

Traffic Forecasting Contact Memorandum

Description

The purpose of this procedure is to provide direction on the development of the Traffic Forecast Contact Memorandum.

Responsibility

The *TPB Assigned Forecaster (AF)* is responsible for sending the Contact Memorandum within two weeks of receipt of the forecast assignment.

The *State Traffic Forecast Engineer (STFE)*, currently Deborah Hutchings, is responsible for maintaining a log of when the Memorandum was sent and the forecast due date.

Scheduling and Time Constraints

The Contact Memorandum must be sent within two (2) weeks of the Assignment Memorandum.

Procedure

Step	Action
1	<p>Develop Content</p> <p>Upon being assigned a Traffic Forecast, the AF must respond to the Requester providing the official due date for the forecast as noted in the Assignment Letter (typically within 2 weeks). The "Contact Memorandum" is developed to accomplish the following tasks:</p> <ul style="list-style-type: none"> • Set the due date of the Forecast. Branch rules (on the S drive) shall be used to determine the due date. See <u>S:\Traffic Forecast Tools\ Forecast Standards \ SettingForecastDue Date</u> • The Contact Memo shall include an offer of a meeting with the Requester. The purpose of the meeting is to see if there is additional information that the Requester can provide and for the AF to ask questions. <ul style="list-style-type: none"> ○ The AF shall use Microsoft Outlook Calendar to set the date for the meeting (approximately two weeks from the date of the Contact Memo) checking for conflicts. Typically the meeting will be scheduled for one half hour in the AF's office. ○ If the street network / line drawings have been developed, the AF may also use the meeting as an opportunity to review them (this is at the discretion of the AF).
2	<p>Create Contact Memorandum</p> <p>The AF will use the TPB template to incorporate the information developed in Step 1 above. The Template can be found at the following location on the TPB shared drive:</p>

	<u>S:\Traffic Forecast Tools\ Forecast Templates \ Contact Memorandum</u>
3	<p>Distribution</p> <p>The AF will distribute the Contact Memorandum to those as indicated on the template. Typically this would include the Requester, with copies to the AF's supervisor and the STFE. Others may be added as appropriate.</p> <p>The Contact Memorandum will be sent via e-mail. The Memorandum shall be sent "in-line" with the e-mail, not as an attachment.</p>
4	<p>Documentation</p> <p>The STFE will note the date the Contact Memorandum was sent in the Forecast Status Spreadsheet.</p>

Policy, Regulatory, and Legal Requirements

None.

Resources

S:\Traffic Forecast Tools\ Forecast Standards \ SettingForecastDue Date

S:\Traffic Forecast Tools\ Forecast Templates \Contact Memorandum

Background

This Procedure is triggered by receipt of a Traffic Forecast Assignment Memorandum.

The Transportation Planning Branch (TPB) has a set of standards and templates relating to the development of Traffic Forecasts. The Traffic Forecast Contact Memorandum was developed after input from TPB staff and customers. The Traffic Forecast Contact Memorandum provides a standard format for NCDOT TPB staff to provide information concerning the mutually agreed upon due date of the forecast, as well as an opportunity for a meeting between the Assigned Forecaster and Requester.

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 – Step 1	Added "Set the due date of the Forecast." to the first bullet.	02/23/2010
2.0	Entire Procedure	Updated template and links	2/5/2013

Flowchart