**Problem Statement** Describe either the performance problem or the performance improvement (current and desired performance).

**Background** Describe any relevant background information related to the problem.

**Recommendation** What is the recommendation that best closes/improves the performance/operations gap?

**Fiscal Impact** Describe in one or two sentences.

**Stakeholder Impact** Identify all relevant stakeholders and explain how implementation will affect them.

**Policy Impact** Explain if and how implementation affects existing Caltrans policies, manuals and/or design guidance.

**Risks** Explain risks associated with implementation and the avoidance, transference, mitigation, or acceptance strategy.

**Proposed Implementation Schedule** Explain milestones, completion dates, and identify responsible parties.

**Implementation Coordinator(s)** Insert name, title, branch, office, subdivision, division/district, e mail address, and phone number.

**APPROVAL RECOMMENDED BY:** Subtask Group Decision Document Champions

<Name> Date <Name> Date

Caltrans Decision Document Champion Industry Decision Document Champion

<Office Name> <Company Name>

**APPROVED BY <Task Group Name>** Remove unnecessary signature blocks

**Caltrans Name (Recommendation) Industry Name (Concurrence)**

<Name> Date <Name> Date

Caltrans Task Group Chair Industry Task Group Lead

<Office Name>

<Name> Date <Name> Date

Caltrans Task Group Member Industry Task Group Member

<Office Name>

<Name> Date <Name> Date

Caltrans Task Group Member Industry Task Group Member

<Office Name>

<Name> Date <Name> Date

Caltrans Task Group Member Industry Task Group Member

<Office Name>