

CTP – Web Page Development

Description

The purpose of this procedure is to provide a consistent methodology for developing the required web pages for Comprehensive Transportation Plan (CTP) studies for the Connect.ncdot.gov web site.

Responsibility

The TPB Project Engineer (PE) – Request (via email) development of a web page for the CTP from the Web Designers (currently Elena Talanker), provide draft information for the page on the S:\Shared\TPB Temporary\WEB_update\<<CTP NAME>, and send a copy of the request to the appropriate Planning Group Supervisor.

The Web Designer (WD), currently Elena Talanker - Create the CTP web page in SharePoint on Connect.ncdot.gov within a week of receiving the CTP information. Delete all files and documents from the S:\Shared\TPB Temporary\WEB_update\<<CTP NAME> within a week after the web page is uploaded to the web site.

Scheduling and Time Constraints

The CTP web page will be uploaded to the Internet within a week of the Web Designers receiving the CTP information from Project Engineer.

Procedure

Step	Action
1	<p>To initiate a new CTP web page on the Connect.ncdot.gov:</p> <p>PE should create a folder for the CTP study on the TPB Shared drive under S:\Shared\TPB Temporary\WEB_update\<<CTP NAME> and create a Microsoft Office Word file for the CTP web page:</p> <ul style="list-style-type: none"> • In the body of the Word file, provide the full name of the Planning Area for which Comprehensive Transportation Plan is being developed. • Write an introductory paragraph for the CTP study. List all participants in the CTP development process (i.e. This study is a joint effort between <name of the county> County, the <name of the MPO/RPO>, List of Municipalities (i.e. City of, Town of) and the NCDOT.) • List the contact information for the NCDOT Project Engineer and the appropriate MPO/RPO/County contact(s) that are responsible for the CTP development. • <i>(Optional)</i> Provide a list of links, along with URL addresses, that may be a resource for CTP study (e.g., county or/and town web sites, NCDOT Division Contact information, etc.) • <i>(Optional)</i> Provide a list of any documents that will be linked to this CTP web page. Copies of these documents should be placed in the folder created in Step 1. <p>Note: It is preferable that all the documents will be provided to Web Designer in the Adobe Acrobat PDF format.</p> <p>Send an email request to Web Designer to upload the CTP web page information from the <CTP NAME> folder to the Connect.ncdot.gov. Send a copy of the email to the</p>

	<p>appropriate Planning Group Supervisor.</p> <p>Note: The Web Designers will delete all files and documents from the S:\Shared\TPB Temporary\WEB_update\<<CTP NAME> within a week after the web page is uploaded to the Connect.ncdot.gov. The Project Engineer should maintain copies of all the files and documents placed in the <CTP NAME> folder for their own records.</p>
3	<p>To update an existing CTP web page on the Connect.ncdot.gov:</p> <ul style="list-style-type: none"> Place an updated word document for CTP web page under the TPB Shared drives S:\Shared\ TPB Temporary\WEB_update\<<CTP NAME>. Update the list of documents that will be linked to the CTP web page and place copies of new or updated documents into the <CTP NAME> folder. To link a transportation survey to the CTP web page, provide the URL for the survey web site. Double check to make sure that URL is working. Send an email request to Web Designer to upload the CTP web page information from the <CTP NAME> folder to the Connect.ncdot.gov. Send a copy of the email to the appropriate Planning Group Supervisor. <p>Note: The Web Designer will delete all files and documents from the S:\Shared\ TPB Temporary\WEB_update\<<CTP NAME> within a week after the web page is uploaded to the Connect.ncdot.gov. The Project Engineer should maintain copies of all the files and documents placed in the <CTP NAME> folder for their own records.</p>
4	<p>To publish Adopted CTP maps and final report on the Connect.ncdot.gov:</p> <p>There are several modifications that must occur after the CTP maps are adopted by Board of Transportation:</p> <ul style="list-style-type: none"> Update the information in the Word file for CTP web page under the TPB Shared drives S:\Shared\ TPB Temporary\WEB_update\<<CTP NAME>. In the body of the Word document, change the introductory paragraph to include dates for when the CTP was adopted by MPO/RPO, local governments (optional) and NC Board of Transportation. Copy all CTP maps, in Adobe Acrobat PDF format, to this folder: Adoption Sheet, Highway Map, Public Transportation and Rail Map, Bicycle Map and Pedestrian. Copy the CTP report, in Adobe Acrobat PDF format, into this folder. Send an email request to Web Designer to upload the final report and maps from the <CTP NAME> folder to the Connect.ncdot.gov. Send a copy of the email to the appropriate Planning Group Supervisor. <p>Note: Keep copies of all the files and documents that are placed in the <CTP NAME> folder. The Web Designers will delete the <CTP NAME> folder from S:\Shared\ TPB Temporary\WEB_update\ within a week after the final report is uploaded to the Connect.ncdot.gov</p>

Policy, Regulatory, and Legal Requirements

No specific policy exists for the CTP web page development. [NC G.S. 136-66.2](#) provides the overall requirements for Comprehensive Transportation plans, which are adopted by the NC Board of Transportation.

Resources

[CTP webpages on connect.ncdot.gov](#)

Background

This procedure is triggered by the initiation of a CTP and must follow web site development requirements from NCDOT's IT Department and Comprehensive Transportation Plan standards.

Record of Revision

The information contained in this procedure is deemed accurate and complete when posted. Content may change at any time without notice. We cannot guarantee the accuracy or completeness of printed copies. Please refer to the online procedure for the most current version. Contact TPB Staff Engineer with all the questions about this procedure.

Version	Section Affected	Description	Effective Date
2.0	Entire Procedure	New template and update for the SharePoint environment on the Connect.ncdot.gov	7/31/2013

Flowchart