Step 1 Identify/Confirm Project Significance Level
- Look at project setting (urban, rural, high traffic, Reservation, safety concerns, etc.)
- Go through Impact Level Checklist\(^1\)
- Consider potential construction impacts
- Determine corridor-wide implications (other construction projects, regional events)
- Think about time of year for construction
- Consider likely construction duration and type of work

Step 2 Identify Stakeholders
- Business owners
- Residents
- Highway users
- Local Government officials
- Tribal officials
- Law enforcement and Emergency Response teams
- Trucking industry

Step 3 Design the Project
- Fill out TMP Work Sheet\(^1\), with help from Construction and design team as necessary
- Incorporate mitigation strategies to lessen impacts
- Alter design to optimize and balance construction needs with design criteria
- Include public involvement meetings and outreach
- Work with Construction and/or Maintenance staff
- Work with stakeholders

Step 4 Develop Transportation Management Plan (TMP Work Sheet and Help Guide\(^1\))
- Traffic Control Plan
  - Sequencing and detour design, plan sheets and/or Special Provisions
  - Appropriate signage
  - Pedestrian, bicycle, and ADA accommodations
  - Acceptable level of service, delay, or queue lengths
- Transportation Operations component Special Provisions
  - Demand management
  - Corridor management
  - Construction zone safety management
  - Traffic/Incident management and enforcement
- Public Involvement component
  - Public outreach
  - Special Provisions and bid item selections
  - Target audience and appropriate media

Step 5 Follow-up with Construction
- Construction and Post-construction reviews
- Use lessons learned to improve future designs

---

\(^1\) Refer to the WZSM Toolbox for links to documents and tools
<table>
<thead>
<tr>
<th>Roles and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Design stage</strong></td>
</tr>
<tr>
<td>Nomination</td>
</tr>
<tr>
<td>Preliminary Field Review (PFR)</td>
</tr>
<tr>
<td>Alignment and Grade Review (AGR)</td>
</tr>
<tr>
<td>Scope of Work (SOW)</td>
</tr>
<tr>
<td>Plan-In-Hand (PIH)</td>
</tr>
<tr>
<td>Final Plan Review (FPR)</td>
</tr>
</tbody>
</table>