Traffic Forecasting Report

Description

The purpose of this procedure is to standardize the development of the Traffic Forecast Reports developed by NCDOT TPB staff.

Responsibility

The *TPB Assigned Forecaster (AF) is* responsible for the creation of the report documenting the Traffic Forecast. .

The *TPB Group Supervisor (Supervisor)* is responsible for review and approval of the Report for format and content.

The *State Traffic Forecast Engineer (STFE), currently* Deborah Hutchings, is responsible for development of documentation requirements, and review of completed Reports for compliance with Branch standards and requirements.

Scheduling and Time Constraints

Two (2) weeks must be allotted for the Formal Review process, therefore the submittal of the completed Traffic Forecast Report with the Traffic Forecast Diagram and Traffic Forecast Cover Letter to the STFE for the Formal Review process should be at least two (2) weeks prior to the traffic forecast due date. See the **Traffic Forecast – Formal Review Process** procedure for more information.

Procedure

Step	Action
1	**Select A Standard Traffic Forecast Report Outline** Each Traffic Forecast is unique, and therefore several templates have been developed to assist with the Report. Three primary templates have been developed, and are located on the Shared drive at **S:\Traffic Forecast Tools\Forecast Templates**. As the first step, the AF should select the most appropriate template to begin the Report, and modify as required. The templates are as follows: • Forecast Documentation – MINOR non-modeled outline should only be used for locations where no model is used, and there is no difference between the "No Build" and "Build" traffic. This may include short bridge, minor widening, safety or similar type of project in a rural area. • Forecast Documentation – Non-modeled outline should be used for other forecasts where a model is not utilized.

	• The Forecast Documentation – Modeled outline should be used where a model is utilized. **NOTE:** If a model is developed for the purposes of providing a Traffic Forecast, the model development and calibration should be documented in a separate report which is referenced in the Traffic Forecast Report.
2	**Use of the Forecast Report Outline** It is important to note that the Traffic Forecast Report templates include only the minimum requirements that must be met. Currently most Traffic Forecast Reports contain more information than the minimum shown in these templates; and it is strongly encouraged that they continue to do so. Standardization The AF should maintain the general outline / sequence of sections in the report. Specific tables are required in all reports, and may need to be slightly modified to fit the specific forecast. Modification Assigned Forecaster modifications: The AF should modify the Outlines as needed to fully document the Traffic Forecast development. Include any additional information which was used in the development of the Traffic Forecast. The AF should use good judgment in making modifications and err on the side of providing too much, rather than too little, information. For complex or controversial projects, additional information should be provided to address anticipated questions. Questions about modifications can be directed to the Group Supervisor or STFE. Group Supervisor modifications: An individual Supervisor may modify the templates to require additional information for all reports from their Group, or may require the inclusion of sections marked "optional" in the outline. It will be the responsibility of the Supervisor to make this known to their staff and review for compliance.
3	**Tables** Numerous standardized tables are used throughout the Traffic Forecast Report to display a variety of data. The Tables may require minor additions or modifications specific to the Traffic Forecast including information on past projects or years included in the tables. The AF may develop additional tables as they see fit.
4	**Review** The Supervisor shall review the Report for technical and grammatical issues prior to the Formal Review Process. The Group Supervisor is responsible for checking the balancing of the forecast. The AF shall provide the Cover Letter, Diagrams and Report for the Formal Review Process. See the **Traffic Forecast – Formal Review Process** procedure for additional information. Upon distribution of the final Traffic Forecast, the STFE will copy all three elements of the Traffic Forecast Documentation (Cover Letter, Diagrams, and Report) to Project Store for use by other NCDOT Business Units.
5	**Revisions** Updates to forecasts shall have new documentation developed. On occasion, however, it may be necessary to make revisions to the forecast after it has been

distributed. In such instances, the following shall apply to documentation.

MINOR REVISION - to Cover Letter or Document

Minor revisions do not alter the forecast data – there is no change to the AADT nor to the design data. Examples of a minor revision would include correction of spelling or grammar.

- Make edits as necessary.
- Add a "Revised on" date to the letter or document.
- Review by direct supervisor only (this does not need to go through the formal review process).
- Distribute via e mail to all original recipients of the forecast. Explain the correction that was made in the email distribution message.

MINOR REVISION - to Forecast Diagrams

Minor revisions do not alter the forecast data – there is no change to the AADT nor to the design data. Examples of a minor revision would include changing the date on the diagram; or changing from breakout to quadrant movements.

- Make edits as necessary.
- Add a "Revised on" date to the diagram.
- Review by direct supervisor only (this does not need to go through the formal review process).
- Distribute via e mail to all original recipients of the forecast. Explain the correction that was made to the previously completed forecast in the email distribution message.

CORRECTION OF ERRORS - to Forecast Diagrams and / or Report

Correction of a substantive error will *typically* require revision of both the diagrams and report.

- Make edits as necessary to the diagram as necessary. Revise the report that was prepared for the previously completed forecast by adding new information and edit previous data/text as appropriate. Revisions / additions shall be highlighted for ease of use by reviewers and forecast Customers.
- Add an "as amended" date to the cover sheet and affected diagrams.
- Review by direct supervisor, and then submit to STFE for **formal review process**.
- Distribute via e mail to all original recipients of the forecast. Explain the correction that was made to the previously completed forecast in the email distribution message.

EXPAND FORECAST

On occasion, requests may be received to add new intersections or scenarios to a forecast, immediately after it has been distributed (within a few days or couple of months). These requests should be initially directed to the STFE so that proper credit can be given for the additional work required.

In these situations, the AADT and design data of the previously distributed forecast are not altered. Expansion of the forecast will require revision of both the diagrams and report. Verify with the supervisor that it is considered an "expansion" and not a

	new forecast. • Augment the report that was prepared for the previously completed forecast. Add new information and edit previous data/text as appropriate. Add the new "as amended" date to the cover sheet. • Revise or add diagrams as necessary. Add the new "as amended" date to any new or revised diagram. • Review by direct supervisor, and then submit to STFE for **formal review process**. • Distribute via e mail to all original recipients of the forecast. Explain the correction that was made to the previously completed forecast in the email distribution message. Upon distribution of the revised Traffic Forecast element(s), the STFE will copy the revised element(s) to Project Store for use by other NCDOT Business Units

Policy, Regulatory, and Legal Requirements

None.

Resources

S:\Traffic Forecast Tools\Forecast Templates\Forecast Documentation – MINOR non-modeled
S:\Traffic Forecast Tools\Forecast Templates\Forecast Documentation – Non-modeled
S:\Traffic Forecast Tools\Forecast Templates\Forecast Documentation – Modeled
S:\Traffic Forecast Tools\Forecast Templates\Forecast Documentation – Table templates

Background

The Traffic Forecast Documentation is comprised of three elements: Traffic Forecast Cover Letter; Traffic Forecast Diagram(s); and the Traffic Forecast Report. The Traffic Forecast Report is a required component of every traffic forecast produced by and for the NCDOT Transportation Planning Branch. This procedure addresses forecast reports developed by NCDOT TPB staff.

The Assigned Forecaster is required to utilize the appropriate standard template for Traffic Forecast Reports. These templates are available in the **S:\Traffic Forecast Tools \ Forecast Templates** folder. The Assigned Forecaster should tailor the reports and tables to the specific forecast, while maintaining the general outline of the report and including all required information.

Standardization of the Traffic Forecast Report will: simplify the Traffic Forecast review process by allowing reviewers of multiple reports to know where to find information critical to their review; simplify the use of the report by customers who can familiarize themselves with the overall TPB product and know where to find the particular information needed; and finally, will assist the AF (particularly the novice or infrequent forecaster) to know minimum information required and provide a layout for said information.

While modifications may be necessary for a specific forecast, for standardization benefits to be realized, the AF should maintain the general outline / sequence of sections in the report. Specific tables are required in all reports, and will need to be modified to fit the specific forecast. It is expected that the AF will use appropriate business practices and judgment as required of

engineering level staff. This procedure is intended to augment training given by the supervisor and does not cover all possible circumstances.

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	Resources and Tools, Contacts	Updated links and phone numbers	06/06/11
2	Step 5, Contacts	New procedure about Forecast Revision process has been added.	7/13/12
3	Procedures	Procedure's template was modified. Content untouched.	2/5/2013

Flowchart