

# Traffic Engineering Scope Checklist

<b>00. Pre-Scope Activities</b>		<b>06. Existing and No Build Analysis</b>	
<input type="checkbox"/>	Determine Purpose and Need	<input type="checkbox"/>	HCM Option
<input type="checkbox"/>	Determine Project Limits and Tools	<input type="checkbox"/>	Existing Vistro Analysis
<input type="checkbox"/>	Performed Site Visit	<input type="checkbox"/>	Design Year Volume Map Approved
<input type="checkbox"/>	Complete Scope and Count Map	<input type="checkbox"/>	No Build Vistro Analysis
<input type="checkbox"/>	Check High PSI List	<input type="checkbox"/>	Tier 1 Analysis (Include Cap-X Matrix)
		<input type="checkbox"/>	QA/QC Documentation
<b>01. Scope and Man-hour Negotiations</b>		<input type="checkbox"/>	Vissim Option
<input type="checkbox"/>	Scope Checklist	<input type="checkbox"/>	Phase 1 (Uncalibrated Model)
<input type="checkbox"/>	Review Count Maps	<input type="checkbox"/>	Phase 2 (Calibrated Model)
<input type="checkbox"/>	Scope	<input type="checkbox"/>	Existing Analysis
<input type="checkbox"/>	Schedule	<input type="checkbox"/>	Design Year Volume Map Approved
<input type="checkbox"/>	Man-hour Spreadsheet	<input type="checkbox"/>	No Build Analysis
<input type="checkbox"/>	Signed Contract	<input type="checkbox"/>	Potential Alternatives (Cap-X or Tier 1)
<input type="checkbox"/>	Notice to Proceed Letter	<input type="checkbox"/>	QA/QC Documentation
<b>02. Kick-Off Meeting</b>			
<input type="checkbox"/>	Agenda submitted prior to meeting	<b>07. Existing and No Build Results Meetings</b>	
<input type="checkbox"/>	All Necessary Attendees Present	<input type="checkbox"/>	All Necessary Attendees Present
<input type="checkbox"/>	All Required Documents	<input type="checkbox"/>	Present and Discuss all Required Content
<input type="checkbox"/>	Meeting Minutes	<input type="checkbox"/>	Meeting Minutes
<b>03. Initial Data Collection</b>			
<input type="checkbox"/>	7 day/24 Hour Counts	<b>08. Preliminary Alternative Analysis Meeting</b>	
<input type="checkbox"/>	Peak Period Determination	<input type="checkbox"/>	All Necessary Attendees Present
<input type="checkbox"/>	QA/QC Documentation	<input type="checkbox"/>	Present and Discuss all Required Content
		<input type="checkbox"/>	Meeting Minutes
<b>04. Final Data Collection</b>			
<input type="checkbox"/>	Peak Period Counts	<b>09. Final Alternative Analysis</b>	
<input type="checkbox"/>	Peak Hour Observations	<input type="checkbox"/>	Tier 2 Analysis
<input type="checkbox"/>	Growth Rate Determination	<input type="checkbox"/>	Tier 3 Analysis
<input type="checkbox"/>	Trip Generation	<input type="checkbox"/>	Access Justification Report(AJR)
<input type="checkbox"/>	Speed Study Data	<input type="checkbox"/>	QA/QC Documentation
<input type="checkbox"/>	Geometric Field Review		
<input type="checkbox"/>	Travel Time Runs	<b>10. Final Alternative Analysis Meeting</b>	
<input type="checkbox"/>	Warrant Analysis	<input type="checkbox"/>	All Necessary Attendees Present
<input type="checkbox"/>	QA/QC Documentation	<input type="checkbox"/>	Present and Discuss all Required Content
		<input type="checkbox"/>	Meeting Minutes
<b>05. Existing Safety Analysis</b>			
<input type="checkbox"/>	Crash History/Crash Summary	<b>11. Final Report</b>	
<input type="checkbox"/>	Safety Triage/CAT Scan Tool	<input type="checkbox"/>	Sealed Report
<input type="checkbox"/>	Collision Diagram(s)	<input type="checkbox"/>	Minimum 2 Hard Copies
<input type="checkbox"/>	Crash Report Documentation	<input type="checkbox"/>	Minimum 2 Electronic Copies
<input type="checkbox"/>	QA/QC Documentation		