

Traffic Forecasting Assignment

Description

The purpose of this procedure is to outline the steps required for the State Traffic Forecast Engineer (STFE) to receive and assign a project level traffic forecast (also called traffic forecast).

Responsibility

The *State Traffic Forecast Engineer (STFE)*, currently Deborah Hutchings, is responsible for assigning the Traffic Forecast in consultation with the appropriate planning and forecasting Group Supervisors, and log in forecast requests and assignments.

The *TPB Group Supervisor (Supervisor)* is responsible for coordination with the STFE.

Scheduling and Time Constraints

The typical time between receipt of the completed Request for a Project Level Traffic Forecast and the STFE's distribution letter shall not exceed three (3) weeks.

Procedure

Step	Action
1	<p>This procedure is initiated when the State Traffic Forecast Engineer (STFE) receives an e-mail Request for a Project Level Traffic Forecast on the Branch's standard form.</p> <p>NOTE: The form is periodically updated, so the Requester should always use the latest form published on the website https://connect.ncdot.gov/projects/planning/Pages/ProjectLevelTrafficForecasting.aspx</p>
2	<p>Within three weeks of receipt, the STFE evaluates the Request for completeness. Items reviewed include:</p> <ul style="list-style-type: none"> • A project number (WBS); • Contact information on the Requester (NCDOT staff member); • Date of most recent forecast (if applicable); • Brief project description; • Mapping; and • An itemized listing of intersections for which turning movements are requested.
3	<p>If the Request is complete:</p> <ul style="list-style-type: none"> • The STFE designates the date of receipt as the "date of the Forecast Request." <p>If the Request is NOT complete:</p> <ul style="list-style-type: none"> • The STFE contacts the Requester and informs them of the additional requirements. This is noted in the STFE files.

	<ul style="list-style-type: none"> The additional requirements may include that the Requester complete the submittal by furnishing items which were missing from the initial submittal (such as mapping, or a list of intersections) or other clarification as needed. On occasion, it may be necessary for the Request to be resubmitted. The STFE again reviews the Request. When complete, the STFE notes the date the last required information was received, and designates that date as the “date of the Forecast Request.” <p>Note: The date of the “Forecast Request” may be revised later if there are future changes in the Request.</p>
4	<p>The STFE coordinates with the supervisors of both of the appropriate Traffic Forecasting and Planning Groups. If a Group Supervisor is not available, the STFE may coordinate with the appropriate regional Unit Head in lieu of the Group Supervisor.</p> <p>Forecasts may be assigned to the regional Planning Group staff, Traffic Forecasting Group staff, (hereinafter referred to as the “Assigned Forecaster”) or Consultant.</p> <p>The STFE reviews the information from the coordination and current workloads and assigns the forecast accordingly.</p> <p>Once the forecast is assigned, it remains in that Group until completed. (If the AF leaves their position, the forecast will be completed by the Group Supervisor or their staff. The exception to this is if the AF changes positions and remains within TPB, in which case completion of the forecast will remain their responsibility.) If the Group Supervisor wishes to reassign within their Group, the STFE must be informed at the time of the change. No change in due date will be allowed to accommodate changes in assignment.</p>
5	The STFE creates a Word Document file for each TIP project. Documents relating to the forecast, such as e-mails or meeting minutes, may be included in the file.
6	<ul style="list-style-type: none"> The STFE prepares the Assignment Letter.
7	<p>The STFE distributes the assignment letter and forecast request via e-mail to:</p> <ul style="list-style-type: none"> The Assigned Forecaster (AF) the Supervisor of the appropriate Forecast Group the Planning Group supervisor, and the Requester.
8	The STFE records the forecast request in the Department's project tracking database and the excel spreadsheet (currently located on the STFE's computer as: U\ForecastReports\Forecast Status).

Policy, Regulatory, and Legal Requirements

None

Resources

- [Project Level Traffic Forecasting, Administrative Procedures Handbook](#)

- [Project Level Traffic Forecast Request Form](#)
- [TF- Assignment Letter](#)

Background

The Transportation Planning Branch (TPB) is responsible for providing traffic data to support project-level decisions. Project-level traffic forecasts are key inputs to environmental documents, feasibility studies, and roadway and pavement designs, which lead to the construction of transportation improvements. Project-level traffic forecasts provide current traffic volumes and estimates of future traffic volumes, including intersection movements and other traffic factors, for a defined study corridor.

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.

Version	Section Affected	Description	Effective Date
1.1	Procedures	Steps 1 and 2 were combined to reflect electronic submission of requests. Step 9 reflects new location for file.	02/23/2010
1.1	Procedures & Resources & Tools	Fixed broken link for Project Level Traffic Forecast Request Form	02/23/2010
1.2	Scheduling and Time Constraints, Procedures & Project Level Traffic Forecast Request Form	Delivery dates change in Scheduling and Time Constraints, Updated Project Level Traffic Forecast Request Form	05/07/2011
2	Procedures Step 4	Procedure's template was modified. Proposed change in time for assignment from 2 weeks to 3 weeks to be consistent with the recent TF training. Responsibilities of the Group under the forecast assignment.	2/5/2013

Flowchart