



# Traffic Management Plan Checklist

*This form is to be used in conjunction with the Work Zone Safety & Mobility Guidance Document, dated August 2007 and the Work Zone Safety & Mobility Guidance Document Appendix A- Temporary Traffic Control Devices, dated May 2011.*

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**Project Manager** \_\_\_\_\_

**Project Name and Number** \_\_\_\_\_  
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**Conceptual Design Phase**

C1. *Classify Project:*

- Significant - Major construction, high impacts on traffic both inside and outside project limits. Projects that on their own might be moderate could be significant in combination with concurrent projects in the vicinity.
- Moderate - Most projects, most traffic impact is localized within project limits.
- Minor – Mobile and short term operations, minimal impact to the traveling public.

Explanation (Use additional sheet(s) if necessary):

C2. *Identify necessary Traffic Management Plan Components:*

- Temporary Traffic Control Plan (TCP required for all projects.)
- Transportation Operation Component (TO) - Strategies to mitigate off-site impacts, required for significant projects, may be needed for moderate projects.
- Public Information Component (PI) - Communications with public and property owners before and during construction, required for significant projects, may be beneficial for any project.

Explanation (Use additional sheet(s) if necessary):

**Preliminary Design Phase**

P1. *Verify Classification of Project – monitor the project and update as necessary:*

- Significant       Moderate       Minor

Explanation (Use additional sheet(s) if necessary):

P2. *Temporary Traffic Control Plan:*

- Identify features which will require adjustments to E- and T-standards or current MUTCD Typical Applications (curves and other geometric constraints, commercial and residential driveways, intersecting roads, adjacent/concurrent projects, and special road users)
- Determine feasible phasing for construction with regard to where and how traffic will be maintained.
- Identify potential ROW or Environmental permitting needs associated with maintenance of traffic. (Specific limits will be needed for ROW Plans)
- Monitor the project and proposed classification and update as necessary.

Explanation (Use additional sheet(s) if necessary):

P3. *Transportation Operations Component:*

- Identify off-project impacts and determine whether off-project improvements are required to maintain traffic mobility. (This may include signalization improvements, pedestrian upgrades, paving, and/or widening. Improvements may be needed on official detour routes and also on major expected diversion routes if project is open to traffic but cannot handle ADT.)
- Can impacts be mitigated by adjusting timing of project? (This could include night work, avoiding school terms, opening project to traffic during known high traffic events, or full road closure to expedite work.)
- Consider whether special accommodations need to be made for emergency service access (Ambulance, Fire, and Police).

Explanation (Use additional sheet(s) if necessary):

P4. *Public Information Component:*

- Identify stakeholders (emergency responders, municipalities, businesses, schools, property owners, etc.)
- Can stakeholders be kept informed by Resident Engineer and Project Manager, or will there be enough information flow required to justify a public information officer (PIO)?

Explanation (Use additional sheet(s) if necessary):

**Final Design Phase**

F1. *Verify Classification of Project – monitor the project and update as necessary:*

- Significant     Moderate     Minor

Explanation (Use additional sheet(s) if necessary):

F2. *Temporary Traffic Control Plan:*

- Can anticipated users safely get from one side of the project to the other in a reasonable amount of time? (Bicycles, pedestrians, cars, trucks, emergency vehicles)
- Is access to side roads, commercial drives, and residences accounted for?
- Are workers adequately protected from traffic?
- All projects: include traffic control notes specific to project needs, and applicable T-Standards (E- Standards). (For example, paving projects usually include a list of side roads requiring Road Work Ahead signs)
- Projects where T-Standards (E-Standards) or current MUTCD Typical Applications do not account for site-specific conditions: include TCP layout sheets detailing sign placement and placement of other traffic control devices.
- Project requiring phased construction: provide enough detail in the TCP layout sheets to demonstrate constructibility, that sufficient space exists to maintain traffic, and to develop quantities. (As defined at the Preliminary Plan Stage) Provide Traffic Control Notes specifying time/space constraints and other project-specific requirements.
- Project requiring detour: Provide detailed detour sign locations, including affected existing signs that need to be covered or removed, consider whether different detours are applicable to trucks, cars, and bicycle/pedestrians. Cars may be able to use local routes not legal for trucks; bicycle/ pedestrians cannot be sent on miles of detour or on limited access roadways. (If ROW is required, these details should be addressed at Preliminary Plans stage.)
- Project requiring night work: Requires Contractor to submit site-specific lighting plan.
- Include necessary pay items in quantity sheet (temporary markings, pavement marking removal/ replacement, RPMs and/or LSTs, barriers and attenuators, TMAs, arrow boards, PCMS, Flaggers, UTOs, etc.)

Explanation (Use additional sheet(s) if necessary):

F3. *Transportation Operations Component:*

- Include plan sheets detailing off-site improvements.
- Document other mitigation strategies as appropriate (as traffic control plan notes, special provisions, agreements with municipalities, etc.)

Explanation (Use additional sheet(s) if necessary):

F4. *Public Information Component:*

- Include PIO in Quantities if needed. (Document expectations in special provisions)

Explanation (Use additional sheet(s) if necessary):

**Supporting Documentation**

Provide the file location for supporting documents: