

TPD Staff Considerations for Pre-CTP/CUR Discussion

- **Does this need to be a face to face meeting or is a discussion via phone or other means viable?**
- **Who should be involved in the discussion? (This should be worked out ahead of time.)**
In general the TPD project engineer and their supervisor should participate in this discussion, although an experienced Engineer could handle this duty. The goal is to make sure someone with sufficient experience is present to understand constraints and time lines.
- **RPO or MPO representation must be involved.**
- **A division representative (Division Planning Engineer at a minimum) must be invited.**
- **Minutes from this discussion must be developed by TPD staff. Minutes should be reviewed by other attendees and then stored in the project folder.**

Potential items to be discussed:

- **Who will be doing the work to complete the various sections of the CUR and the CTP (TPD engineer, RPO/MPO staff, DPE, CDE, Division Office)? Define and document roles and responsibilities.**
- **What is the general schedule?**
- **Who will schedule meetings? Who will complete meeting minutes? Who will advertise for CTP meetings?**
- **What data will be collected prior to CTP and what will be done during CTP?**

*See also the Guidance for NC's CTP Process

<https://connect.ncdot.gov/projects/planning/Pages/TransPlanManualCTP.aspx>

Steps CTP 1a, 1b and others provide additional guidance for Holding Initial Meetings, Assembling Existing Data, and Establishing the CTP Schedule