

APPENDIX C: TRANSPORTATION MANAGEMENT PLAN COMPONENTS CHECKLIST

The following checklist represents the possible Transportation Management Plan (TMP) components described in Section 3.0 of the FHWA document "Developing and Implementing Transportation Management Plans for Work Zones." Districts may want to consider developing something like this to assist preparers and reviewers of TMPs.

TMP Component	Done
1. Introductory Material	
a. Cover Page	_____
b. Licensed Engineer Stamp page (if necessary)	_____
c. Table of contents	_____
d. List of figures	_____
e. List of tables	_____
f. List of abbreviations and symbols	_____
g. Terminology	_____
2. Executive Summary	_____
3. TMP Roles and Responsibilities	_____
a. TMP manager	_____
b. Stakeholders/review committee	_____
c. Approval contact(s)	_____
d. TMP implementation task leaders (e.g., public information liaison, incident management coordinator, etc.)	_____
4. Project Description	
a. Project background	_____
b. Project type	_____
c. Project area / corridor	_____
d. Project goals and constraints	_____
e. Proposed construction phasing / staging	_____
f. General schedule and timeline	_____
g. Related projects	_____
5. Existing and Future Conditions	
a. Data collection and modeling approach	_____
b. Existing roadway characteristics (history, roadway classification, # lanes, geometrics, urban/suburban/rural)	_____
c. Existing and historical traffic data (volumes, speed, capacity, volume to capacity ratio, % trucks, queue length, peak traffic hours)	_____
d. Existing traffic operations (signal timing, traffic controls)	_____
e. Incident and crash data	_____
f. Local community & business concerns/issues	_____
g. Traffic growth rates (for future construction dates)	_____
h. Traffic predictions during construction (volume, delay, queue)	_____

- 6. Work Zone Impacts Assessment Report**
 - a. Qualitative summary of anticipated work zone impacts _____
 - b. Impacts assessment of alternative project design and management strategies. (in conjunction with each other) _____
 - 1. Construction approach/phasing/staging strategies _____
 - 2. Work zone impacts management strategies _____
 - c. Traffic analysis results (if applicable) _____
 - 1. Traffic analysis strategies _____
 - 2. Measures of effectiveness _____
 - 3. Analysis tool selection methodology & justification _____
 - 4. Analysis results _____
 - a. Traffic (volume, capacity, delay, queue, noise) _____
 - b. Safety _____
 - c. Adequacy of detour routes _____
 - d. Business/community impact _____
 - e. Seasonal impacts _____
 - f. Cost effectiveness/evaluation of alternatives _____
 - d. Selected alternative _____
 - 1. Construction approach/phasing/staging strategy _____
 - 2. Work zone impacts management strategies _____
- 7. Selected Work Zone Impacts Management Strategies**
 - a. Temporary Traffic Control strategies _____
 - 1. Control strategies _____
 - 2. Traffic control devices _____
 - 3. Project coordination, contracting, and innovation construction strategies _____
 - b. Public information (PI) _____
 - 1. Public awareness strategies _____
 - 2. Motorist information strategies _____
 - c. Transportation Operations (TO) _____
 - 1. Demand management strategies _____
 - 2. Corridor/network management strategies _____
 - 3. Work zone safety management strategies _____
 - 4. Traffic/incident management & enforcement strategies _____
- 8. TMP Monitoring**
 - a. Monitoring requirements _____
 - b. Evaluation report of successes and failures of TMP _____
- 9. Contingency Plans**
 - a. Trigger points _____
 - b. Decision tree _____
 - c. Contractors contingency plan _____
 - d. Standby equipment or personnel _____
- 10. TMP implementation Costs**
 - a. Itemized costs _____
 - b. Cost responsibilities / sharing opportunities _____
 - c. Funding sources(s) _____
- 11. Special Considerations (As Needed)** _____
- 12. Attachments (as Needed)** _____