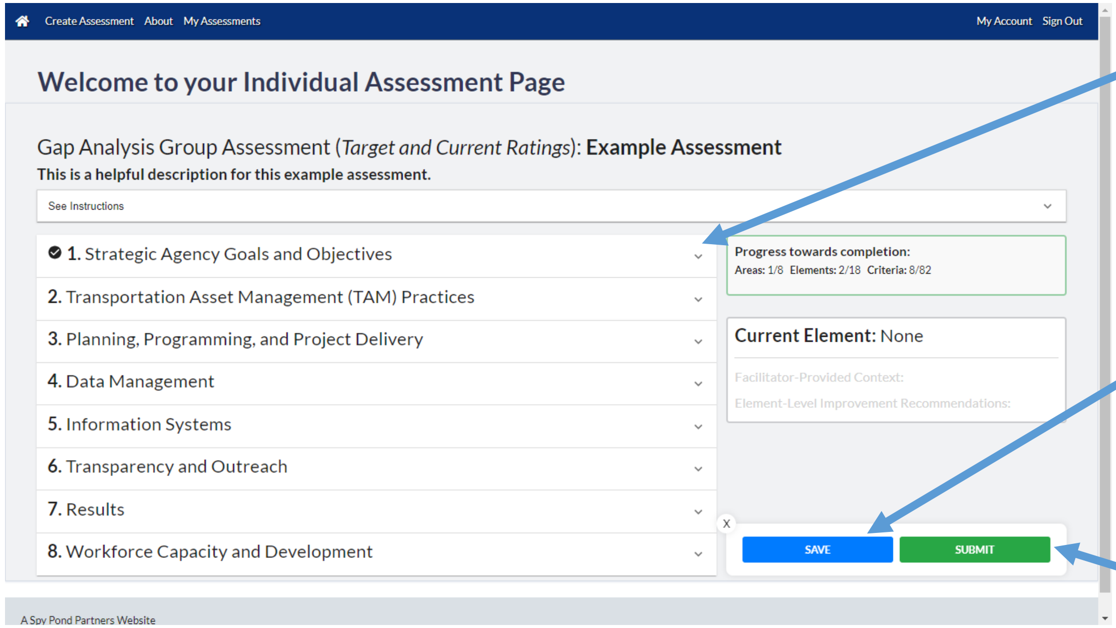


Hide/Show Instruction: Instructions will be provided at the start of every assessment. They can be hidden by clicking "Hide Instructions" or clicking the arrow.

Use the Criteria Rating Matrix from the AASHTO Digital TAM Guide to assess the criteria assigned to you in your assessment.

Take Assessment

Fill out your individual assessment here. Open each area to fill out each element's criteria by rating each on a scale from 1 to 5. Add additional context as needed. The assessment will autosave your answers, but you can also save and return to the assessment at a later date. Once finished, submit your assessment.



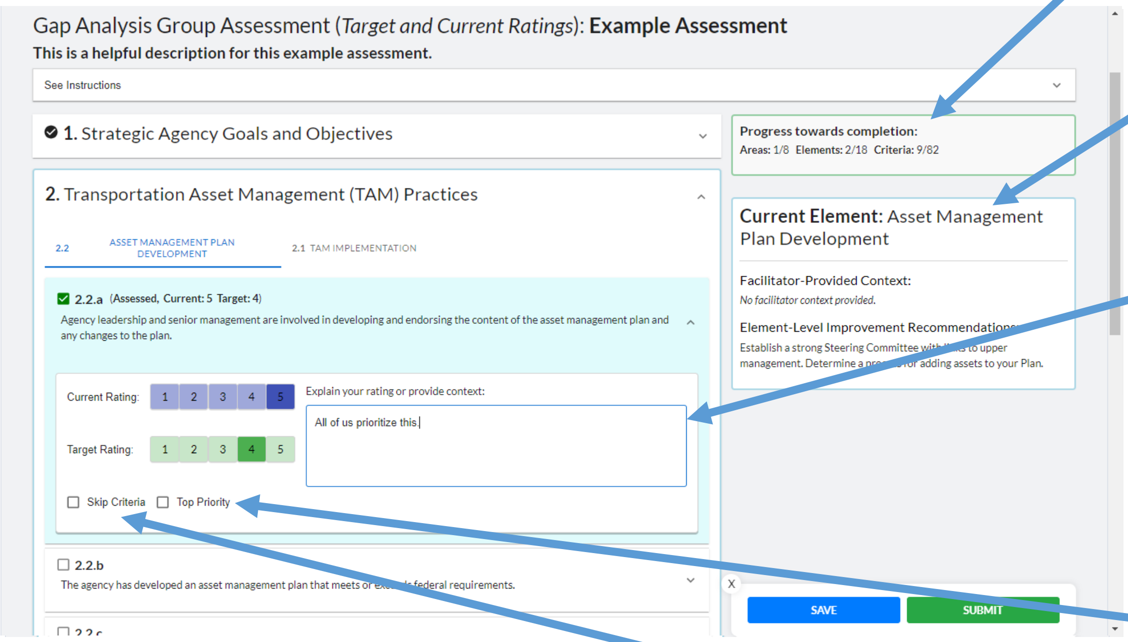
Area: Click to open and begin filling out the assessment. Each area is comprised of section elements with criteria. It will automatically close once it is filled out and open the next section.

Save: While the assessment will autosave users progress, click "save" to verify your progress is saved before leaving the page.

Submit: Once completed, submit the assessment using this button.

Take Assessment

Fill out your individual assessment here. Open each area to fill out each element's criteria by rating each on a scale from 1 to 5. Add additional context as needed. The assessment will autosave your answers, but you can also save and return to the assessment at a later date. Once finished, submit your assessment.



Progress towards completion: Displays user progress through the assessment.

Current Element: Displays what element the user is currently filling out.

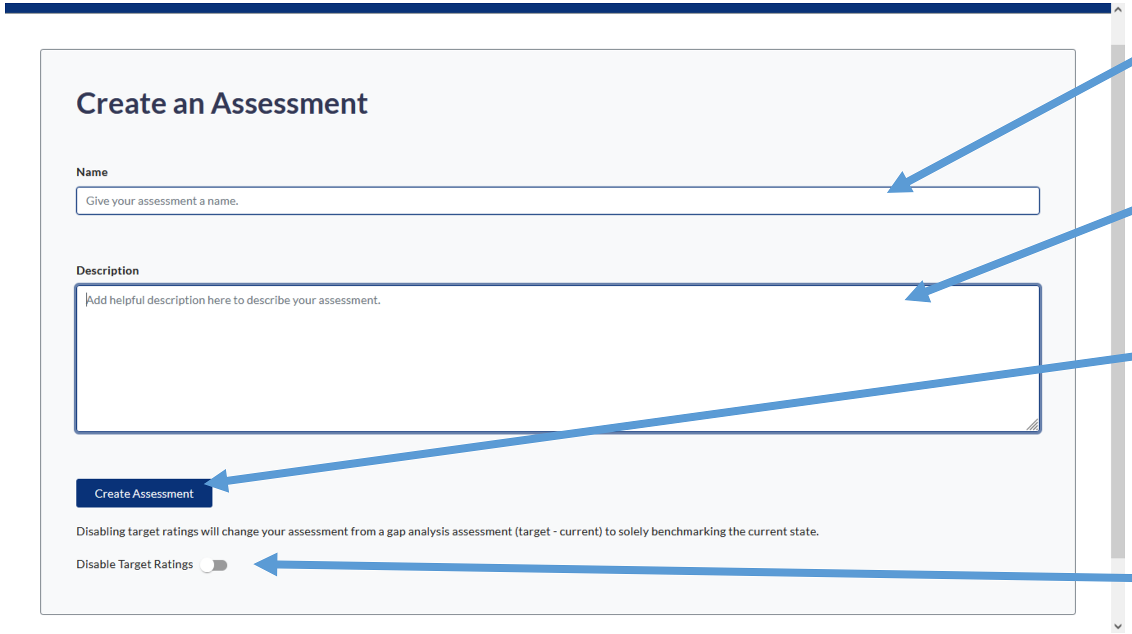
Rating: On a 1-5 scale rate how well your agency matches the criteria under "Current Rating" and then underneath it, record your agency's target rating. Adding more information to explain your rating or give context is Optional.

Top Priority: Mark important criteria by checking this box.

Skip Criteria: To avoid having an assessment element marked as "incomplete", check "Skip Criteria" when leaving criteria blank on purpose.

Create Assessment

This is where the user will create new assessments, including individual and group assessments. To create an assessment, first the facilitator must name it before editing the contents of the assessment. You can facilitate assessments that can examine the gap using target ratings or disable them to only benchmark the current state.



Name: Add text to title the assessment. This field is Required.

Description: Add text to describe the assessment. This field is Optional.

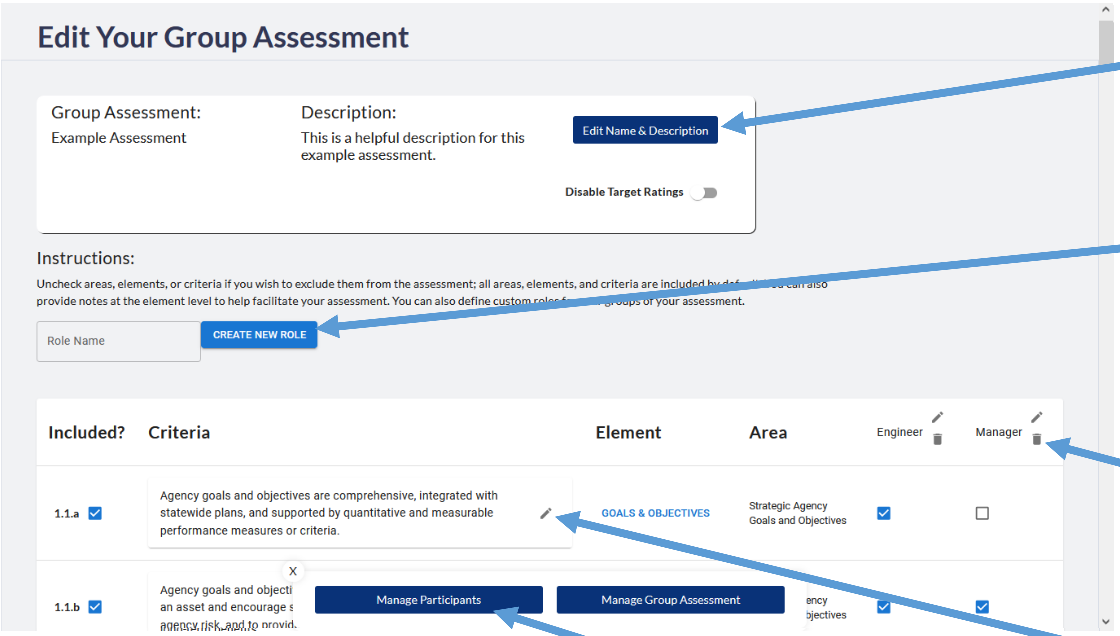
Create Assessment: Click to create information and proceed to the next step where the user can edit the contents of the assessment.

Disable Target Ratings: Disabling target ratings will change your assessment from a gap analysis assessment (target - current) to solely benchmarking the current state.

Note: All assessment data can be edited at a later date.

Edit Your Group Assessment

Here facilitators can edit the details and contents of their assessments and create new roles. Roles can be used to create more customized assessments without needing to create more than one. Check boxes to select whether or not a criteria is included in the assessment. All edits are automatically saved. If changes are not immediately visible, refresh the page.



Edit Name & Description: Quickly edit assessment name and description.

Create New Role: Define custom roles for user groups of your assessment to create a more specialized assessment.

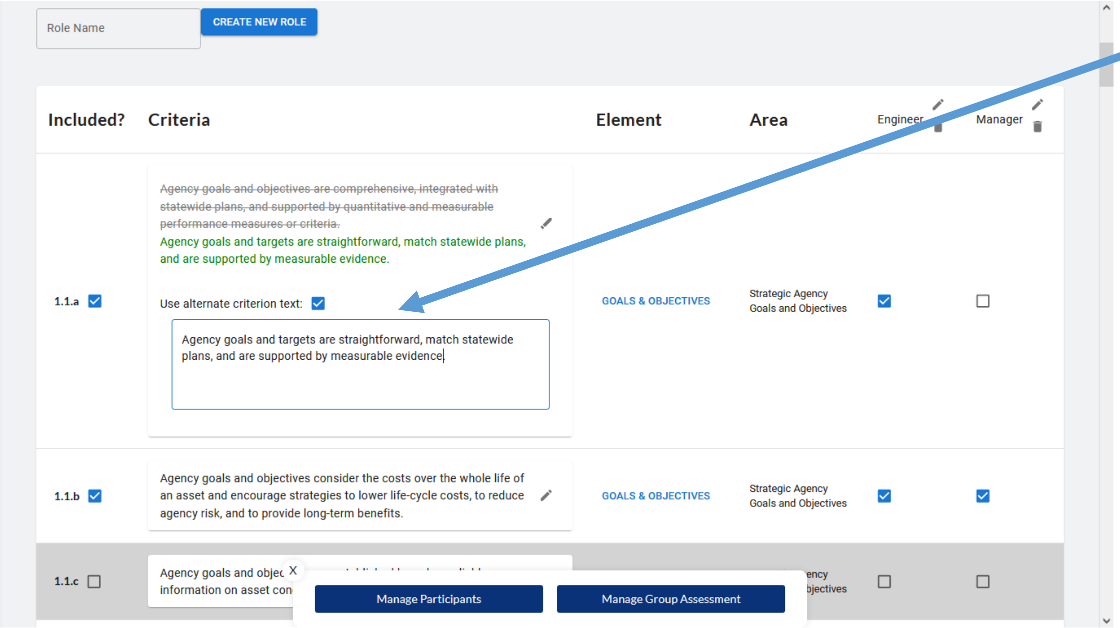
Role: Use Roles to only show criteria relevant to each group of people.

Criteria: Click to edit the wording of the criteria displayed by your assessment.

Manage Participants: Edit who has access to the assessment and their role.

Edit Your Group Assessment

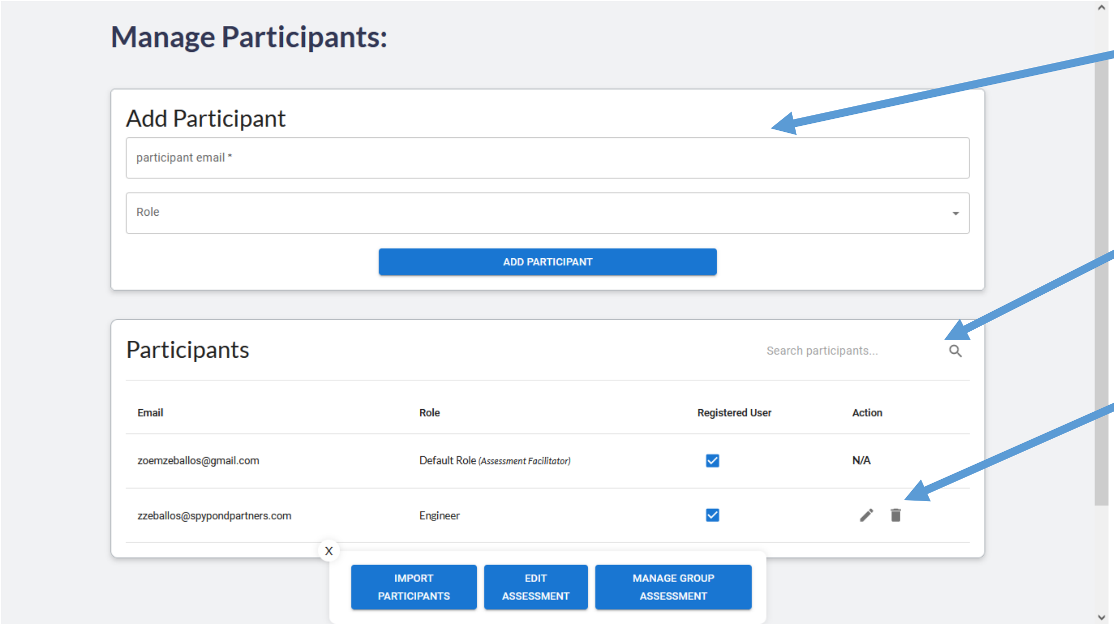
Edit criteria and select “Use alternative criterion text” to change the default criteria text.



Use alternate criterion text: Replace the criteria text with your own alternative by checking the box and adding text to the pop-up field below after clicking the pencil symbol.

Manage Participants

Edit the list of users who have access to the assessment. Roles can be assigned to specific participants here to customize what version of the assessment they will receive. Invitation emails will not be sent to participants until the assessment is opened by a facilitator.



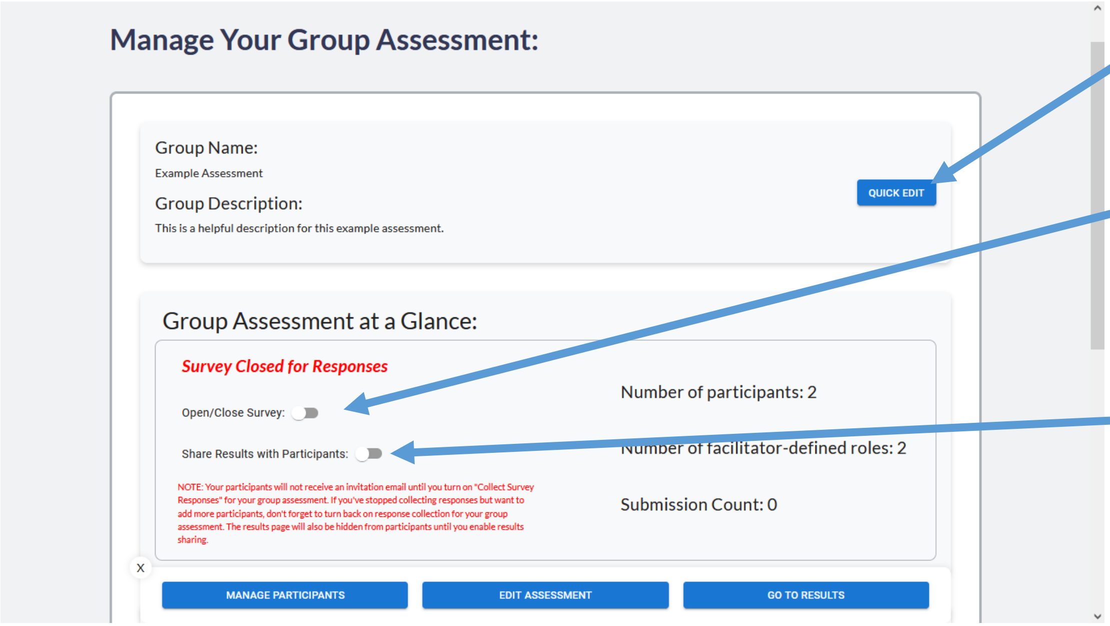
Add Participant: Add the email of users you would like to invite to edit or take the assessment.

Search Participants: Search the table for specific users.

Edit Participants: Click the pencil to edit the participant's role or click the trash can to delete the participant.

Manage Group Assessment

Manage your assessment from a top level on this page. Here you can quickly edit the name and description, open or close the assessment for responses, and share results with participants. Information regarding the number of participants, roles, submitted, and progress by each participant can be viewed.



Quick Edit: Edit the assessment name and description.

Open/Close Survey: Toggle the assessment open or closed for responses. Emails will be sent out to invited participants when opened.

Share Results with Participants: Toggle whether or not participants can view the assessment's results page.

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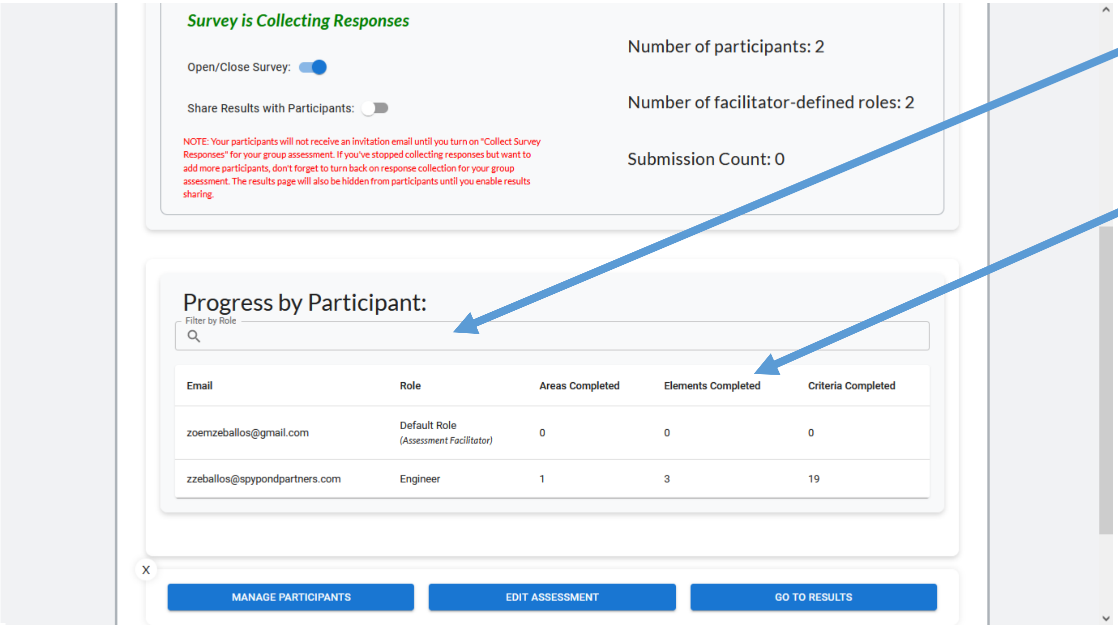
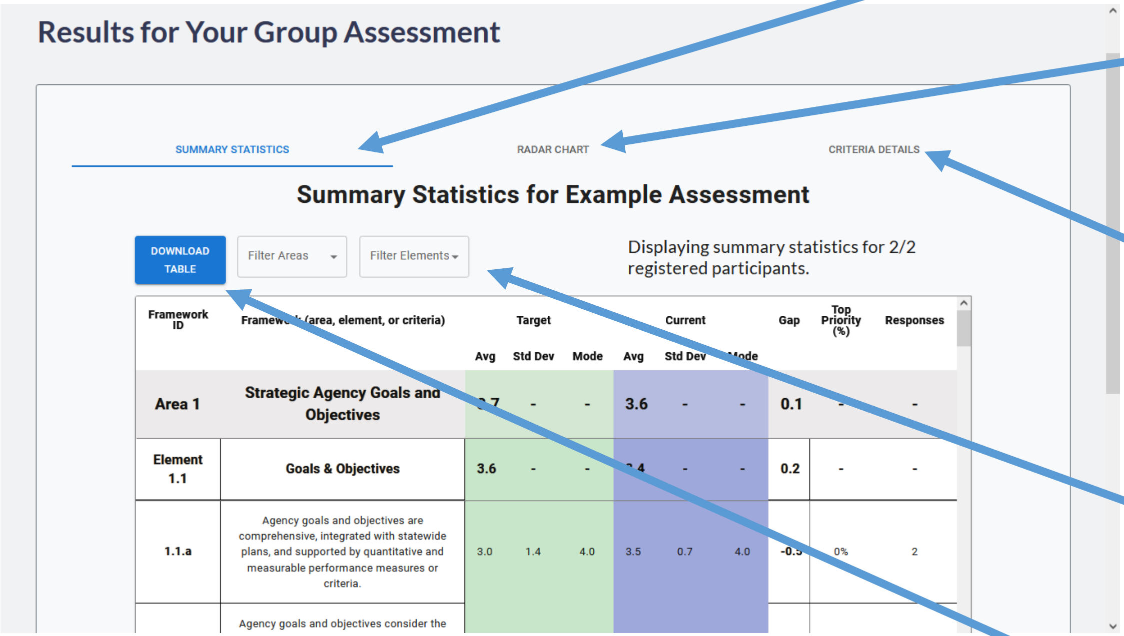


Filter by Role: Sort participants by role for easier organizing.

Progress by Participant: View the progress of each participant.

Results for Your Group Assessment

View the data collected from the assessment in multiple forms including a table and a radar chart. Facilitators have automatic viewing privileges, but participants can view as well if the facilitator switches the “Share Results with Participants” on the Manage Group Assessment page.



Summary Statistics: Displays overall data collected from the assessment.

Radar Chart: Uses a radar chart to display the difference between the target and current ratings reported.

Criteria Details: Histogram of responses for target/current ratings for each criteria as well as their notes and how many times it was marked top priority.

Filter Areas/Elements: Filter what criteria sections are being displayed by filtering by the area or element.

Download Table: Click to download a PNG of the data collected.

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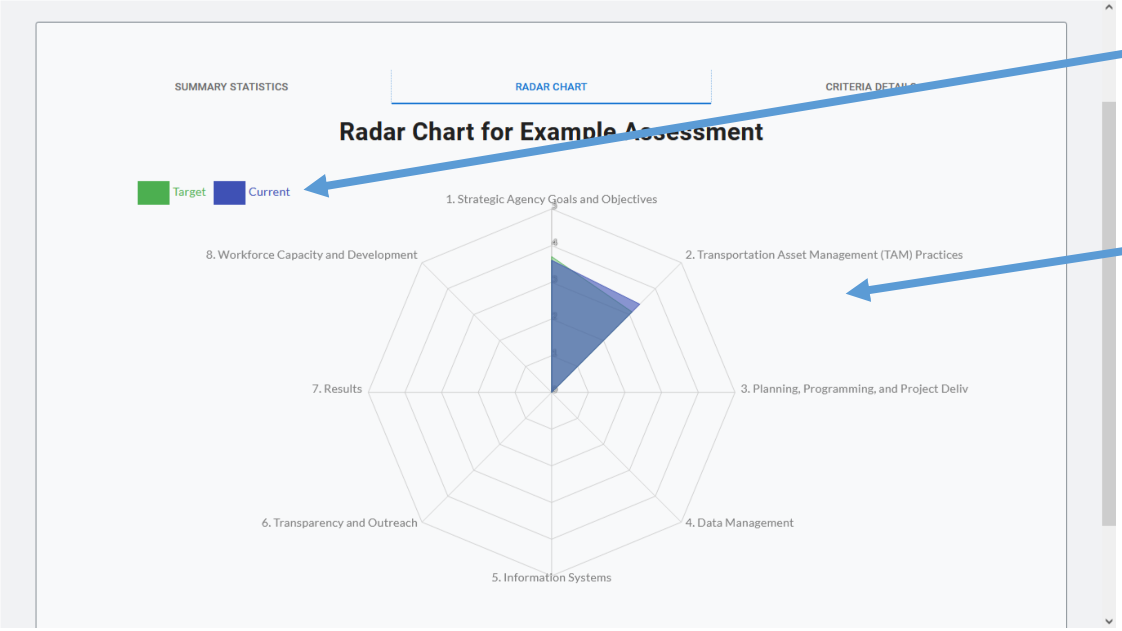

Key: The target ratings are displayed with green and the current ratings are displayed with blue.

Radar Chart: Each area is given a different corner of the shape and the average scores are projected onto it.

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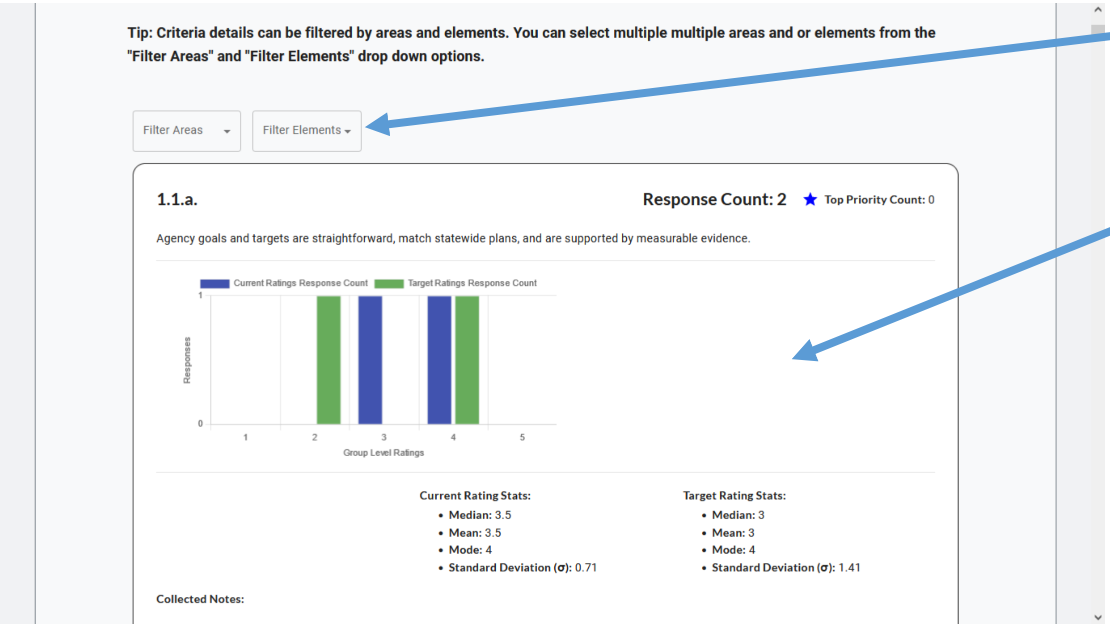

Filter by Area/Element: Use the drop-down menus to filter out which sections of the results are displayed.

Criteria Details: Histogram of responses for target/current ratings for each criteria as well as their notes and how many times it was marked top priority.