CTP Peer Review Procedure

Description

The purpose of the CTP Peer Review procedure is to develop a consistent methodology for Peer Review team assignment and overall review process on all the Comprehensive Transportation Plan (CTP) products, including maps, problem statements and report in the Transportation Planning Branch (TPB).

Responsibility

Supervisor, Unit Head, and Branch Manager - to supervise the review of the CTP maps, problem statements and reports.

Project Engineer **(PE)** - to ensure that the Draft CTP is reviewed and approved based on this procedure prior to submission for the Internal management review.

TPB Staff Engineer - to select/assign the Peer Review Team and upload products to the TPB Team Site document library.

Scheduling and Time Constraints

The Peer Review process should take place before materials are presented for internal management review according to the CTP Maps – Internal Review procedure. There are two phases of Peer Review - one for Problem Statements (PS) and Draft Maps and another for the Draft CTP Report. Note that a different team will be selected for each of these phases for a given CTP study.

Starting July 1, 2015 Peer Review of all CTP Products is mandatory to every engineer in the Branch, it is aligned with the start of the new NCVIP cycle. Overall, the estimated review time should not take more than 8 hours per team member.

Procedure

Step	Action
1	PE posts documents for review in a new folder labeled with their study name on the share drive (S:\Shared\TPB Temporary\Peer Review). PE requests Peer Review by e-mailing the TPB Staff Engineer (and cc'ing their supervisor) prior to <u>NOON on Wednesday of the current week.</u> The e-mail should state what type of peer review is requested (Problem Statements and Maps or Draft Report), provide the study name and location of the documents to be reviewed (on the share drive), and explain any supplemental information being provided.
2	TPB Staff Engineer selects and assigns the Peer Review team using the Team Assignments spreadsheet and the instructions contained therein (S:\Shared\TPB Temporary\Peer Review\Team Assignments.xls) and uploads all the products for review to the TPB Team Site on Inside NCDOT.
3	TPB Staff Engineer <u>notifies</u> by e-mail the PE, Peer Review team members and all the supervisors about the assignment by <u>COB Friday of the same week.</u> **NOTE:** It is expected that staff will participate in Peer Reviews. If a selected team member absolutely cannot participate in a particular review due to exceptional circumstances, their supervisor and unit head must agree and the <u>unit head</u> must

	notify the TPB Staff Engineer as soon as possible. That person will be assigned to the next appropriate Peer Review team.
4	Each identified member of the Peer Review team <u>individually</u> reviews products and provides comments using the SharePoint environment of the TPB Team Site on Inside NCDOT (multiple people can edit the word document at the same time, and all the changes/edits/comments are automatically saved in real time). All reviews and comments should be completed and PE notified by <u>COB Friday</u> of the week following the assignment. Peer Review team looks for : • Maps: Display and completeness, match to PS • PS: Full vs Minimum, standards met, quick tips followed • Report: Correct reference to figures, tables, pages, appendices, etc. • Report is complete and grammar corrected
5	**Reports and Problem Statements** in word format should be reviewed using <u>the track changes</u> and/ or comments feature(s). • Open Internet Explorer (Recommended- Chrome and other browsers may not work properly) • Go to TPB Team Site on Inside NCDOT • Open the file listed for Peer Review. Select Edit mode (not read-only). Do not "check out" the document, as this will prevent others from editing at the same time. • Suggest edits and/or make comments. • Select 'Save' (has a green upload symbol on the corner) then close the document. Close Explorer and reopen to confirm the document was saved to the team site. **Maps** should have comments posted by Sticky Notes feature in Acrobat Reader: • Download Map for review to your computer • Click on Comment tool to select "Add Sticky Note" • Click on the map and write comment on the sticky note • Save and email map with comments to PE
6	During the assigned review week the PE <u>schedules an in person meeting</u> with the team to review and clarify comments as needed. This meeting may take place during the week after the review week.
7	PE <u>downloads</u> final documents from the TPB Team Site on Inside NCDOT to his/her own computer.
8	Upon completion of the Peer Review process the PE notifies the TPB Staff Engineer to delete all documents from the TPB Team Site.

Policy, Regulatory, and Legal Requirements

NC G.S. 136-66.2 provides the overall requirements for Comprehensive Transportation Plans, which are ultimately mutually adopted by the local area(s) and the NCDOT.

Resources

- [CTP Peer Review Process Training](#)
- [CTP Maps Preparation Checklist](#)
- [CTP Management Approval Checklist](#)
- [CTP Report Quick Tips](#)
- [Problem Statement Quick Tips](#)
- [CTP Maps Preparation Points and Checklist](#)

Background

The CTP Peer Review process was developed as part of a Lean Sigma Six project (refer to the CTP Peer Review Process Training under 'Resources' for more information on the development process). The intent of the Peer Review process is to enhance the quality of the Comprehensive Transportation Plan (CTP) products, including maps, problem statements and reports, in the Transportation Planning Branch (TPB). Additionally, the review of products by peers also allows for increased knowledge of the reviewers and the PE, and can make the management review process more efficient. Peer Review is intended to be a high level review of CTP products prior to submission to the PE's supervisor. Peer comments do not affect performance review. Peer Review is not intended to be or have:

- Performance Evaluation
- Thorough review of technical analysis
- Detailed local knowledge or validation of information
- Replace the supervisor's review
- Full consensus on all comments

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	Edits for additional detail and clarification	10/28/15

Flowchart