**Peer Exchange At-A-Glance Form – Purpose and Instructions**

**Purpose**

The form on the following page is intended to help capture the highlighted findings of an SP&R peer exchange.

* The completed text should be inserted at the start of the peer exchange report.
* It functions as a bulleted abstract of the peer exchange report. It will give readers a quick understanding of what was learned and allow them to decide if they wish to explore the more detailed report findings.
* It may also be useful as a standalone summary document to help an agency communicate the top-level outcomes of the peer exchange.
* When completed, it should be **no longer than one page** (or two at most).

This form was developed as part of [NCHRP Project 20-44(21), Synthesis of State Peer Exchanges and RPPM](https://apps.trb.org/cmsfeed/TRBNetProjectDisplay.asp?ProjectID=4831).

**Instructions**

* Delete this instructions page.
* Replace [text in brackets] on the next page with your own text.
* Please list only the **host and guest agencies**. There is no need to list individuals’ names (these and other details will appear in the full report).
* For the **Peer Exchange Need/Purpose/Goals**, briefly state what the host agency hoped to learn from this peer exchange. Aim for 50 to 150 words.
* For the **Top Findings and Takeaways**:
  + Keep list items brief: short statements, a sentence or a few sentences at most.
  + Provide page references to the detailed report if doing so is helpful. Page numbers may be less useful if this text is used in a standalone document.
  + To make it easier to create this list, consider identifying and collecting the highlights and key takeaways of the detailed peer exchange report during the usual meeting wrap-up session with the participants. This way it will not add to the facilitation or reporting workload for the meeting.
  + Limit this list to the top 10 key findings, takeaways and/or items of interest from the peer exchange report to give a high-level overview of the findings to the reader.

# Peer Exchange at-a-glance: [Peer Exchange Title]

**Host Agency:** [Agency]

**Guest Agencies:** [Agency 1], [Agency 2], [etc.]

For additional details, please read the complete report documenting this peer exchange, available on the [AASHTO Research Advisory Committee website](https://research.transportation.org/peer-exchange-reports/).

# Peer Exchange Need/Purpose/Goals

[Text]

# Top Findings and Takeaways

* [Takeaway] (see p. [page number])
* [Takeaway] (see p. [page number])
* [Takeaway] (see p. [page number])
* [Etc.]