

Traffic Forecasting Formal Review Process

Description

The purpose of this procedure is to provide for a consistent review of Project Level Traffic Forecasts prior to their being published to ensure a consistent / quality product.

Responsibility

The *TPB Group Supervisor (Supervisor)* is responsible to assure that their staff be aware of, and follow the appropriate procedures.

The *TPB Assigned Forecaster (AF)* is responsible to provide to the State Traffic Forecasting Engineer (STFE) an electronic copy of the draft Traffic Forecast Documentation; and to make changes and submit for additional reviews as needed.

The *TPB Reviewer (Reviewer)* or their designee is responsible for review and comment by the stated deadline.

The *State Traffic Forecast Engineer (STFE)*, currently Deborah Hutchings, is responsible for logging and distribution of draft forecasts; establishing a comment due date; tracking when comments are received; to facilitate resolution(s) when there are conflicting comments; and to send out formal comments for Consultant forecasts.

Scheduling and Time Constraints

- A minimum of two(2) weeks are to be provided for the Formal Review Process for projects developed in house. Additional time should be allotted prior to the due date for the AF to respond to any comments received.
- Typical deadlines for initial review of in-house forecasts and consultant developed forecasts are seven(7) days and up to two(2) weeks respectively. The actual due date for comments will be noted in the memorandum prepared by the STFE. It is critical that responses be given on or before the due date. Project time lines, staffing schedules, or concurrence meetings may be dependent upon the timely delivery of final forecasts. (Subsequent reviews may have shorter deadlines.)

Procedure

For Traffic Forecasts developed by TPB staff.

Step	Action
1	<p>Prior to providing the Draft Forecast to the STFE for review, the Assigned Forecaster will obtain forecast approval of their Group Supervisor. The Draft Forecast should be complete, and free of errors.</p> <p>The Forecaster's Supervisor is responsible for reviewing both technical aspects (including assumptions and balancing) and form (including correct grammar and TPB standard format).</p>
2	<p>The Draft Forecast Documentation is comprised of three elements: the Cover Letter, the Diagram(s), and the Report.</p> <p>The Draft Forecast Documentation shall be provided to the STFE via e mail. Each</p>

	element shall be a separate document, in either PDF or .doc format.
3	The STFE shall log in receipt of the draft for review. This data is currently kept in a spreadsheet on the STFE U drive: U:\ForecastReports\Forecast Status
4	<p>The STFE shall prepare a Review Request Letter (see TF-Review Request Letter 1 sample) to the Reviewer(s), specifying the date by which the review is due.</p> <p>If the Traffic Forecasting Group does the forecast, the Reviewer will be the appropriate Planning Group Supervisor or their designee. If a Planning Group does the forecast, the Reviewer will be the appropriate Traffic Forecasting Group Supervisor or their designee. The STFE will review all forecasts. Others may also be assigned the role of Reviewer depending on the specific forecast at the discretion of the STFE.</p> <p>Typical timeframe for initial review is seven working days. This can vary at the discretion of the STFE based on due dates, workloads, and complexity of forecast, expedite status or other related issues.</p>
5	The STFE shall send via e mail the Review Request Letter and forward the Draft Forecast Documentation to the Reviewers. An electronic copy will be sent to the AF and his/her Supervisor.
6	Reviewer(s) shall review and provide comments using the Branch standard forms according the directions in the Review Request Letter.
7	Comments shall be sent to <i>all</i> parties as designated by the Review Request Letter (typically the AF, their Supervisor, and the STFE) as noted on the Review Request Letter. If there are no comments on the Draft Forecast, the Reviewer(s) shall send an email stating such.
8	The STFE will note in the log the date of the response.
9	The AF will respond to comments as noted on the review form. The AF will review comments with their Supervisor and make changes as appropriate. Comments requiring a response must be resolved prior to distribution of the forecast.
10	If there are conflicting comments, or disagreement as to the appropriate resolution of the comments, the AF will contact the STFE for resolution of the issues. The STFE will facilitate a resolution. Depending on the situation, this could include directing a resolution; setting up a meeting of the affected individuals, advising appropriate management, or other measures.
11	<p>The AF will distribute the forecast.</p> <ul style="list-style-type: none"> • The date on the Cover Letter and Diagrams shall be the date of distribution. • A hard copy of the Cover Letter and Diagrams shall be sent to the Requester. • An electronic copy of the Cover Letter and Diagrams (each element being a separate file) shall be sent (via e-mail) to the Requester, and to all persons noted in the Cover Letter as receiving a copy. • On the same date, an electronic copy of the Report shall be sent to the STFE (via e-mail). The AF's supervisor shall be copied on the e-mail.

For Traffic Forecasts developed by others (Consultants).

Step	Action
1	The STFE may receive Draft Forecasts prepared by Consultants (under contract to TPB, PDEA or other NCDOT Business Unit).

2	An electronic copy of the Draft Forecast and associated documentation shall be provided to the STFE by the NCDOT Project Engineer. Draft forecasts and supporting documentation should be complete and acceptable in terms of content and format (technically, mathematically, and grammatically) prior to submittal for review.
3	The STFE will provide a brief review of the submittal for required elements prior to distribution. If the submittal is incomplete, the STFE will so advise the Project Engineer who submitted the forecast (via e-mail) and the Draft Forecast will not be processed for review.
4	The STFE shall log in receipt of the acceptable draft for review. This data is currently kept in a spreadsheet on the STFE computer hard drive. D:\ForecastReports\Forecast Status
5	The STFE shall prepare a Review Request Letter (see TF-Review Request Letter 2 sample) to the Reviewer(s), specifying the date by which the review is due. The draft forecast will be reviewed by the appropriate Traffic Forecasting Group Supervisor and Regional Planning Group Supervisor (or their designee(s)), and STFE. Others may also be assigned the role of Reviewer depending on the specific forecast. Three weeks are allotted for the Formal Review Process. Typical timeframe for Supervisor review is two weeks. This can vary at the discretion of the STFE based on due dates, workloads, complexity of forecast, expedite status or other related issues.
6	The STFE shall e-mail a copy of the Review Request Letter and forward the Draft Forecast to Reviewers. The NCDOT Project Engineer will be copied on the e mail.
7	Reviewers shall review according to the directions in the Review Request Letter. Comments shall be sent via e mail to the STFE written as a formal response, with sufficient detail and clarity such that no interpretation is needed by the STFE or Consultant. If there are no comments the Reviewer(s) shall state such on the form.
8	The STFE will note in the log the date of the response.
9	If there are substantial comments or conflicting comments, the STFE will facilitate a resolution. Depending on the situation, this could include directing a resolution; setting up a meeting of the affected individuals, advising appropriate management, or other measures.
10	The STFE will prepare a formal written response. The response will be directed to the NCDOT Project Engineer, with copies to the Reviewers.
11	If subsequent reviews are needed, the process will repeat, however the time given for review will typically be approximately one week for additional reviews.

Policy, Regulatory, and Legal Requirements

None.

Resources

- [TF- Review Request Letter 1 Sample](#) – For Internally Generated Forecasts
- [TF- Review Request Letter 2 Sample](#) – For Consultant Generated Forecasts

Background

The formal review process was initiated upon the creation of the State Traffic Forecasting Engineer position. The intent of the process is to provide for the cross checking between the more technically detailed Project Level Traffic Forecasts and the big picture Long Range Planning Process. All forecasts are to be reviewed by the planning group, ensuring the coordination with the long range planning process. All forecasts are also reviewed by the forecast groups for coordination between forecasts in the same general area.

While all reviewers are to review the forecast in its entirety, each group has a slightly different focus. It is expected that the Reviewers will use appropriate business practices and judgment as required of engineering level staff. This procedure 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	Procedures	Forecasts prepared by TPB – Step 4. Typical review time changed from 2 weeks to 7 working days.	11/13/2007
1.1	Procedures	Forecasts prepared by Others (Consultants) – Step 5. Typical review time changed from 3 weeks to 2 weeks.	11/13/2007
2	Responsibilities Procedure (Input & Step 2)	Procedure has been amended to allow for electronic submittal of draft forecast to STFE.	10/24/2008
2.1	Throughout Responsibilities Glossary Resources & Tools	Wording clarification TPB draft submittals to be all electronic Defined Draft Forecast Documentation Updated Sample Letters	03/8/2010
2.2	Throughout procedure, Responsibilities	Simplified process based on the changes in Project Stars. Updated Review Request Letter 2 Sample – For Consultant Generated Forecasts	05/08/2012
3	Entire Procedure	Procedure's template was modified. Content untouched.	02/5/2013
3.1	Procedures	Clarification on the Distribution	09/6/2013

Flowchart