


Project Store – Enter Data

Transportation Planning Branch		Approved: December 2, 2009 Revised: March 8, 2010 Version 1.2
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Purpose

The purpose of the Project Store – Enter Data procedure is to ensure that the Transportation Planning Branch (TPB) staff assigned to enter the data will know the mechanics of entering the data, as well as assuring a common naming convention.

Background

Project Store is an electronic filing tool developed to assist NCDOT with communication. It is comprised of a set of folders for each Transportation Improvement Program (TIP) project that contains information about that project from all NCDOT Business Units.

TPB has a folder in Project Store named “LongRangePlanning” with two sub-folders. The “Misc” folder is intended to house the Problem Statement and Traffic Estimates. The “Traffic Forecasts” folder will house the Traffic Forecast Request Form and mapping for the specific project, as well as the Traffic Forecast Cover Letter, Diagram(s), and Documentation.

The system is anticipated to keep everything until a year after the project is built. Therefore, if two or seven forecasts are done for a project, they will all be stored there, without deleting the earlier forecasts. Data from other Branches will also be viewable.

In the Transportation Planning Branch, all Managers, Supervisors and the State Traffic Forecast Engineer have “write” access to the system, for the TPB folders only. All TPB staff has “read” access for all folders in the system. Access is provided through “SrvConn.”

Responsibility

It is the responsibility of:

- **The State Traffic Forecast Engineer** to enter into Project Store electronic copies of:
 - the Traffic Forecast Request Form;
 - the Traffic Forecast Request mapping;
 - the Traffic Forecast Cover Letter;

- the Traffic Forecast Diagrams; and
- A copy of the Traffic Forecast Documentation.
- **TPB Group Supervisors** to enter into Project Store electronic copies of:
 - the Problem Statement;
 - the Traffic Estimate

Policy, Regulatory, and Legal Requirements

None

Scheduling and Time Constraints

The system is anticipated to keep everything until a year after the project is built. Files should not be deleted. If more recent information is developed, it should be saved in addition to the files already stored.


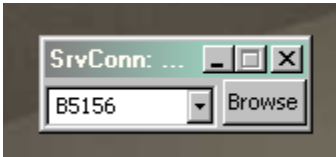
Procedures

Procedure Inputs – See list below:

- A copy of Traffic Forecast Request Form;
- A copy of the Traffic Forecast Request mapping;
- A copy of the Traffic Forecast Cover Letter;
- A copy of the Traffic Forecast Diagrams;
- A copy of the Traffic Forecast Documentation;
- A copy of the Problem Statement;
- A copy of the Traffic Estimate

Procedure Output – Data sets pertinent to a specific TIP project in a centralized location available to other NCDOT business units.

The State Traffic Forecast Engineer or Group Supervisor will follow the steps below to enter Traffic Forecast or Planning related data:

Step	Action
1	<p>Access Project Store</p> <p>Project Store is accessed through the “SrvConn” icon on the computer desktop. This icon should be available on all computer desktops (if it is missing, contact IT for assistance).</p> <p>Double click on the icon</p> <div style="text-align: center;">  </div> <p>A pop up box will appear</p> <div style="text-align: center;">  </div>

2

Access Project Specific Folders

Enter the TIP number of the subject project. There should not be any dashes or blank spaces included in the number. If there are extensions, they should be included.

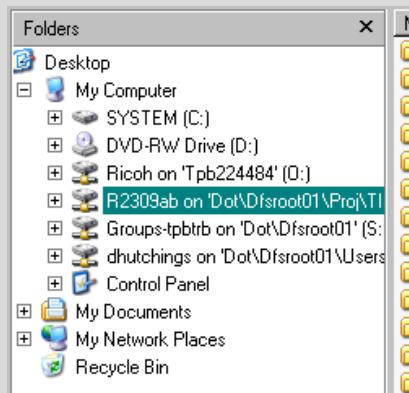
Acceptable entries:

- B5156
- b5171
- R2309AB

Unacceptable entries:

- B-5156
- R2309 AB

This will add to **Explore** a folder for the TIP Project. It is not necessary to open the folder, but it can be done if wished. If opened, it should appear thus:



3

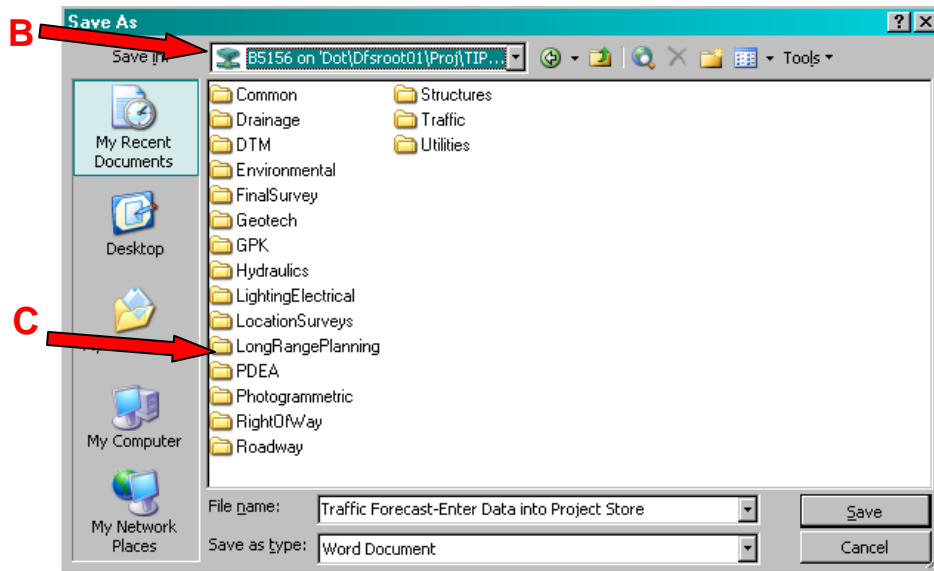
Select File

Save the file to the appropriate place. There are several ways in which this can be accomplished. One method is as follows:

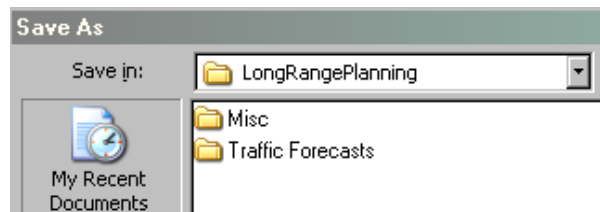
With the file open, click on **File** (upper left corner) and from the drop down box (A) select Save As...



Using the drop down box select the project number (B), then double click on **LongRangePlanning** (C)



Double clicking on LongRangePlanning will give the option of two sub-folders:



4

Save File - Traffic Forecasts

Select **Traffic Forecasts** for Project Level Traffic Forecast related files.

The State Traffic Forecast Engineer will save the following files in Project Store upon receipt of the completed Project Level Traffic Forecast Request:

- A copy of Traffic Forecast Request Form;
- A copy of the Traffic Forecast Request mapping;
- A copy of the Traffic Forecast Cover Letter;

	<p>The State Traffic Forecast Engineer will save the following files in Project Store upon distribution of the completed Project Level Traffic Forecast:</p> <ul style="list-style-type: none"> • A copy of the Traffic Forecast Cover Letter; • A copy of the Traffic Forecast Diagrams; and • A copy of the Traffic Forecast Documentation. <p>When new Requests are received, or new Project Level Traffic Forecasts developed, the previous versions will NOT be deleted. Therefore it is important to have a naming convention that is intuitive for which files belong together and are the most current.</p> <p>The following naming convention shall be followed: TIP-number Year Date TF item description</p> <p>Examples:</p> <ul style="list-style-type: none"> • R-2000 2009 Feb13 TF Request Form • R-2000 2009 Feb 13 TF Request Map • R-2000 2009 Oct15 TF Cover Letter • R-2000 2009 Oct15 TF Diagrams • R-2000 2009 Oct 17 TF Report
5	<p>Save File - Misc</p> <p>Select Misc for all other files.</p> <p>The Group Supervisor will save the following files in Project Store upon receipt of the completed document from their staff:</p> <ul style="list-style-type: none"> ○ A copy of the Problem Statement; ○ A copy of the Traffic Estimate <p>When new Problem Statements or new Traffic Estimates are developed, the previous versions will NOT be deleted. Therefore it is important to have a naming convention that is intuitive for which files belong together and are the most current.</p> <p>The following naming convention shall be followed: TIP-number Year Date PS or TIP-number Year Date TE</p> <p>Examples:</p> <ul style="list-style-type: none"> • U-2070 2010 Feb13 PS • R-5132 2010 Oct15 TE • W-6341 2010 Jun 17 TE

Warnings and Precautions

No files are to be deleted from Project Store, including when updates are added.

Resources and Tools

SrvConn

Contacts

- For suggestions to change this procedure contact: Earlene Thomas (919) 715-5737 ext. 70.

- For questions about performing this procedure contact: State Traffic Forecast Engineer (currently Deborah Hutchings) (919) 715-5482 ext. 394.

Glossary

For a complete listing of terms, definitions and acronyms, go to the [Master Glossary](#).

User Access

Intended for NCDOT Internal Use Only, but not exempt from the public records access requirements.

Flowchart

None

Record of Revision

Version	Section Affected	Description	Effective Date
1.1	Title	Changed name of procedure.	01/19/2010
1.2	Purpose	Changed name of procedure	03/08/2010