

# Wisconsin Transportation Management Plan (WisTMP) System User Guide

2.0



August, 2022

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# 1. Introduction

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## 1.1 Description

The FHWA Final Rule on Work Zone Safety and Mobility (2004) requires all states to develop a Transportation Management Plan (TMP) process. A TMP lays out a set of coordinated transportation management strategies and describes how they will be used to manage the work zone impacts of a road project. Transportation management strategies for a work zone may include but are not limited to temporary traffic control measures and devices, public information and outreach, and operational strategies such as travel demand management, signals retiming, and traffic incident management. The scope, content, and level of detail of a TMP may vary based on the State or local transportation agency's work zone policy and the anticipated work zone impacts of the project.

The Wisconsin Department of Transportation (WisDOT) Facilities Development Manual (FDM) 11-50 defines a process for TMP preparation, review, revision, and approval stages that runs in parallel with the project development lifecycle. Post-approval revisions and amendments are also possible. The overall TMP workflow may include input from the project design team, the Regional traffic section, Bureau of Project Development and the Bureau of Traffic Operations. FHWA review and approval is also required on federal oversight projects. Depending on the complexity of the project, different levels of traffic data analysis are incorporated into the TMP. Although the 60% TMP approval date is recorded on the DSR, an important feature of the WisDOT TMP process is to recognize the TMP as a living document that should be reviewed and modified during the course of the project.

## 1.2 Objectives of the WisTMP system:

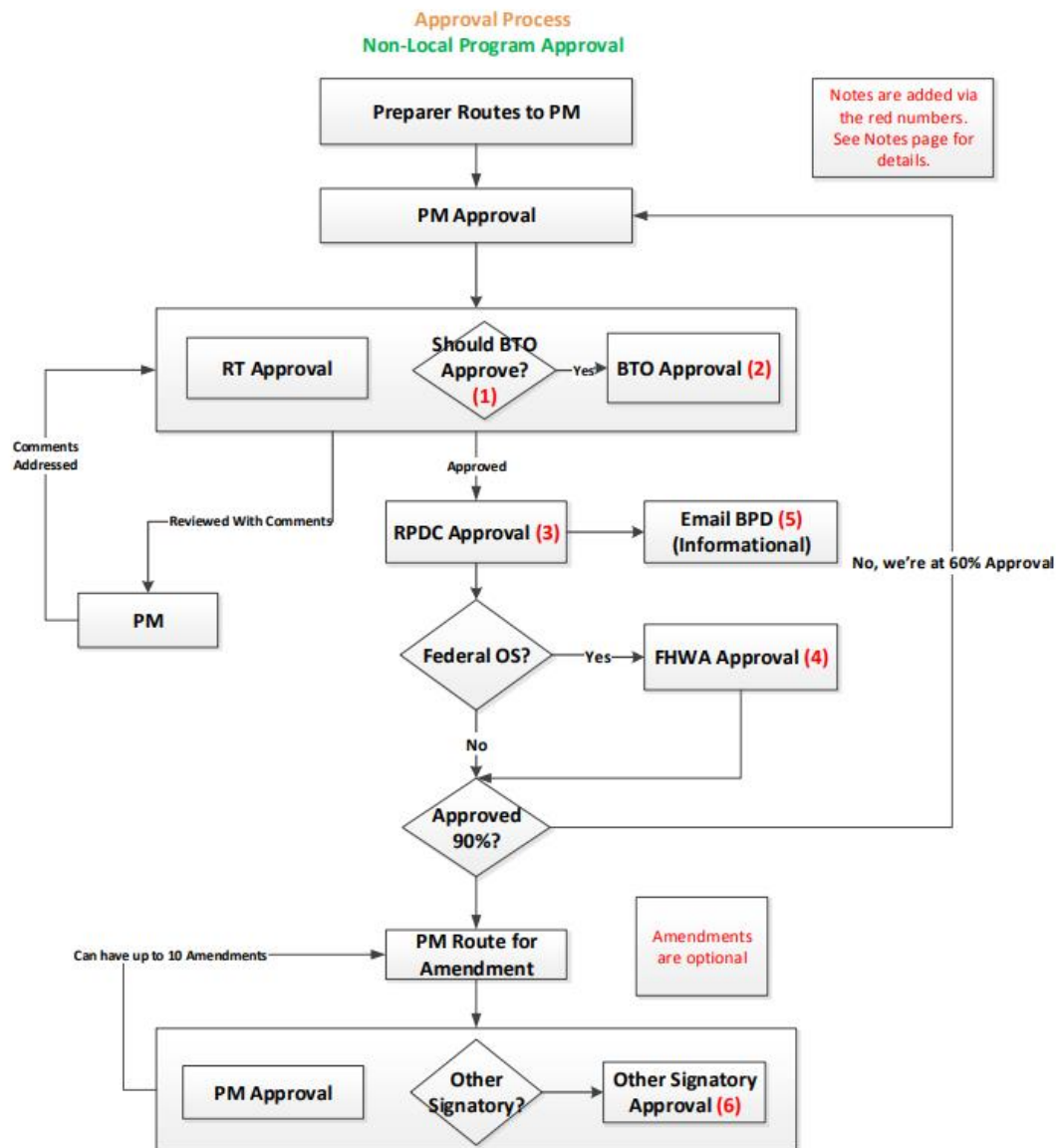
The WisTransPortal online TMP System is a centralized, web-based system to manage the preparation, approval and revision process. It provides a searchable online repository of all Wisconsin TMPs, and provides capabilities to leverage TMP information for performance measures, mapping, and integration with other traffic operations and safety data. Its main objectives are:

- Enhancement of TMP document sharing and collaboration.
- Streamline the TMP preparation and approval process.
- Improve data quality and consistency across TMPs.
- Facilitate ongoing access, review, and revision of a TMP over the full project lifecycle.
- Leverage TMP information for additional work zone planning and operations applications.
- Archive TMPs on the WisTransPortal.

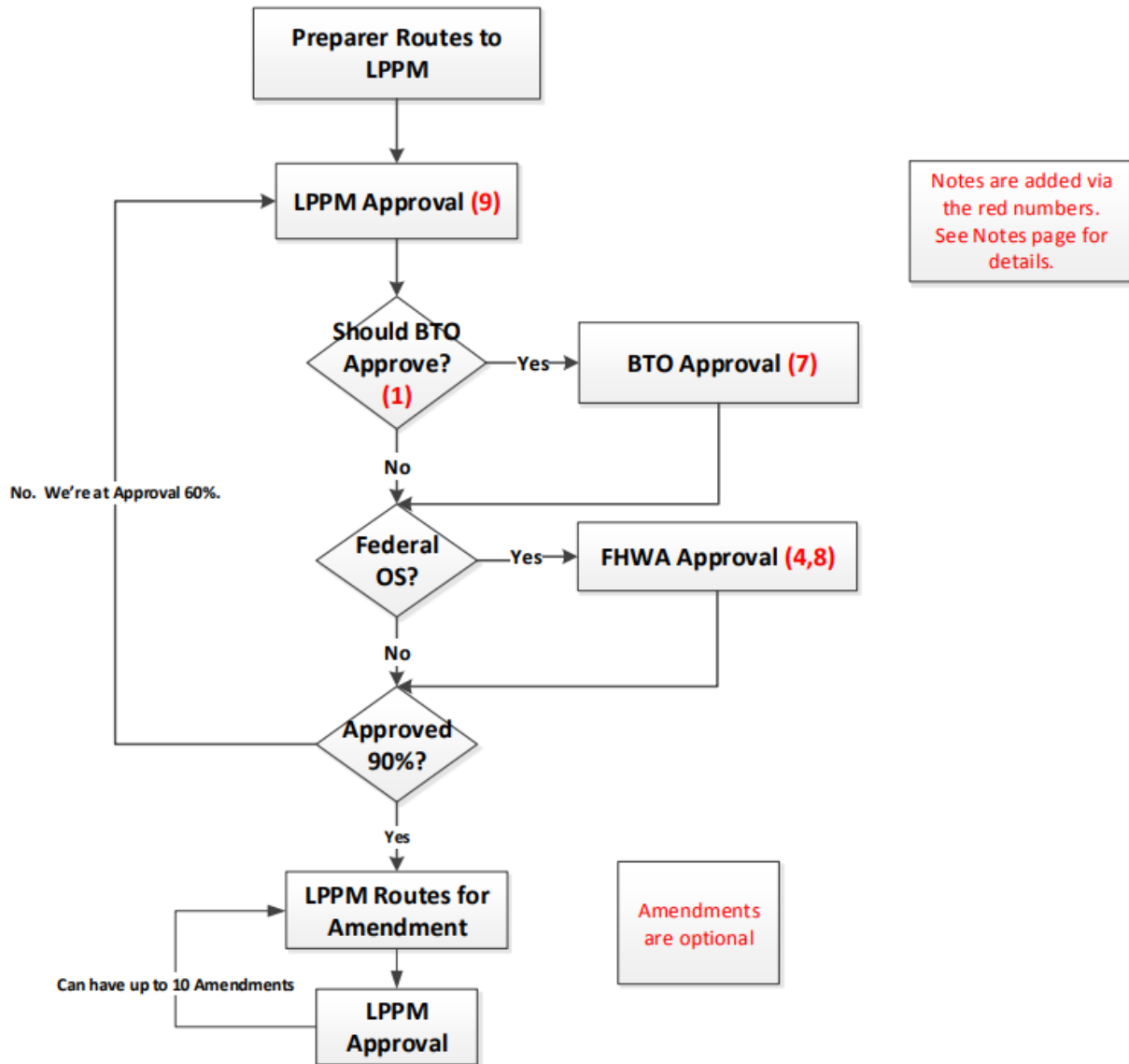
## 2. TMP Process

The TMP process is very similar in creating the initial document if the project is either a local program or state project. A difference occurs in the approval process of the TMP. The design process is not affected by these different approval processes. Shown below are two different flow charts of the TMP process.

### 2.1 TMP Flow Charts



Approval Process  
Local Program Approval



## Notes

**1.** Assumes that the TMP Types are changed from 4 Types to 3 Types.

TMPs that have any of the following should be routed to BTO for Approval:

- ☑ All Type 3 projects
- ☑ Any project with the any of the following:
  - o Federal Oversight
  - o Innovative Contracting(lane rental, enhanced liquidated damages, etc...)
  - o Speed Declarations on 65 or 70 mph routes
  - o Nonstandard mitigation strategies
  - o Law Enforcement mitigation

**2.** If the RTE has not signed the TMP yet, and the TMP is changed, meeting the criteria for BTO Approval (see Note 1), then the TMP is routed for BTO Approval as well.

**3.** If RPDC has not signed the TMP yet, and the TMP is changed, meeting the criteria for BTO Approval (see note 1), then we reverse RPDC routing & reroute to BTO.

**4.** If FHWA has not signed the TMP yet, and the FedOS changes to No, then we reverse FHWA routing.

**5.** BPD is no longer an approver, but should retain the ability to view “current” versions of a TMP that has been approved by RPDC but prior to FHWA approval.

**6.** Before PM Routes for Amendment, the PM has the option of adding Other Signatories that the Amendment should be routed to. The PM has the option of removing them as well. The PM and any Other Signatory must sign the Amendment for it to be approved.

**7.** If BTO has not signed the TMP yet, and the TMP is changed as to not need BTO approval (per the criteria in Note 1), then BTO routing is reversed.

**8.** If FHWA has not signed the TMP yet, and the TMP is changed, meeting the criteria for BTO Approval (see Note 1), then FHWA routing is reversed, and the TMP is rerouted to BTO.

**9.** The MC position is being eliminated. The LPPM now will create the TMP and route it.

## 2.2 TMP Statuses

Throughout the life of a TMP within the WisTMP system, a TMP will be assigned different statuses. This begins with a CREATED status during the preliminary design stage and ends with a COMPLETED status after construction is finalized. Below is a brief description of the different TMP statuses.

**CREATED:** A TMP is assigned the CREATED status when a Project Manager (PM) first sets up the TMP.

**UNDER PREPARATION:** A TMP is assigned the UNDER PREPARATION status when the PM performs a “Route for Preparation” action.

**SUBMITTED FOR PM APPROVAL:** A TMP is assigned the SUBMITTED FOR PM APPROVAL status when a Preparer performs a “Route for PM Approval” action. The TMP can be routed for Approval (60%) only after PM approves at this stage.

**PM APPROVED (60%):** A TMP is assigned the PM APPROVED (60%) status when the PM signs the TMP under Approval 60%.

**SUBMITTED FOR REVIEW (60%):** A TMP is assigned the SUBMITTED FOR REVIEW (60%) status when the PM performs a “Route for Review (60%)” action.

**SUBMITTED FOR APPROVAL (60%):** A TMP is assigned the SUBMITTED FOR APPROVAL (60%) status when the PM performs a “Route for Approval (60%)” action. Approval of the RT, Bureau of Traffic Operations (BTO), and Regional Project Development Chief (RPDC) will be required before the Federal Highway Administration (FHWA) approval.

**APPROVED (60%):** A TMP is assigned the APPROVED (60%) status when all signatories have approved.

**PM APPROVED (90%):** A TMP is assigned the PM APPROVED (90%) status when the PM has signed the TMP under Approval 90%.

**SUBMITTED FOR REVIEW (90%):** A TMP is assigned the SUBMITTED FOR REVIEW (90%) status when the PM performs a “Route for Review (90%)” action.

**SUBMITTED FOR APPROVAL (90%):** A TMP is assigned the SUBMITTED FOR APPROVAL (90%) status when the PM performs a “Route for Review (90%)” action. Approval of the RT and RPDC will be required before BTO and FHWA approval.

**APPROVED (90%):** A TMP is assigned the APPROVED (90%) status when all signatories approve.

**SUBMITTED FOR AMENDMENT:** A TMP is assigned SUBMITTED FOR AMENDMENT SIGNATURE status when the PM or Preparer performs a “Route for Amendment” action.

**AMENDED:** A TMP is assigned AMENDED status when it is signed by PM. Amendments correspond to edits after 90% approval. Multiple Amendments will be numbered serially (e.g. AMENDED1, AMENDED2 etc...)

**COMPLETED:** A TMP is assigned COMPLETED status when the PM performs a “Mark as Completed” action. COMPLETED TMPs will not show up in anyone’s Inbox. TMPs will not get COMPLETED status automatically. The Complete function will only apply to TMPs after 60% approval.

# 3. System Roles

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The WisTMP system utilizes many different roles to complete a project. These roles have different abilities within the system when completing a TMP. Listed below are the different roles which can be assigned within the system.

**Viewer:** The viewer roll will be issued to any user that has a WisTransPortal account. This person will be able to view the TMP, but not enter the editing stage of the TMP portal or approve documents. A user without any role in a project will automatically be considered a viewer. The viewer is not required to have a WisTMP user profile.

**Preparer:** This user will have the ability to prepare the TMP and is assigned by the PM for the TMP team.

**Reviewer:** A reviewer is assigned by the PM with the ability to view and comment on a TMP. The Reviewer may only provide comments on the specific TMP for which they are assigned. The reviewer does not have any editing capabilities.

**Project Manager (PM):** The project manager is the user which will initially perform the TMP creation. The PM will complete the final signing of the TMP before it can be approved and continue in the approval process. The initial PM can also add additional PM's to the project and other team members.

**Project Manager Designee:** The PM Designee is assigned to a project by the PM and has the same functions as the Preparer. However, the PM designee also has the ability to manage preparers and reviewers from the team.

**Approvers:** Approvers are users who complete the final approval of the TMP. The PM is also included in this group of users. Types of approvers are listed below:

- **PM:** The PM is the user responsible for the creation and approval of a created TMP.
- For State Projects, the Regional Traffic (**RT**) engineer, the Regional Project Development Chief (**RPDC**), the Regional Project Development Supervisor (**RPDS**), will be able to sign and approve TMPs at 60%, 90%, and amendment stages.
- Bureau of Traffic Operations (**BTO**) will be able to approve all Type 3 and 4 TMPs as well as all TMPs with Federal Oversight.
- For projects that have Federal Oversight, the Federal Highway Administration will be able to sign and approve TMPs.


**Administrator:** This user will be able to create and edit both System and WisDOT messages, and manage current WisTMP users. The administrator will also be able to delete TMP's not in use.



## 4. WisTransPortal Account

### 4.1 WisTransPortal Account Creation

A WisTransPortal account is needed to access the WisTMP system at the lowest level. To create a brand new WisTransPortal account start by going to the home page for the WisTransPortal System <http://transportal.cee.wisc.edu/> and navigating to the Web Applications page and to the WisTMP page. Here there are several links to various things related to the WisTMP system. Once enabled, the Wisconsin TMP System LIVE link<sup>1</sup> will redirect to the WisTMP system. The WisTMP User Manual and Documentation can be found by selecting this link<sup>2</sup>. To access the WisTMP training site select the Wisconsin TMP System Training Site link<sup>3</sup>. To find WisDOT regional contacts and tech support select the WisTMP Contact Information link<sup>5</sup>. To request an account to the WisTransPortal System select the New User Account Request Form link<sup>4</sup>.

**Wisconsin Traffic Operations and Safety Laboratory**  
**The WisTransPortal System**



The WisTransPortal system serves the computing and data management needs of the [Wisconsin Traffic Operations and Safety \(TOPS\) Laboratory](#). The project scope includes support for ITS data archiving, real-time traffic information services, transportation operations applications, and transportation research. [Learn more](#).

Home > Web Applications > TMP

Login | [Forgot User ID or Password](#) | [Contact](#) | [Help](#)

[Home](#)  
[Services](#)  
[Products](#)  
[Applications](#)  
[Documents](#)  
[Traffic Video](#)  
[Resources](#)

**Wisconsin TMP System - Transportation Management Plans**



[Wisconsin TMP System LIVE Site](#) 1  
Enter the Wisconsin TMP System **live** site.

[WisTMP User Manual and Documentation](#) 2  
WisTMP User Manual and other training resources.

[Wisconsin TMP System Training Site](#) 3  
Enter the Wisconsin TMP System **training** site.

[New User Account Request Form](#) 4  
Online form to request a WisTMP login account.

[WisTMP Contact Information](#) 5  
WisDOT regional contacts and technical support.

[About](#) | [Contact](#) | [Help](#) | [TOPS Lab](#)

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Opening the New User Account Request Form link brings up the following page. Fill in all of the required information fields. In the Resources field<sup>6</sup> enter “Wisconsin Transportation Management Plan (WisTMP) System.”

Home > Data Services > General Accounts > Login Access Welcome, aheadtke | Manage Account | Logout | Contact | Help

## WisTransPortal Data Hub

### User Account Request Form

For assistance, see the [account services](#) page or email [accounts@topslab.wisc.edu](mailto:accounts@topslab.wisc.edu).

**Step 1:** To request a WisTransPortal login account, complete the information below and press **Next**. Required fields are marked with asteriks. Press **Cancel** to return to the account services page without completing your request.

Title:	<input type="text"/>	Mr., Ms., Lt., etc.
*First Name:	<input type="text"/>	
*Last Name:	<input type="text"/>	
Desired User ID:	<input type="text"/>	Ex: bbadger. See note below.
*Email Address:	<input type="text"/>	
*Confirm Email:	<input type="text"/>	
*Job Title:	<input type="text"/>	
*Organization:	<input type="text"/>	
*Primary Phone:	<input type="text"/>	Ex: 555-555-5555
Secondary Phone:	<input type="text"/>	Ex: 555-555-5555
*Resources:	<input type="text" value="6"/>	
	Indicate which parts of the WisTransPortal you are requesting to access.	
Comments:	<input type="text"/>	
<input type="button" value="Next"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>		

Once all the required fields are filled in on the request form, check for errors, then select Next<sup>7</sup>.

[Home](#) > [Data Services](#) > [General Accounts](#) > [Login Access](#) [Welcome, aheadtke](#) | [Manage Account](#) | [Logout](#) | [Contact](#) | [Help](#)

## WisTransPortal Data Hub

### User Account Request Form

For assistance, see the [account services](#) page or email [accounts@topslab.wisc.edu](mailto:accounts@topslab.wisc.edu).

**Step 1:** To request a WisTransPortal login account, complete the information below and press **Next**. Required fields are marked with asteriks. Press **Cancel** to return to the account services page without completing your request.

Title:	<input type="text"/>	Mr., Ms., Lt., etc.
*First Name:	<input type="text" value="John"/>	
*Last Name:	<input type="text" value="Doe"/>	
Desired User ID:	<input type="text" value="WisDotdoe"/>	Ex: bbadger. See note below.
*Email Address:	<input type="text" value="John.Doe@example.com"/>	
*Confirm Email:	<input type="text" value="John.Doe@example.com"/>	
*Job Title:	<input type="text" value="Project Engineer"/>	
*Organization:	<input type="text" value="Wisconsin DOT"/>	
*Primary Phone:	<input type="text" value="555-555-5555"/>	Ex: 555-555-5555
Secondary Phone:	<input type="text"/>	Ex: 555-555-5555
*Resources:	<input type="text" value="Wisconsin Transportation Management Plan (WisTMP) System"/>	
	Indicate which parts of the WisTransPortal you are requesting to access.	
Comments:	<input type="text"/>	

7 Next Reset Cancel

This page provides one last opportunity to check the request form for errors. To complete the account creation, select Finish<sup>8</sup> to submit the request form for review. An e-mail response with your log-in details should be e-mailed to you within 1-2 business days.

Home > Data Services > General Accounts > Login Access    Welcome, aheidtke | Manage Account | Logout | Contact | Help

## WisTransPortal Data Hub

### User Account Request Form

For assistance, see the [account services](#) page or email [accounts@topslab.wisc.edu](mailto:accounts@topslab.wisc.edu).

**Step 2:** Confirm the information below and press **Finish** to complete the request. Press **Back** to correct any information from the previous page. Press **Cancel** to return to the WisTransPortal data services page without completing your request.

Desired User ID: WisDotdoe

Name: John Doe

Email: John.Doe@example.com

Job Title: Project Engineer

Organization: Wisconsin DOT

Primary Phone: 555-555-5555

Secondary Phone:

Resources: Wisconsin Transportation Management Plan (WisTMP) System

Comments:

Back

Finish

Cancel

8

## 5. WisTMP Login/Logout

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### 5.1 Login.

To enter the WisTMP system <http://transportal.cee.wisc.edu/tmp/>, first login to the WisTransPortal system. The login form will appear automatically for users not already logged in when entering the WisTMP system. Fill in the required fields and select Login<sup>1</sup>.

### WisTransPortal Login Form

Please enter your User ID and Password information.

Welcome to the WisTransPortal. This system is maintained by the [Traffic Operations and Safety Laboratory](#) at the University of Wisconsin-Madison. Unauthorized access is strictly prohibited.

User ID:

Password:

1

[Forgot User ID or Password?](#) 2

User IDs and passwords are case sensitive. This site requires cookies. For help with your account send mail to [transportal@topslab.wisc.edu](mailto:transportal@topslab.wisc.edu) or click on the links below for further information.

[WisTransPortal Home](#) | [Account Information](#) | [Contact Information](#)

To request misplaced or forgotten account credentials, select Forgot User ID or Password?<sup>2</sup>. The link brings up this page. Fill in the required fields related to the desired information and select either Get User ID<sup>3</sup> or Reset Password<sup>4</sup>. The information will be sent to the email address entered in that field.

## WisTransPortal - Account Help

WisTransPortal email support: [transportal@topslab.wisc.edu](mailto:transportal@topslab.wisc.edu).

### Forgot User ID

Enter the Email Address associated with your WisTransPortal account to have your User ID sent to you by email.

Email Address:

3

### Forgot Password

Enter the User ID and Email Address associated with your WisTransPortal account to receive instructions by email to reset your password.

Email Address:

User ID:

4

[WisTransPortal Home](#) | [Account Information](#) | [Contact Information](#)

## 5.2 Manage WisTransPortal Account

Once inside the WisTMP System, the Manage Account<sup>5</sup> link will bring up the general WisTransPortal account management page to add/alter profile information and/or change the account's password.

The screenshot shows the home page of the Wisconsin Transportation Management Plan (WisTMP) System. At the top, there is a navigation bar with links: Home (highlighted in blue), Create, Search, Admin, Help, Resources, and Contact. Below the navigation bar, a welcome message reads "Welcome, KMKLAKESIDE". To the right of the welcome message, the "Manage Account" link is highlighted with a yellow box and a yellow number 5. Below the welcome message, the "Home" section contains a brief description of the system and its sections. The "MESSAGES" section lists two messages: "Test Subject (WisDOT Message)" and "Beta version available (System Message)". The "INBOX" section displays a table with columns: TMP ID, Type, Design ID, County, Highway, and PM User ID.

**Wisconsin Transportation Management Plan (WisTMP) System**

[Home](#) [Create](#) [Search](#) [Admin](#) [Help](#) [Resources](#) [Contact](#)

Welcome, KMKLAKESIDE [Manage Account](#) [Logout](#)

**Home**

This is the landing page of the WisTMP system. TMPs that needs your attention are placed in the Inbox section, TMPs associated with you are in the Active TMPs section and TMP you bookmarked are in the Bookmarked TMPs section.

**MESSAGES**

- [Test Subject \(WisDOT Message\)](#)
- [Beta version available \(System Message\)](#)

**INBOX**

TMP ID	Type	Design ID	County	Highway	PM User ID
--------	------	-----------	--------	---------	------------

Selecting the Manage Account<sup>5</sup> link brings up the WisTransPortal Account Management page. To add/alter the information displayed, select the Edit Profile<sup>6</sup> link. To change the password associated with this account select the Change Password<sup>7</sup> link. Selecting the Exit Account Management<sup>8</sup> link will redirect to the WisTransPortal home page.

## WisTransPortal Account Management

[Exit Account Management](#) | [Logoff WisTransPortal](#)

This page is for use by WisTransPortal account holders. Unauthorized access is strictly prohibited.

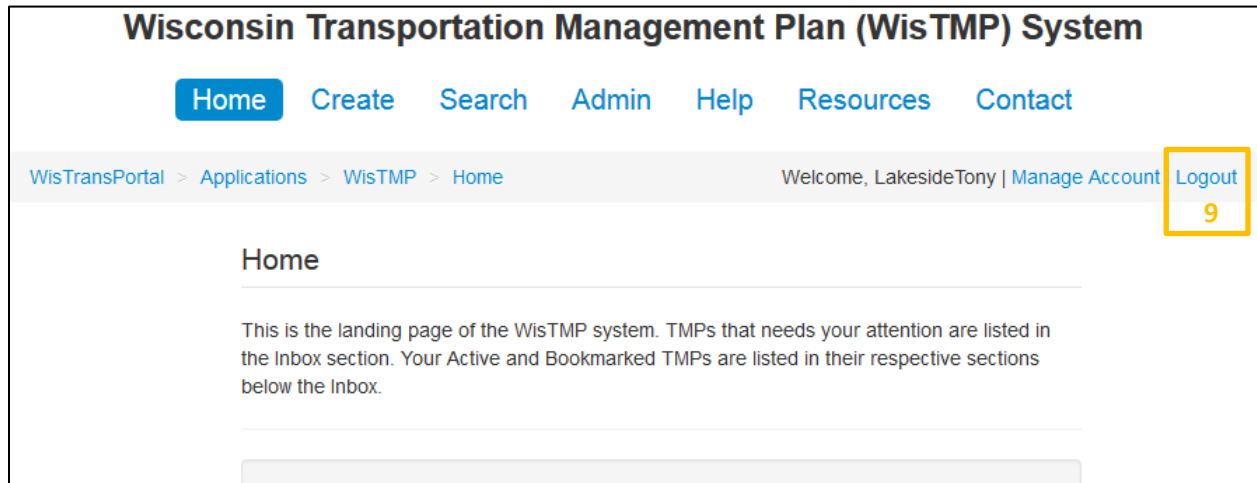
For assistance mail [transportal@topslab.wisc.edu](mailto:transportal@topslab.wisc.edu) or see the WisTransPortal [Contact Information](#) page.

WisTransPortal User Account Profile	
User ID:	KMKLAKESIDE
Name:	Kevin Klipstein
Email:	kevinklipstein@yahoo.com
Title:	Project Engineer
Organization:	Lakeside Engineers
Phone:	262-397-7236
Created:	01/08/2014
Modified:	
<div><div>6 <a href="#">Edit Profile</a></div><div><a href="#">Change Password</a> 7</div><div><a href="#">Exit Account Management</a> 8</div></div>	



## 5.3 Logout

To logout of the WisTMP System, select the Logout<sup>9</sup> link in the top right corner of the page.



## 6. Home

The WisTMP system is a Web-based tool that can be accessed using a username and password. Once successfully logged into the system, the page will be directed to the WisTMP Home page. The Home tab serves as the entry point into the system. It provides basic information for all users as well as custom information based on user role and tab style navigation selections to the various functional areas authorized to the current user.

### Wisconsin Transportation Management Plan (WisTMP) System

[Home](#) [Create](#) [Search](#) [Admin](#) [Help](#) [Resources](#) [Contact](#)

#### Home

This is the landing page of the WisTMP system. TMPs that needs your attention are placed in the Inbox section, TMPs associated with you are in the Active TMPs section and TMP you bookmarked are in the Bookmarked TMPs section.

MESSAGES 1

Test subject (WisDOT Message)

[Beta version available \(System Message\)](#)

INBOX 2

	Type	Design ID	County	Highway	TM User ID
--	------	-----------	--------	---------	------------

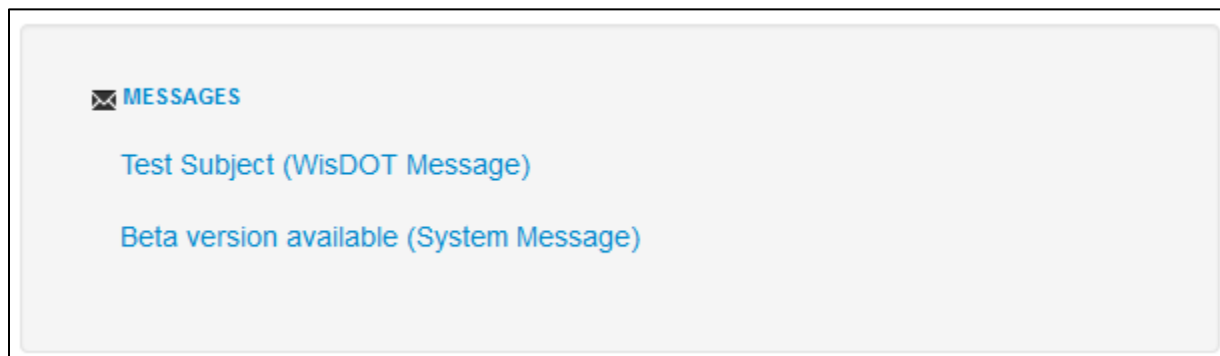
ACTIVE TMPs 3

	Type	Design ID	County	Highway	TM User ID	
<a href="#">View</a>	1125	Type 4	1009-10-19	DANE	US 12 S	bbedger
<a href="#">View</a>	1121	Type 3	1009-10-19	DANE	US 12 S	bbedger
<a href="#">View</a>	1121	Type 2	3030-05-30	DODGE	US 151 N	bbedger
<a href="#">View</a>	1137	Type 2	3433-00-33	EAU CLAIRE	US 12	ewgreco
<a href="#">View</a>	1122	Type 4	1009-10-19	DANE	US 12 S	bbedger
<a href="#">View</a>	1120	Type 3	1009-10-19	DANE	US 12 S	bbedger
<a href="#">View</a>	1123	Type 4	1009-10-19	DANE	US 12 S	bbedger
<a href="#">View</a>	1124	Type 3	1009-10-19	DANE	US 12 S	bbedger
<a href="#">View</a>	1125	Type 3	1009-10-19	DANE	US 12 S	bbedger
<a href="#">View</a>	1129	Type 4	1009-10-19	DANE	US 12 S	bbedger
<a href="#">View</a>	1130	Type 3	des-temp-000754			bbedger
<a href="#">View</a>	1133	Type 1	3030-05-30	DODGE	US 151 N	bbedger
<a href="#">View</a>	1134	Type 3	3433-00-33	EAU CLAIRE	US 12	bbedger
<a href="#">View</a>	1135	Type 4	4545-10-49	DODGE	WIS 42	bbedger
<a href="#">View</a>	1136	Type 4	1225-25-00	MILWAUKEE	I-43	dcolmg
<a href="#">View</a>	1127	Type 3	1009-10-19	DANE	US 12 S	bbedger
<a href="#">View</a>	1125	Type 3	1009-10-19	DANE	US 12 S	bbedger
<a href="#">View</a>	1119	Type 2	1009-10-19	DANE	US 12 S	bbedger
<a href="#">View</a>	1115	Type 3	9000-33-22	DODGE	US 42 N	bbedger
<a href="#">View</a>	1132	Type 2	1009-10-19	DANE	US 12 S	bbedger

BOOKMARKED TMPs 4

	Type	Design ID	County	Highway	TM User ID	
<a href="#">View</a>	1137	Type 2	3433-00-33	EAU CLAIRE	US 12	ewgreco

The Messages<sup>1</sup> section displays the current System Messages and WisDOT Messages posted by the system administrators. System Messages are system wide notifications related to maintenance windows, software updates, etc. WisDOT Messages are statewide notifications related to TMP guidance, workflow, etc.



The Inbox<sup>2</sup> section displays all the TMPs that require an action from the specific user logged into the system.

A screenshot of a web application's 'INBOX' section. The section has a light gray background and a dark gray border. At the top left, there is a blue envelope icon followed by the word 'INBOX' in blue. Below this, there is a table with six columns. The columns are labeled 'TMP ID', 'Type', 'Design ID', 'County', 'Highway', and 'PM User ID'. The table is currently empty.

TMP ID	Type	Design ID	County	Highway	PM User ID
--------	------	-----------	--------	---------	------------

The Active TMPs<sup>3</sup> section displays all the TMPs associated with the logged in user that do not have a COMPLETED status.

ACTIVE TMPs						
	TMP ID	Type	Design ID	County	Highway	PM User ID
<a href="#">View</a>	1128	Type 4	1009-10-19	DANE	US 12 EB	bbadger
<a href="#">View</a>	1121	Type 3	1009-10-19	DANE	US 12 EB	bbadger
<a href="#">View</a>	1131	Type 2	3030-05-30	DODGE	US 151 NB	bbadger
<a href="#">View</a>	1137	Type 2	3433-00-33	EAU CLAIRE	US 12	awgreco
<a href="#">View</a>	1122	Type 4	1009-10-19	DANE	US 12 EB	bbadger
<a href="#">View</a>	1120	Type 3	1009-10-19	DANE	US 12 EB	bbadger
<a href="#">View</a>	1123	Type 4	1009-10-19	DANE	US 12 EB	bbadger
<a href="#">View</a>	1124	Type 3	1009-10-19	DANE	US 12 EB	bbadger
<a href="#">View</a>	1126	Type 3	1009-10-19	DANE	US 12 EB	bbadger
<a href="#">View</a>	1129	Type 4	1009-10-19	DANE	US 12 EB	bbadger
<a href="#">View</a>	1130	Type 3	des-temp-580784			bbadger
<a href="#">View</a>	1133	Type 1	3030-05-30	DODGE	US 151 NB	bbadger
<a href="#">View</a>	1134	Type 3	3433-00-33	EAU CLAIRE	US 12	bbadger
<a href="#">View</a>	1135	Type 4	4545-10-49	DOOR	WIS 42	bbadger
<a href="#">View</a>	1136	Type 4	1228-25-00	MILWAUKEE	I-43	dotcmq
<a href="#">View</a>	1127	Type 3	1009-10-19	DANE	US 12 EB	bbadger
<a href="#">View</a>	1125	Type 3	1009-10-19	DANE	US 12 EB	bbadger
<a href="#">View</a>	1119	Type 2	1009-10-19	DANE	US 12 EB	bbadger
<a href="#">View</a>	1118	Type 3	9000-32-22	DOOR	US 42 NB	bbadger
<a href="#">View</a>	1132	Type 2	1009-10-19	DANE	US 12 EB	bbadger

The Bookmarked TMPs<sup>4</sup> section displays all the TMPs that do not have a COMPLETED status that are also bookmarked by the user for inclusion in this section. Bookmarking is done in the TMP General interface.

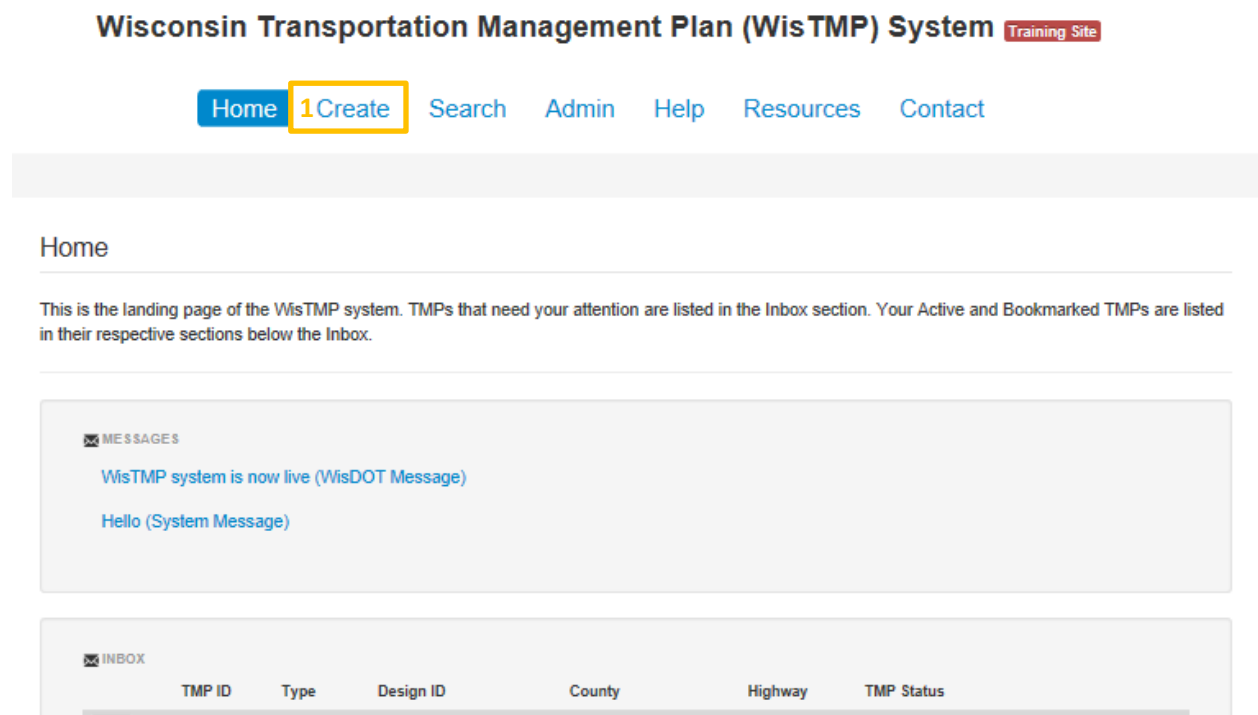
BOOKMARKED TMPs						
	TMP ID	Type	Design ID	County	Highway	PM User ID
<a href="#">View</a>	1137	Type 2	3433-00-33	EAU CLAIRE	US 12	awgreco

# 7. Create a TMP

---

## 7.1 Creating a TMP using a Design ID:

The PM role has the ability to initially CREATE a TMP in the system. On the Home screen click on the Create<sup>1</sup> tab near the top of the page.



Once the create TMP page appears enter the TMP Type and Region<sup>2</sup> from the pull-down menus. If the TMP is for a Local Program Project, the PM must choose Yes<sup>3</sup>. Select if the project has Federal Oversight<sup>4</sup>. Type in the Design ID, or if there is not one associated with the project, check the box No Design ID<sup>5</sup>. If the project has been entered into FIIPS, it can be selected from the drop-down list and the other categories will be auto filled. After filling in the Design ID, select the County and Highway from the pull down menus<sup>6</sup> if they did not autofill. If the project has not been entered into FIIPS, the category will turn bold indicating that the field still needs to be filled in<sup>5</sup>.

### Create TMP

Create a new TMP record by entering the basic FIIPS design and construction project information. Required fields are marked with an asterisk. Click Create to save changes and create a new TMP. The system will route this TMP automatically for preparation after creation. Click Back to return to the previous page without saving.

This page will expire after 30 minutes of idle time.

2

\* TMP Type

Select TMP Type

\* Region

Select Region

3

\* Local Program

☐ Yes
☐ No

Created Comment

TMP Comment

★

4

\* Federal Oversight

☐ Yes
☐ No

\* Design Information

Clear Design Information

5

\* Design ID

Format: xxx-xxx-xx

☐ No Design ID

Project Title

Enter Project Title

6

\* County

Select County

\* Highway

Select Highway

Construction Year

Construction Year

Mainline AADT

Annual Average Daily Traffic

Crossroad AADT

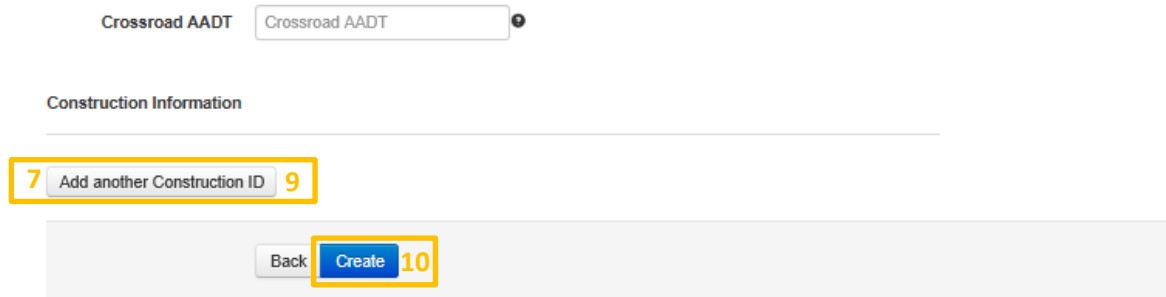
Crossroad AADT

★ If the project is advanceable make note of that in the created comment

WisTMP 2.0 User Guide

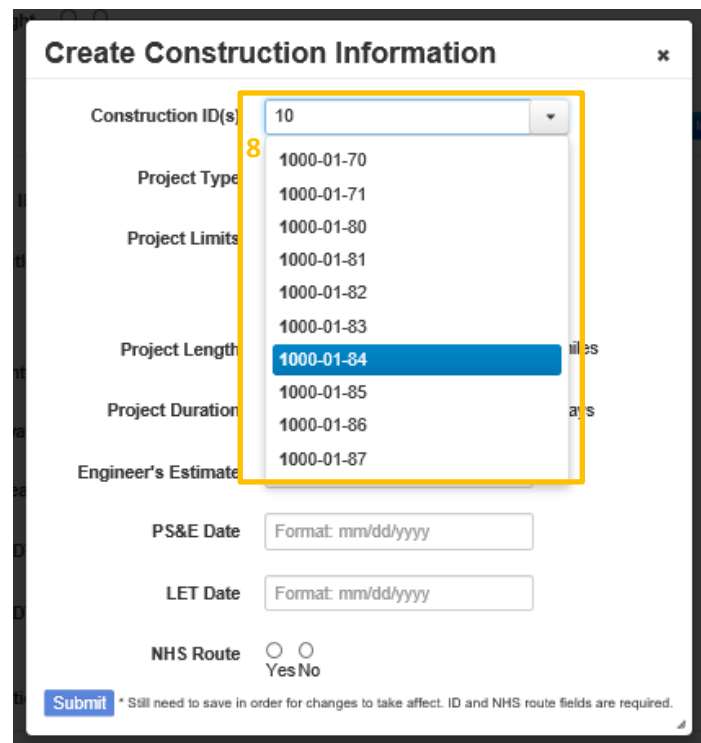
22

To enter the Construction ID(s)<sup>7</sup>, click on the Add another Construction ID button.



In the pop-up window enter the Construction ID(s)<sup>7</sup>. Once the Construction ID starts to be typed in, a drop down of the 10 closed matching options will appear<sup>8</sup>. If the project has been entered into FIIPS the rest of the fields will autofill once the Construction ID is selected from the list. Any information that is not auto-filled will need to be filled in. For projects with multiple Construction ID's another Construction ID may be added, select the Add another Construction ID<sup>9</sup> button on the bottom of the page. After filling out all available information select Create<sup>10</sup>. Once the TMP is created, the page will be redirected to the Team tab.

**A Construction ID is required field for a TMP.**



## 7.2 Initial Team Setup

Once information has been entered and the user selects create, the page is redirected to the team selection page. Notice the user that created the TMP is already listed. *Please note that adding team members at this point is optional.* Select the Add<sup>1</sup> menu on the interface.

### Wisconsin Transportation Management Plan (WisTMP) System Training Site

[Home](#) [Create](#) [Search](#) [Admin](#) [Help](#) [Resources](#) [Contact](#)

WisTransPortal > Applications > WisTMP > TMP Details Welcome, aheidtke | [Manage Account](#) | [Logout](#)



[General](#) [Attachments](#) [Team](#) [Routing](#) [Approval](#) [History](#)

**TMP ID:** 4478 (Design ID:1406-19-82)  
**Current TMP Status:** Under Preparation

1 [Add](#)

	User ID	Name	Phone	Email	Team Role
<a href="#">Remove</a>	<a href="#">aheidtke</a>	Andrew Heidtke	<a href="tel:608-267-7830">608-267-7830</a>	<a href="mailto:andrew.heidtke@dot.wi.gov">andrew.heidtke@dot.wi.gov</a>	Project Manager (PM)

aheidtke entered WisTMP as Project Manager (PM)  
WisTMP Version: **2.0** (Last updated on: 03-12-2019)  
Wisconsin Traffic Operations and Safety Laboratory





Notice the different options that can be assigned to added team members<sup>2</sup>. Select the appropriate role for the team member to be added. The Preparer can add and edit content within the TMP. The PM Designee has the same functions as a Preparer and can also manage team member. A Reviewer may be added to the TMP to be able to view and comment on the TMP, but not edit. Please note that RT, RPDC, and BPD approval roles do not need to be added to individual TMP teams as reviewers.

**Wisconsin Transportation Management Plan (WisTMP) System** Training Site

Home Create Search Admin Help Resources Contact

WisTransPortal > Applications > WisTMP > TMP Details Welcome, aheidtke | Manage Account | Logout

General Attachments **Team** Routing Approval History



**TMP ID:** 4478 (Design ID:1406-19-82)  
**Current TMP Status:** Under Preparation

**Add** 2

- Add PM
- Add PM Designee
- Add Preparer
- Add Reviewer

Name	Phone	Email	Team Role
Andrew Heidtke	608-267-7830	andrew.heidtke@dot.wi.gov	Project Manager (PM)

aheidtke entered WisTMP as Project Manager (PM)  
 WisTMP Version: 2.0 (Last updated on: 03-12-2019)  
 Wisconsin Traffic Operations and Safety Laboratory

After selecting a role, a user will need to be selected<sup>3</sup>. The individual selected will now have the created TMP within their active TMP interface.

**Wisconsin Transportation Management Plan (WisTMP) System** Training Site

Home Create Search Admin Help Resources Contact

WisTransPortal > Applications



**TMP ID:** 4478  
**Current TMP Status:** Under Preparation

**Select**

**Team**

- Asare-Yeboah, Veronica (vasareye, TOPS Lab)
- Ash, John (jeash, UW-TOPS)
- Ash, Thad (patrolsup071, Door County Highway Dept)
- Ashauer, Jeremy (dotj3a, WisDOT - NE Region)
- Ashauer, Jeremy (jjashauer, JSD Professional Services, Inc.)
- Ashbeck, Charles (cashbeck, West Salem Police Department)
- Ashenfelter, Daniel (dashenfelter, WisDOT SE Region)
- Ashenhurst, David (dashenhurst, Oak Creek Police Dept)
- Aslesen, Matthew (maslesen, Wisconsin Department of Administration)
- Asman, Randy (dotrya, WisDOT NE Region)
- Asplund, Jacob (jasplund, SRF Consulting Group, Inc)
- Auby, Sheryl (danehwyscheryl, Dane County Highway Department)
- Aufdermauer, Aric (aauferm, Michels Pipeline Cons.)
- Augelli, Jonathan (jaugelli, Fish & Associates, Inc.)
- August, Kris (krisaugust, City of Kiel)
- Aurit, Rob (robaurit, WisDOT DTIM BSHP)
- Ausen, Craig (causen, City of Waukesha)
- Ausloos, Brian (bausloos, WSP Division Headquarters)
- Austin, Dale (state lane closures, Dane Co. Highway)
- Austin, Jennifer (dotjsa, WSP Fond du Lac)
- Austin, Timothy (taustin, WSP Division Headquarters)
- Averkamp, Dan (Aver1234, Winnnebago County Highway Dept.)
- Axt, Andrew (andrew.axt, R.A. Smith National, Inc.)
- Ayesh, Muhammad (dotm4a, WisDOT)
- BERENDT, ANTHONY (aberendt, CITY OF MILWAUKEE)
- BERENDT, ANTHONY (ABERENDT, CITY OF MILWAUKEE)
- BOEN, BOB (UD2000, KC ENERGY SERVICES)
- BPD, Bucky (wistmp\_bpd, Bureau of Project Development)** 3
- BPD, TMP TMP BPD, Online TMP Training
- BRICKL, RANDALL (BLINE, BRICKLINE INC.)
- BRUZAS, DAVID (DAVID BRUZAS, AT&T)

aheidtke entered WisTMP as  
 WisTMP Version: 2.0 (Last up  
 Wisconsin Traffic Operations  
 Test Site: Login as a Different

Once a user is selected they will appear on the project Team tab<sup>4</sup>.

The screenshot displays the 'Wisconsin Transportation Management Plan (WisTMP) System' interface. The top navigation bar includes links for Home, Create, Search, Admin, Help, Resources, and Contact. Below this, a breadcrumb trail shows 'Portal > Applications > WisTMP > TMP Details'. The user is logged in as 'aheidtke' and can manage their account. The 'Team' tab is selected, showing details for TMP ID 4478 (Design ID: 1406-19-82) with a status of 'Under Preparation'. A table lists team members, with the first row highlighted by a yellow box and a yellow '4' in the left margin.

	User ID	Name	Phone	Email	Team Role
4	<a href="#">Remove</a> <a href="#">aheidtke</a>	Andrew Heidtke	<a href="#">608-267-7830</a>	<a href="mailto:andrew.heidtke@dot.wi.gov">andrew.heidtke@dot.wi.gov</a>	Project Manager (PM)
	<a href="#">Remove</a> <a href="#">Edit</a> <a href="#">wistmp_bpd</a>	Bucky BPD		<a href="mailto:wistmp@gmail.com">wistmp@gmail.com</a>	Preparer

Once the initial TMP team is setup, navigate to the Routing<sup>5</sup> tab to begin to route the TMP to the preparer(s) and begin preparation.

The screenshot shows the same WisTMP system interface, but with the 'Approval' tab selected. The 'Routing' tab is also visible. The 'Approval' tab is highlighted with a yellow box and a yellow '5' in the left margin. The breadcrumb trail and user information remain the same.

On the routing page select the Route for Preparation<sup>6</sup> icon to the TMP to the inbox of the preparer(s) to start filling out the body of the TMP.

The screenshot displays the 'Routing' section of the WisTMP interface. At the top left, there is a button labeled 'Back To Approval Status'. Below it, the heading 'Routing' is visible. A light gray box contains the text 'Last Route For: Not Routed Yet' and 'TMP is in the inbox of:'. Below this, another light gray box states 'This routing action will send TMP to the inboxes of following people:' followed by the names 'Tony Bublitz' and 'Preparer'. At the bottom of this box, a blue button labeled 'Route for Preparation' is highlighted with a yellow rectangular border, with a yellow number '6' positioned to its right.

## 8. View/Edit a TMP

### 8.1 Viewing a TMP

After selecting a TMP from any area of the system (Bookmarks, Inbox, Active TMPs, Search, etc...) all of its content and information may be accessed. The drop down box<sup>1</sup> next the Print<sup>2</sup> icon allows a user to chose which version of the selected TMP to view. The Print<sup>2</sup> icon will allow printing of the selected version.

General Attachments Team Routing Approval History

**TMP ID:** 4478 (Design ID:1406-19-82) 1 Current 2 Print

**Current TMP Status:** Under Preparation

### View TMP Details

Expand All Collapse All Validate Form Delete Home Bookmark

Section 1 - Project Info	Edit
Section 2 - Project Description	Edit
Section 3 - Existing Conditions	Edit
Section 4 - Work Zone Strategies	Edit
Section 5 - Work Zone Impacts	Edit
Section 6 - Traffic Analysis	Edit
Section 7 - Public Information Strategies	Edit
Section 8 - Incident Management Strategies	Edit
Section 9 - Staging Plans	Edit
Section 10 - Additional Information	Edit

Reviewer Attachments

Selecting any section heading<sup>3</sup> will expand that section and reveal its content.

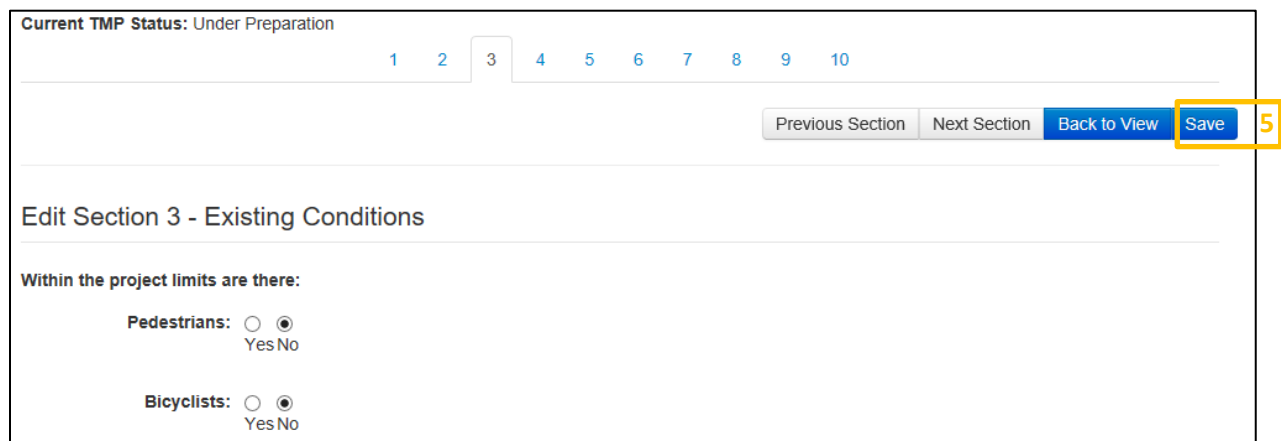
The screenshot shows the 'View TMP Details' interface. At the top, there are buttons for 'Expand All' (highlighted in blue), 'Collapse All', 'Validate Form', 'Delete', 'Home', and 'Bookmark'. Below this, there are three section headings: 'Section 1 - Project Info', 'Section 2 - Project Description 3' (highlighted with a yellow box), and 'Section 3 - Existing Conditions 3' (also highlighted with a yellow box). Each section heading has an 'Edit' button to its right. Under 'Section 2', there is a 'Brief description of work activities:' followed by the text 'This projects will work on the roadway.' and an 'Add Comment' button. Under 'Section 3', there is a heading 'Within the project limits are there:' followed by three items: 'Pedestrians: No', 'Bicyclists: No', and 'Transit Service: No'.

### 8.2.1 Editing a TMP Using Edit Button

The edit tab will allow the user to add content or make changes to a created TMP. The Edit function will be restricted to Preparers, PM Designees and PMs in the Team section. If a user is able to edit the currently viewed TMP, selecting the Edit<sup>4</sup> icon will bring up the edit screen. Once in the edit screen most of the information on this screen can be edited.

This screenshot shows the 'View TMP Details' interface with a status bar at the top indicating 'Current TMP Status: Under Preparation'. The layout is similar to the previous screenshot, but the 'Edit' button next to 'Section 1 - Project Info' is highlighted with a yellow box and labeled with a blue '4'. The other sections, 'Section 2 - Project Description' and 'Section 3 - Existing Conditions', also have 'Edit' buttons. The top navigation buttons are the same as in the previous screenshot.

Once the sections are edited make sure to save<sup>5</sup> the page.



Current TMP Status: Under Preparation

1 2 3 4 5 6 7 8 9 10

Previous Section Next Section Back to View Save 5

### Edit Section 3 - Existing Conditions

Within the project limits are there:

**Pedestrians:** ☐ Yes ☒ No

**Bicyclists:** ☐ Yes ☒ No

## 8.2.2 Edit a TMP Using Edit Wizard

Besides using the TMP button, users can use the edit button in each of the sections to use the edit wizard function. To start, click on the Edit<sup>17</sup> the button for a section that needs edit.

### Section 3 - Staging Plan

3. Briefly describe the staging planned for maintaining traffic:

17 Edit

Add Comment

In the next window, make the changes as necessary and click Save to save the current section. Click Previous Section<sup>18</sup> to go to previous section or Next Section<sup>19</sup> to go to next section. The Back<sup>20</sup> button will take user to View TMP details Page and Save<sup>21</sup> button will save the current changes

General Attachments Checklists Team Routing Approval History

TMP ID: 3022

Current TMP Status: Submitted for Review (60%)

Only current version is Editable  
This page will expire after 30 minutes of idle time

Previous Section 18 Next Section 19 Back 20 Save 21

3. Briefly describe the staging planned for maintaining traffic:

Previous Section Next Section Back Save

If the Previous or Next Section is selected, the user will be asked to Confirm Changes. The user can choose to discard changes using Continue without Save<sup>22</sup> or save changes using Save and Continue<sup>23</sup>. Or cancel using Not Yet<sup>24</sup>.

Confirm changes

⚠ Are you sure you want to continue? All unsaved changes in this section will be lost!

Continue without save 22 Save and Continue 23 Not Yet 24

# Section 9. TMP Sections and Functions

The WisTMP Form 2.0 was designed to adjust to what users were entering. Once information is entered into Sections 1-4, the rest of the form will only require users to enter what needed. Another new feature is form validation. Form validation allows the PM to see if all the required fields are completed. Validation can be initiated by the PM or will happen automatically when the TMP is routed.

## 9.1 Section 1 – Project Info

Section 1 includes basic project details. Subsection 1C- Location will impact Section 6, creating a table for delay and queue information that is used by the Decision Support Tool, and Section 9, which populates the Vehicle Size Restrictions table.

To complete the Location section, Select the Add Highway or Add Local Road button which will bring up a pop-up window. In the “Highway” section select the project highway.

Select a begin and an end landmark for the project. The landmark is considered a well-known location near the project. To be more precise, select a direction that the project start or end is from the landmark along with entering a distance. For more information click on (View Quick Guide) in the window. This process must be done for each direction of traffic.

The screenshot shows a pop-up window titled "Add Highway (View Quick Guide)". At the top, there are three tabs: "Navigation Mode" (selected), "Choose Begin Landmarks", and "Choose End Landmarks". The "Navigation Mode" tab displays a map of the upper Midwest, showing Minnesota, Wisconsin, Illinois, and Michigan. A blue line indicates a route starting from Duluth, MN, heading south through Green Bay, WI, and ending near Chicago, IL. To the right of the map is a form with the following fields:

- Begin County: SHEBOYGAN (dropdown)
- End County: SHEBOYGAN (dropdown)
- Highway: I-43 NB (dropdown)
- Closure Type: Mainline (dropdown)
- Begin Landmark: Select Begin Landmark (dropdown with search icon)
- Distance From: in miles (text input)
- Direction From: Select Direction From (dropdown)
- End Landmark: Select End Landmark (dropdown with search icon)
- Distance From: in miles (text input)
- Direction From: Select Direction From (dropdown)

At the bottom of the window are three buttons: "Confirm", "Cancel", and "Reset".



## 9.2 Section 2 Project Description

Section 2 is where a brief description of the project will be written along with the attachment of the Work Zone Impact Assessment. For projects on the State Highway system the Work Zone Impact Assessment is required for the 60% Approval. Blank Work Zone Impact Assessment forms can be found in the Resources tab of the TMP. See Section 10 for adding attachments.

## 9.3 Section 3 Existing Conditions

The first seven questions in Section 3 will impact other sections.

1. When Yes is selected on Pedestrian, a text box will be opened up in Section 9 for users to fill out that describes how Pedestrians will be accommodated. A pedestrian plan detail is also expected.
2. When Bicyclists, Transit Service, Railroads, Airports, Commercial waterway have Yes selected, additional information will be requested in Section 5 – Work Zone Impacts.
3. When Controlled Intersections have Yes selected, additional information the additional subsection, Section 6+ - Intersection/Temporary Signal, will open up in Section 6 – Traffic Analysis.

Edit Section 3 - Existing Conditions

Within the project limits are there:

Pedestrians: ☐ Yes ☒ No **1**

Bicyclists: ☐ Yes ☒ No

Transit Service: ☐ Yes ☒ No

Railroads: ☐ Yes ☒ No **2**

Airports: ☐ Yes ☒ No

Commercial waterway: ☐ Yes ☒ No

Controlled intersections: ☐ Yes ☒ No **3**

Dynamic message boards: ☒ Yes ☐ No

## 9.4 Section 4 – Work Zone Strategies

Section 4 is where users select the strategies that will be used on the project. Some of the Strategies that are selected will open up additional fields in other parts of the TMP. The following is a list:

- Lane Closures opens Section 6+ Lane Closure Hours
- Detour Route opens Section 6+ Detour Route
- Temporary Traffic Signal opens Section 6+ Intersection/Temporary Signal

The following will open up Section 6+ Road User Costs and route the TMP to BTO:

- “Low bid” design-build
- “Enhanced” Liquidated Damages
- Interim Liquidated Damages
- Cost Plus Time Bidding
- Incentive/Disincentive Clauses
- Lane Rental

Choosing the Non-standard Mitigation Strategy will activate Section 10 and route the TMP to BTO. This will then require that Attachment 5.5 from FDM 11-50 be attached to the TMP in Section 10.

Temporary Speed Limit Reduction/Temporary Speed Zone Declaration will require the document to be attached and the TMP will be routed to BTO if the project is on the interstate or route 65 MPH and greater.

For all the strategies provide a brief reason on why they have been chosen for the project in the the Comments/Justification column. In the Cost column provide an estimated cost of the strategy if it will incur a capital expense for the project. For the 60% Approval costs should be planning level estimates with little precision. For the 90% Approval the costs should match what is in the PS&E Estimates. Break the costs down as much as possible and assign them to the most appropriate strategy.

## 9.5 Section 5 Work Zone Impacts

In this section describe how work zone impacts will be mitigated for various items. The section will have certain fields to enter based on some of the entries made in Section 3 Existing Conditions. List the various holidays or special events that occur during the project. Check with the local officials for special events and times that traffic impacts may need to be mitigated. Typically, this information is used to develop the special provisions for work restrictions.

## 9.6 Section 6 – Traffic Analysis

In Section 6, each location that has been identified in Section 1, will be populated in a list. By clicking on the marker<sup>9</sup> in the first column the location will be shown.

Section 6+ - Traffic Analysis

What is the anticipated travel delay during the project for each impacted roadway?

#	Location Description	WZ Capacity (vphpl)	Delay (min)	Queue (mi)	Delay Cause
9 1	I-39 SB from MILE MARKER 166 to I-39 SB/I-90 EB TO WIS 81 WB (S-W)		10	11	12

How was the work zone capacity determined?

**Please attach the following documents:**

1. Capacity Calculations - required for all Type 2 and greater
2. Delay Calculations - required for all Type 2 and greater

If there are delays or queuing at a location add the values to the table and select what is causing the issue.

### Delay Cause

If a Delay<sup>10</sup> time or Queue<sup>11</sup> length are added to the location information the cause of the delay must be also be added<sup>12</sup>.

- Lane Closure-Enter this if there is a lane closure causing the delay or queue
- Full Closure with Detour-Enter this if the route is closed to through traffic and is being taken on a detour add the extra travel time to the delay
- Flagging-Enter this if flagging is causing delay or queuing
- Signal-Enter this if any type of signal is causing the delay
- Lane Restriction- Enter this if there is a lane restricted or shift causing the delays

Section 6+ - Traffic Analysis

What is the anticipated travel delay during the project for each impacted roadway?

#	Location Description	WZ Capacity (vphpl)	Delay (min)	Queue (mi)	Delay Cause
No records found.					

How was the work zone capacity determined?

Note: If locations have not been entered into Section 1C or are on the local systems the No records found will appear.

When traffic analysis has been completed please attach it to this location of the TMP. In most cases this will be an output from the Work Zone Traffic Analysis Tool for uninterrupted flow facilities or Syncro for interrupted flow facilities.

#### Section 6+ - Lane Closure Hours

a) Are there restrictions on when lane closures are allowed?

☒ Yes ☐ No

b) What hours/days are lane closures permitted?

c) If the project is reporting zero delay, show the delay incurred if the lane closures hours identified are not followed: ?

When Lane Closure are selected in Section 4 a question will be asked if there are restrictions on the lane closures. If answered Yes, two more fields will appear asking what the restrictions are and the consequences of not following the restrictions.

#### Section 6+ - Detour Route

##### Detour Information

Detour Route	Normal Travel Time (min)	Detour Travel Time (min)	Detour Distance (mi)	
No records found.				

Add new row

##### Please attach the following documents:

1. Detour Routes - required. Correspond the Detour Route list with the name of the attachment.

When the Detour strategy is selected in Section 4, additional information will be requested for it in Section 6. The normal travel time of the roadway under construction will need to be recorded, and the travel time on the detour route will need to be entered. Also enter the detour route distance. Also attach the detour route map to this section of the TMP.

#### Section 6+ - Intersection/Temporary Signal

Are any intersection traffic control changes proposed?

##### Please attach the following documents:

1. Turn Counts - if available
2. Signal Timing - if available

When the controlled intersection is selected in Section 3 as yes, a text box will appear asking if there are any changes to intersection traffic control. Attach any supporting documents for changing intersection configuration.

#### Section 6+ - Road User Costs

What are the road user costs for the project?

**Please attach the following documents:**

1. Road User Cost Calculations - required

When any of the Alternative Contracting strategies are selected in Section 4 the Road User Cost section will open up. For projects on uninterrupted flow facilities a Work Zone Analysis Tool output is needed. This output should provide support for the inclusion of the strategy based on the overwhelming impact to traffic shown by the road user costs. This would typically mean two outputs would be attached to the TMP, one showing traffic without the restrictions such as lane rentals and one showing traffic with the restrictions in place. For projects on road with interrupted flow, the New Jersey spreadsheet or version of it should be used to provide support for the strategy selected.

### 9.7 Section 7 – Public Information Strategies

In Section 7 preparers will select the various strategies that will be used to inform the public about the project during construction. Also required to be completed with Section 7 is the Public Information and Outreach Plan(PIOP) document. This form can be found in the Resources portion of the WisTMP for editing. Once the PIOP is completed attach it to this section of the TMP.

### 9.8 Section 8 – Incident Management Strategies

Section 8 is where the project should determine how to manage incidents. This section will be dependent on the size and impact of the project. Smaller projects will need to focus on making sure the contacts of the local officials is made. This list needs to be maintained throughout the life of the project. For larger projects an Incident Management Plan should be developed in coordination with the local first responders. This should include Emergency Route Maps and Work Area Access Maps. In most cases some of these materials will not be available until after the project has been awarded. Attach any completed document to this section in the TMP.

## 9.9 Section 9 – Staging Plans

Briefly describe the staging planned for maintaining traffic:

Vehicle Size Restrictions:

#	Location Description	Min lane width to maintain (ft)	Min lane width plus shoulder (ft)	Min Height (ft)Ⓢ	Min shy distance to CBTP (ft)
1	I-39 SB from MILE MARKER 166 to I-39 SB/I-90 EB TO WIS 81 WB (S-W)				

Please attach the following documents:

1. Staging Plans - required
2. Pedestrian Plans - required if Pedestrians present

In Section 9 provide a brief overview of the project staging and how traffic will be staged. If the project will have multiple stages a narrative maybe attached as a pdf to the TMP. Attach the conceptual staging to the TMP at 60% and the final staging plan at the 90% TMP. If pedestrians are identified in Section 3 additional information will be required detailing how pedestrian access will be maintained.

In the Vehicle Size Restrictions table enter the minimum width thresholds for each location entered. If height restrictions exist enter those as well.

## 9.10 Section 10 – Non-Standard Strategies

If the Non-Standard Strategy is selected in Section 4/7/8 then Section 10 will be opened up and will need to be filled out. This will begin the process for additional review by other regions and BTO. All supporting documents for the Non-standard strategy should be attached here.

## 9.11 Deleting a TMP

In some situations a TMP will need to be deleted.

The screenshot shows a web interface for 'Section 19 - Transit Impacts Strategies'. At the top, there is a header bar with the section title. Below the header, there is a row of buttons: 'Edit', 'Delete', 'Complete', 'Back', and 'Bookmark'. The 'Delete' button is highlighted with a yellow box, and the number '13' is displayed below it. The 'Complete' button is also highlighted with a yellow box, and the number '14' is displayed below it. Below the buttons, there is a text input field labeled 'Add General Comment' and a 'Submit Comment' button.

The Delete<sup>13</sup> function will allow only the PM to delete a TMP. An optional comment can be entered while deleting a TMP. A TMP can be deleted only before 60% approval.

## 9.12 Completing a TMP

The Complete<sup>14</sup> function will allow the PM to mark a TMP status as COMPLETE, at the completion of the construction project. Users can enter an optional comment when completing a TMP. The Complete function will only apply to TMPs after 60% approval.

### 9.13 Bookmarking a TMP

These functions are also available at the top of the TMP page as well. While on this screen the user may want to Bookmark<sup>15</sup> the TMP for easier access on the home screen. Bookmarking a TMP will help the user access the TMP much easier on the home screen. Although all projects the user may be associated with will be listed in the “Active TMPs” section on the Home tab, if a project needs more attention the bookmark function may be very useful. Selecting the Home<sup>16</sup> icon while in view mode will take the user back to the Home tab.

View TMP Details

Expand AllCollapse All

EditDelete

16Home

15Bookmark

Section 1 - Project Info

Edit

Section 1A - Project Information

\* TMP Type:Type 2

\* Region:SW

\* Local Program:No

Created Comment:test type 2



# 10. Attachments

## 10.1 Viewing Attachments

Attachments can be viewed in two locations in the TMP. The first locations is on the TMP form. This requires the preparer to attach documents to the specific sections of the TMP. This allows reviewers to see materials discussed in the section without having to go to the Attachments tab.

Section 2 - Project Description

**Brief description of work activities:**

Proposed improvements include resurfacing the asphalt pavement on IH 39 and most of the ramps through a thin mill and overlay. Additional improvements include resurfacing of CTH HH between the IH 39 on and off ramps, replacement of select sections of guardrail, replacement of inlet and outfall structures on the USH 10 southbound ramps, geometric improvements to the USH 10 northbound on ramp, high-friction surface treatment on the northbound lanes under the BUS 51 overpass at the north end of the project, pavement marking, and shoulder rumble strips.

Construction will take place under single lane closures and nighttime ramp closures.

Construction is currently scheduled for 2025, but could occur as early as 2023.



The second is the Attachments tab. The Attachments<sup>1</sup> tab is where all attachments to the main body of the TMP can be found, such as tables, charts, and appendices. Depending on user role, users may upload and download files of various formats. Original file formats are preserved with no post processing. The content of attachments is not searchable.

Attachments that are uploaded in the section will appear in the Attachments tab under the section it was uploaded under.

General

Attachments1

Checklists

Team

Routing

Approval

History

TMP ID: 2631 (Design ID:1234-43-21)  
Current TMP Status: Under Preparation

/Current

Current

	Files	Description	Modified By	Modified On
<input type="checkbox"/>	Appendix A	Project Location Map	TMP-Preparer	11/12/2015 08:19
<input type="checkbox"/>	Appendix B	Construction Staging	TMP-Preparer	11/12/2015 08:19
<input type="checkbox"/>	Tables2	Tables and Charts from TMP body	TMP-Preparer	11/12/2015 08:20

Trash

Upload File

New Folder

Rename

Edit Description

Move To

Delete

Within each folder<sup>2</sup> the individual attachment files can be found.

**Tmp\_1153/Tables**

[↑ Parent Directory](#)

	Files	Description	Modified By	Modified On
<input type="checkbox"/>	<a href="#">Table 11.1.JPG</a>		Admin	01-10-2014 04:41
<input type="checkbox"/>	<a href="#">Table 3.1B.JPG</a>		Admin	01-10-2014 04:41
<input type="checkbox"/>	<a href="#">Table 3.2.JPG</a>		Admin	01-10-2014 04:41
<input type="checkbox"/>	<a href="#">Table 6.C1.JPG</a>		Admin	01-10-2014 04:41
<input type="checkbox"/>	<a href="#">Table 6.C2.JPG</a>		Admin	01-10-2014 04:41
<input type="checkbox"/>	<a href="#">Table 6.C3.JPG</a>		Admin	01-10-2014 04:41
<input type="checkbox"/>	<a href="#">Table 9.1.JPG</a>		Admin	01-10-2014 04:41

Trash

## 10.2 Add/Edit Attachments

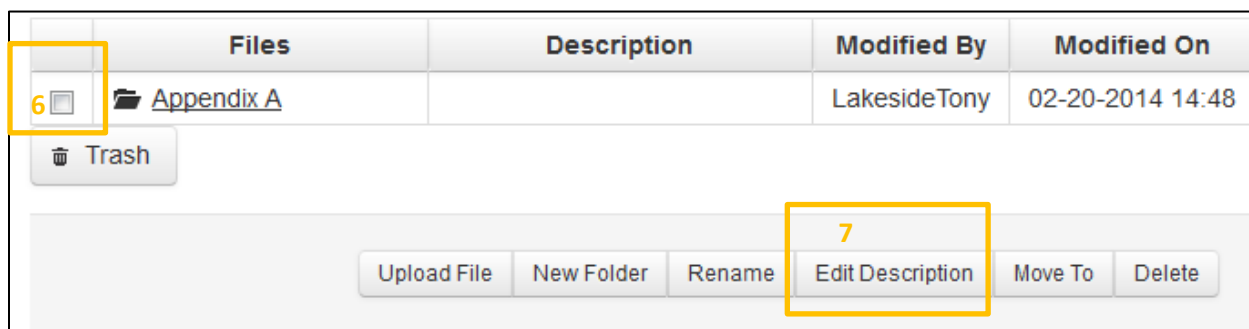
Once a TMP is created the user will have the option to attach documents to the TMP. These attachments can be any document needed to reinforce data entered in the TMP fields. Uploaded files and folders may be deleted, but only a PM can empty the trash bin.

Files	Description	Modified By	Modified On
No records found.			
Trash			
<input type="button" value="Upload File"/> <input type="button" value="New Folder"/> <input type="button" value="Rename"/> <input type="button" value="Edit Description"/> <input type="button" value="Move To"/> <input type="button" value="Delete"/>			

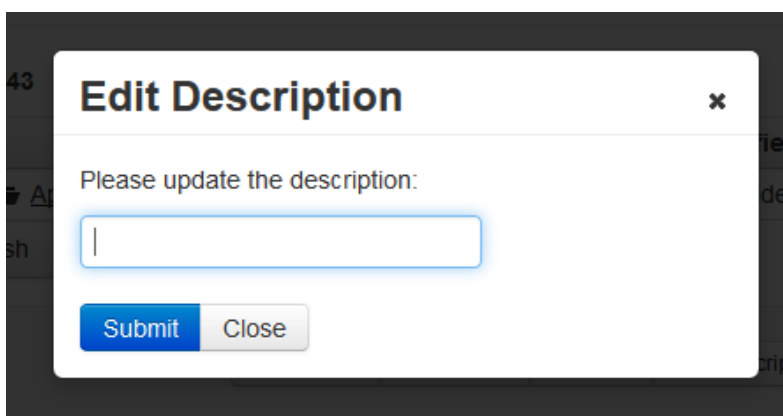
Start by selecting the New Folder<sup>3</sup> icon to begin by creating a folder. A prompt will appear to name the folder right away. Select the Submit<sup>5</sup> icon to save the name and finish the creation. The name can always be changed later by using the Rename<sup>4</sup> function.

### New Folder

To add a description to a folder first select the check box<sup>6</sup> next to the desired folder. Then select the Edit Description<sup>7</sup> icon to add or edit the description of the selected folder.



A prompt will appear to add/edit a description.



Below is a suggested format for folder naming and description convention.

	Files	Description	Modified By	Modified On
<input type="checkbox"/>	<a href="#">Appendix A</a>	Project Location Map	Admin	01-10-2014 04:39
<input type="checkbox"/>	<a href="#">Appendix B</a>	Construction Staging	Admin	01-10-2014 04:39
<input type="checkbox"/>	<a href="#">Appendix C</a>	Traffic Counts	Admin	01-10-2014 04:39
<input type="checkbox"/>	<a href="#">Appendix D</a>	Traffic Analysis Summary	Admin	01-10-2014 04:39
<input type="checkbox"/>	<a href="#">Appendix E</a>	WisDOT Checklists	Admin	01-10-2014 04:39
<input type="checkbox"/>	<a href="#">Appendix F</a>	EMS and First Responders	Admin	01-10-2014 04:39
<input type="checkbox"/>	<a href="#">Appendix G</a>	MCTS Route	Admin	01-10-2014 04:39
<input type="checkbox"/>	<a href="#">Tables</a>	Tables and Charts from TMP body	Admin	01-10-2014 04:39
Trash				

To add an attachment, select the Upload File<sup>8</sup> icon.

The screenshot shows the 'Wisconsin Transportation Management Plan (WisTMP) System' interface. The top navigation bar includes links for Home, Create, Search, Admin, Help, Resources, and Contact. Below this, a breadcrumb trail shows 'Locations > WisTMP > TMP Details'. The user is logged in as 'TMP-Preparer' and can manage their account. The 'Attachments' tab is selected, showing a table with one attachment: 'Detour I-43 Arrowhead Rd Model.pdf'. Below the table, there is a 'Trash' button and a row of action buttons: 'Upload File' (highlighted with a yellow box and labeled 8), 'New Folder', 'Rename', 'Edit Description', 'Move To', and 'Delete'. At the bottom, there is a text input field for 'Add General Comment'.

The user is then brought to an upload screen. Select the Choose<sup>9</sup> icon to browse local files and select the attachment to upload. Select the Upload<sup>10</sup> icon to complete the upload process. Once the uploaded document is completely uploaded select the Close<sup>11</sup> icon to return to the TMP.

The screenshot shows the 'Upload Files' dialog box. The title is 'Upload Files'. Below the title, it states 'Maximum file size allowed is 500MB'. There are three buttons: 'Choose' (highlighted with a yellow box and labeled 9), 'Upload' (highlighted with a yellow box and labeled 10), and 'Cancel'. Below these buttons, there is a progress bar showing the upload of 'appendix B.pdf' (12.72 MB). At the bottom of the dialog, there is a 'Close' button (highlighted with a yellow box and labeled 11). The background shows the same WisTMP interface as the previous screenshot, but it is dimmed.

# 11. Team

## 11.1 Viewing a Team

The Team<sup>1</sup> tab displays all current members of the selected TMP's team.

General   Attachments   Checklists <b>Team 1</b> Routing   Approval   History					
TMP ID: 2631 (Design ID:1234-43-21) Current TMP Status: Under Preparation					
Add ▾					
	User ID	Name	Phone	Email	Team Role
Remove	TMP-PM	TMP PM	555-555-5555	ein@lakesideengineers.com	Project Manager (PM)
Remove   Edit	TMP-Preparer	TMP 11Preparer	555-555-5555	ein@lakesideengineers.com	Preparer

## 11.2 Adding Team Members

On a created TMP the user (only PMs and PM Designees) will have the opportunity to assign team members to the TMP. These team members will have different roles assigned to them.

- PM – The PM can create, manage team members, edit, route, and approve a TMP. This user will be a WisDOT employee in most cases.
- PM Designee – The PM Designee has the same functions as a Preparer and can also manage team member.
- Preparer – The preparer can add and edit content within the TMP.
- Reviewer – The Reviewer can only view the TMP. No editing can be completed under this team role. A Reviewer may also comment on the TMP as long as they remain members of the team.

Please note that RT, RPDC, and BPD approval roles do not need to be added to individual TMP teams as reviewers.

Once in the Team tab, select the Add<sup>2</sup> icon to begin adding a user to the current TMP's team.

**Wisconsin Transportation Management Plan (WisTMP) System** Training Site

[Home](#) [Create](#) [Search](#) [Admin](#) [Help](#) [Resources](#) [Contact](#)

[Locations](#) > [WisTMP](#) > [TMP Details](#) Welcome, TMP-PM | [Manage Account](#)

[General](#) [Attachments](#) [Checklists](#) **Team** [Routing](#) [Approval](#) [History](#)

**TMP ID:** 2631 (Design ID:1234-43-21)  
**Current TMP Status:** Under Preparation

**Add** 2

	User ID	Name	Phone	Email	Team Role
<a href="#">Remove</a>	TMP-PM	TMP PM	555-555-5555	ein@lakesideengineers.com	Project Manager (PM)
<a href="#">Remove</a> <a href="#">Edit</a>	TMP-Preparer	TMP 11Preparer	555-555-5555	ein@lakesideengineers.com	Preparer

Select the appropriate role<sup>3</sup> for the team member to be added.

**Wisconsin Transportation Management Plan (WisTMP) System** Training Site

[Home](#) [Create](#) [Search](#) [Admin](#) [Help](#) [Resources](#) [Contact](#)

[Locations](#) > [WisTMP](#) > [TMP Details](#) Welcome, TMP-PM | [Manage Account](#)

[General](#) [Attachments](#) [Checklists](#) **Team** [Routing](#) [Approval](#) [History](#)

**TMP ID:** 2631 (Design ID:1234-43-21)  
**Current TMP Status:** Under Preparation

**Add** 3

- Add PM
- Add PM Designee
- Add Preparer
- Add Reviewer

	User ID	Name	Phone	Email	Team Role
<a href="#">Remove</a>	TMP-PM	TMP PM	555-555-5555	ein@lakesideengineers.com	Project Manager (PM)
<a href="#">Remove</a> <a href="#">Edit</a>	TMP-Preparer	TMP 11Preparer	555-555-5555	ein@lakesideengineers.com	Preparer

PM as Project Manager (PM)  
(Last updated on: 07-07-2015)  
Operations and Safety Laboratory

After selecting a role, select a user<sup>4</sup> from the list of approved users for the role.

Wisconsin Department of Transportation

ansPortal > Applications > WisTMP >

TMP ID: 1179  
Current TMP Status: Created

Select User

Team Role PM Designee

Back Save

Users:

- Bublitz, Tony (LakesideTony, Lakeside Engineers)
- Buchholtz, Bruce (buchholtz, Platteville Police Department)
- Buchholz, Dennis (dbuchholz, Clark County Highway Department)
- Buchholz, Dennis (den11, Clark County Highway Dept.)
- Buchholz, Tom (dott1b, WisDOT)
- Buckli, Mark (bucklim, Ayres & Associates)
- Budden, Lucas (dotlxb, DTSD NW region)
- Buerger, Bob (mscrab, Earth Tech)
- Builder, Bob (dotbob, DOT)
- Bunker, Joe (jbunker, Strand Associates)
- Burdett, Beau (bburdett, TOPS lab)
- Burger, Lance (dotlnb, WisDOT-DTSD-NWRegion)
- Burgess, Theresa (tburgess, Lafayette County Sheriff's Department) ⚠
- Burkart, Julie (jburkart, WisDOT NW Region Eau Claire office)
- Burkart, Scott (ECFD, Eau Claire Fire Department)
- Burke, Jason (jburke, Wisconsin National Guard - Joint Operations Center)
- Burke, Michael (dotm3b, DTSD Northwest Region Eau Claire)
- Burkel, Rebecca (dotr6b, WisDOT)**
- Burns, Michael (dotmzb, DOT SE Region)
- Burrell, Anthony (aburrell, WisDOT)

Once a user is selected they will appear on the project team tab<sup>5</sup>. The individual selected will now have the created TMP within their active TMP interface.

Wisconsin Transportation Management Plan (WisTMP) System Training Site

Home Create Search Admin Help Resources Contact

Applications > WisTMP > TMP Details Welcome, TMP-PM | M

General Attachments Checklists **Team** Routing Approval History

TMP ID: 2631 (Design ID:1234-43-21)  
Current TMP Status: Under Preparation

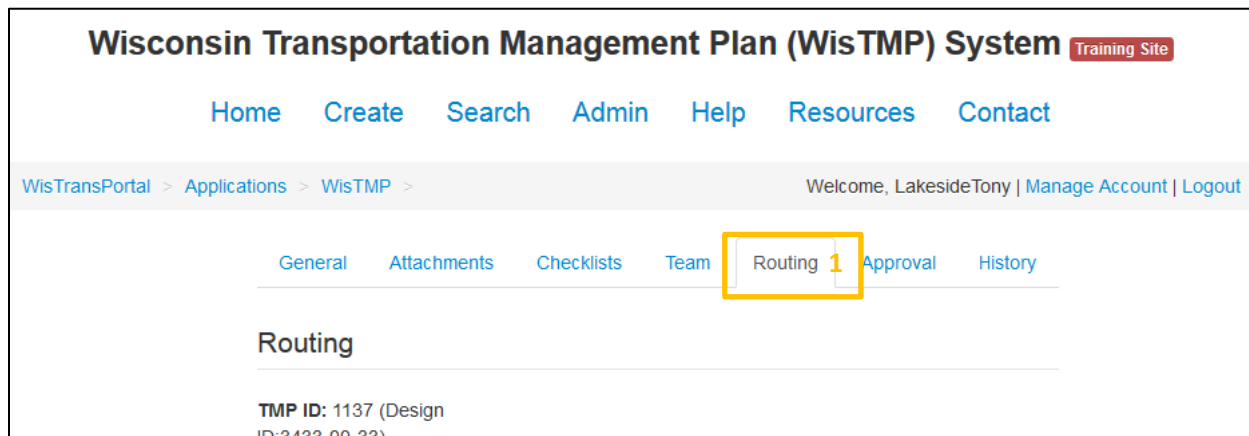
Add ▾

	User ID	Name	Phone	Email	Team Role
Remove	TMP-PM	TMP PM	555-555-5555	ein@lakesideengineers.com	Project Manager (PM)
Remove Edit	TMP-Preparer	TMP 11Preparer	555-555-5555	ein@lakesideengineers.com	Preparer

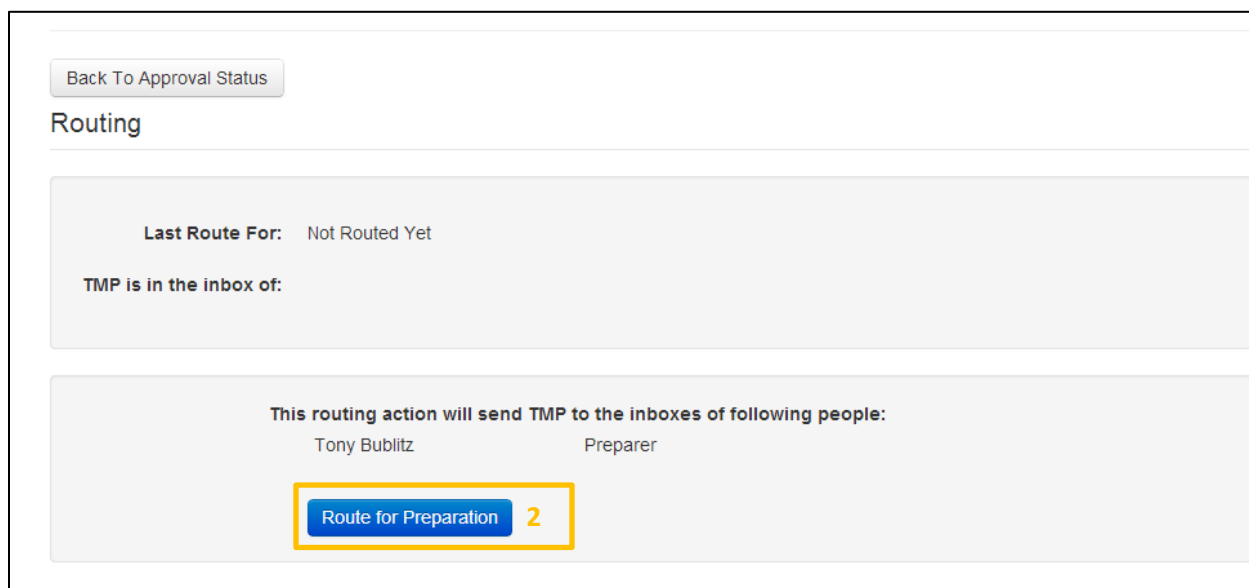
# 12. Routing and Approval

## 12.1 Routing

Routing a TMP for approval will send the document to WisDOT officials to approve or reject the created TMP. When a TMP is routed to a user, the TMP will show up in the Inbox section of the Home tab and the WisTMP system will send an email to notify the user of this. To route a TMP select the Routing<sup>1</sup> tab for that TMP.

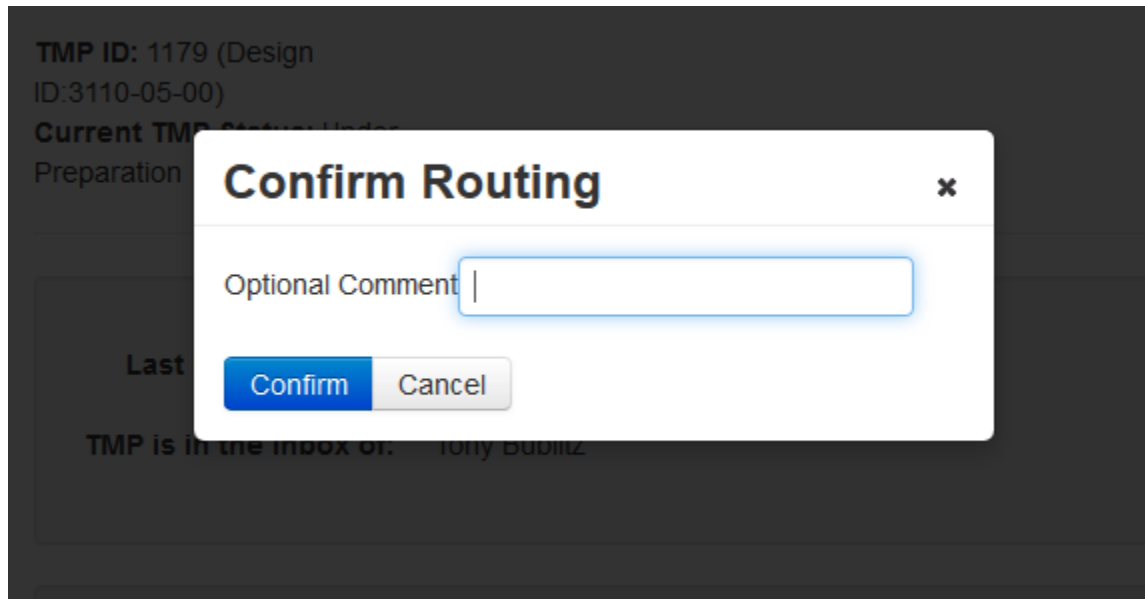


To begin the routing process select Route for Preparation<sup>2</sup>. This will then send the TMP to the inbox of the preparer(s).

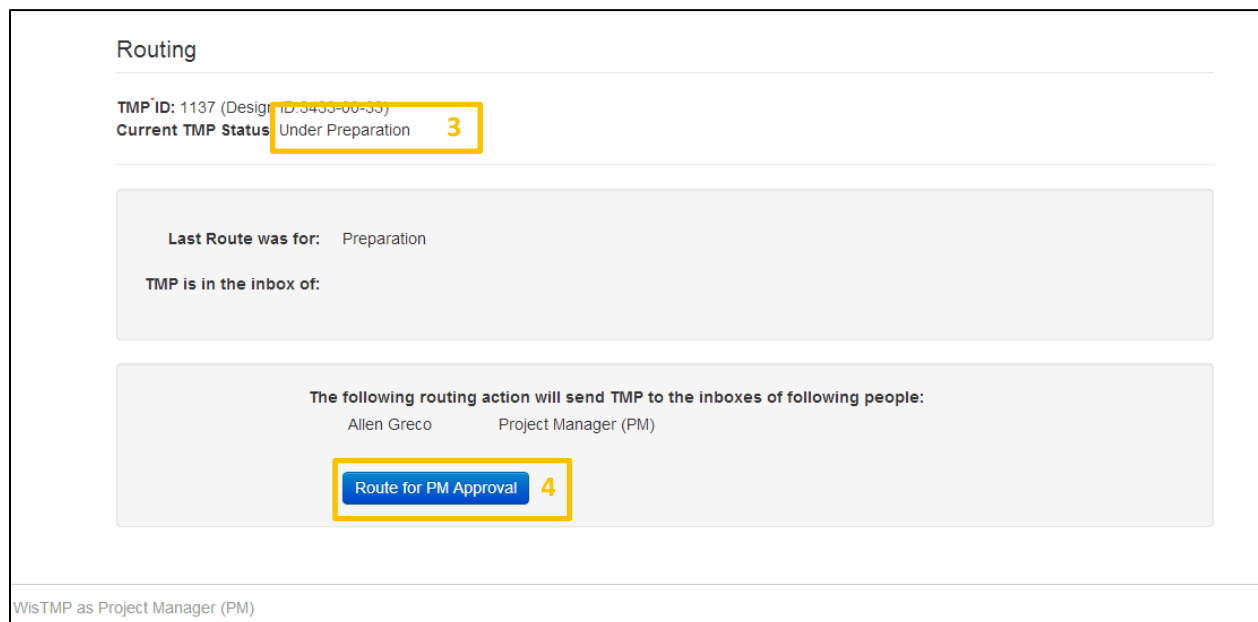




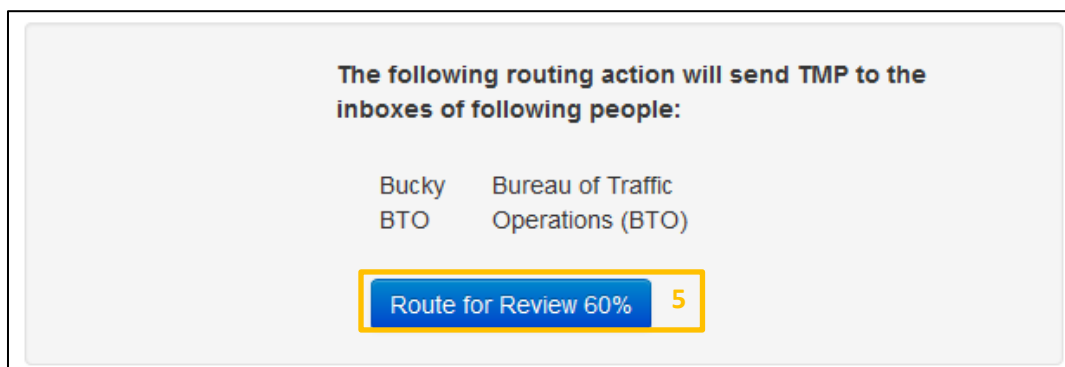
Every time a TMP is routed there will be the option to leave any comments related to the routing during the confirmation step.



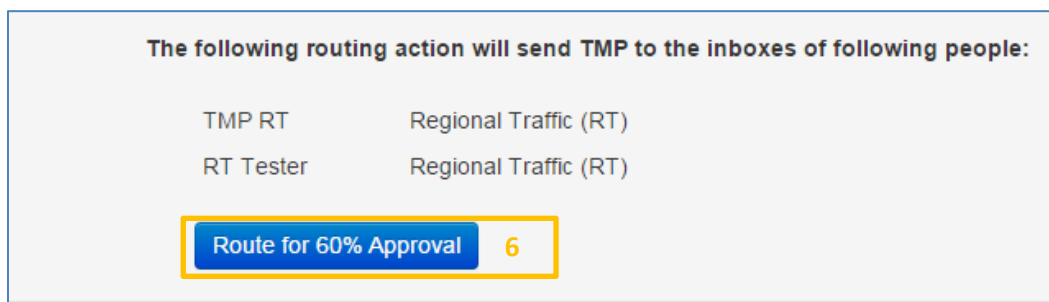
The status of the TMP will change after routing<sup>3</sup>. Once the TMP is initially completed, the option will be given to the preparer to Route for PM approval<sup>4</sup>. At this time the PM can approve the TMP for further work.



Once the PM has signed and approved the TMP for 60% or 90% the TMP will need to be routed for review. Selecting the Route for Review<sup>5</sup> icon will send the TMP to the inboxes of the RT and BTO rep relevant for the TMP for review as well as send them an e-mail notification.



After a TMP has been reviewed, it can be routed for approval by the PM. Selecting the Route for Approval<sup>6</sup> icon will send the TMP to the inboxes of the RT, RPDC, and BPD representative for approval in that order of approval. The RPDC will not receive the TMP for approval until after the RT has approved it. Likewise, BPD will receive the TMP after the RPDC has approved it. They will all receive an e-mail notification when it is time for them to review and approve. For TMPs with Federal oversight the system will route the TMP to the FHWA representative once the BPD representative has signed it. For Local Program Projects, the PM will receive the TMP in their Inbox for approval after the Prepares have routed the TMP for approval.



Once the TMP is approved the review and approval process starts again for the next phase (90%, amendment, or complete).

If an amendment must be added to the TMP a routing selection<sup>7</sup> is available to route the TMP back to the PM for amendment approval. The TMP may need to be signed by certain parties before the amendment is approved.

### Routing

**TMP ID:** 2643 (Design ID:9876-54-31)  
**Current TMP Status:** Approved (90%)

**Last Route was for:** Approval (90%)

**TMP is in the inbox of:**

The following routing action will send TMP to the inboxes of following people:

Rebecca Sutton      Project Manager (PM)

**Other Signatory**

Select User

7

Add

Route for Amendment

## 12.2 Approving

Users with appropriate authorization will be able to sign a TMP through the use of an electronic signature. Signatories will only be able to sign TMPs that are in their Inbox. Signatures cannot be undone. To sign or approve a TMP start by selecting the Approval<sup>8</sup> tab for the TMP.

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[Approval](#) 8 [History](#)



### Approval Status

**TMP ID:** 1137 (Design ID:3433-00-33)

The first time approval is required is after the initial completion of the TMP when the preparer routes the TMP for PM approval. The PM must Sign<sup>9</sup> before any further routing or approving can be done.

Approval (60%)				
Action	Signature Role	Signature Status	Signatory	Signed On
9 	Project Manager (PM)	Not Signed		


During the review phase reviewers will need to select the Review<sup>10</sup> icon to notify the PM that their review is complete.

Action	Reviewer Role	Review Status	Reviewer	Reviewed On
10 	Bureau of Traffic Operations (BTO)	Not Reviewed		
	Regional Traffic (RT)	Not Reviewed		

After a TMP has been routed, certain users will need to Sign<sup>11</sup> the document. Signing a TMP will notify the PM of who has signed and when it was signed. Once all required parties have signed the document for approval the TMP can be routed once again to the next step (60%, 90%, amended, or complete).

Review (90%)			
Reviewer Role	Review Status	Reviewer	Reviewed On
Regional Traffic (RT)	Not Reviewed		

Approval (90%)			
Signature Role	Signature Status	Signatory	Signed On
Project Manager (PM)	Signed	Rebecca Sutton	11/13/2015 11:22 AM
Regional Traffic (RT)	Signed	TMP RT	11/13/2015 11:24 AM
Regional Project Development Chief (RPDC)	Signed	TMP RPDC	11/13/2015 11:24 AM
11 	Bureau of Project Development (BPD)	Not Signed	

Every time a TMP is signed or reviewed there will be the option to leave any comments related to the signing during the confirmation step.



The image shows a 'Confirm Signature' dialog box. It has a title bar with the text 'Confirm Signature' and a close button (an 'x' icon) in the top right corner. Below the title bar, there is a label 'Optional Comment' followed by a text input field. At the bottom of the dialog, there are two buttons: 'Confirm' (a blue button) and 'Cancel' (a light gray button).

## 13. History

The History<sup>1</sup> tab displays the history of changes and stages for the selected TMP as well as all comments made about the TMP.

General

Attachments

Checklists

Team

Routing

Approval

History

1

TMP ID: 2631 (Design ID:1234-43-21)

Current TMP Status: Submitted for Review (60%)

Modified By	Modified Date	Status	Comments
TMP-PM	11/12/2015 10:16 AM	Submitted for Review (60%)	TMP PM routed TMP for Review (60%)
TMP-PM	11/12/2015 10:13 AM	PM Approved (60%)	TMP PM signed TMP towards 60% Approval.
TMP-Preparer	11/12/2015 10:00 AM	Submitted for PM Approval	TMP 11Preparer routed TMP for PM Approval
TMP-Preparer	11/12/2015 08:54 AM	Under Preparation	TMP-Preparer modified TOP checklist.
TMP-Preparer	11/12/2015 08:49 AM	Under Preparation	TMP-Preparer modified TOP checklist.
TMP-PM	11/12/2015 07:57 AM	Under Preparation	TMP PM routed TMP for Preparation
TMP-PM	11/11/2015 03:54 PM	Created	TMP PM added Preparer : TMP 11Preparer (TMP-Preparer)
TMP-PM	11/11/2015 03:42 PM	Created	A new TMP has been created.

## 14. Email

---

Emails are sent to various people associated with the project throughout the preparation, review, and approval process. ***(Per the workflow implemented in 2019, RT's and BTO's Review and Approval are mandatory for Type 3 projects, BPD will no longer be approver but will be notified about Type 3 project when RPDC approves at 60% or 90%)***

	TMP Action:	E-mail Notification To:
1	PM selects "Route for Preparation"	Preparers and PM Designee
2	"Route for PM Approval" selected	PM
3	PM approves the TMP	Preparers and PM Designee
4	PM selects "Route for Review 60% (or 90%)"	RT and BTO (Mandatory for Type 3 project)
5	RT or BTO reviews the TMP	PM
6	PM selects "Route for 60% (or 90%) Approval"	RT and BTO (Mandatory for Type 3 project)
7	RT and BTO approves the TMP	RPDC, PM, Preparer, and PM Designee
8	RPDC approves the TMP	BPD (Informational notification if Type 3 project), PM, Preparer, and PM Designee
9	FHWA approves the TMP	PM, Preparer, and PM Designee
10	PM selects "Route for Amendment"	PM and Other Signatory
11	Other Signatory approves amendment	PM, Other Signatory, Preparer, PM Designee

# 15. Search

The Search<sup>1</sup> tab allows any user to retrieve one or more TMPs based on certain predefined search criteria. Each record in the Search Results list will have a link to open that particular TMP. The Search Results list can also be downloaded to a CSV file. All search features are available to all user roles. To search for a TMP start by selecting the Search<sup>1</sup> tab at the top of the page.

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### Search

Use this interface to search and retrieve any TMP (Active or Completed) in the system. Click View in the results table to open a particular TMP for viewing or editing. Download CSV will return all search results in a comma separated value file format.

**TMP Type**  
☐ Type 1  
☐ Type 2  
☐ Type 3  
☐ Type 4

**Status**  
Active and Approved ▾

**Restrict Results To:**  
☐ Local Program  
☐ NHS Route  
☐ OSOW Route  
☐ FHWA Oversight

**Mainline AADT**  
Minimum  
Maximum

**Construction Year**

**Region/County**  
ALL ▾

**Highway**  
▾

**LET Begin Date**

**LET End Date**

**TMP ID**

**Design ID**  
Format: xxxx-xx-xx

**Construction ID**  
Format: xxxx-xx-xx

\* Parameters within this box will override everything else.

[Search](#) [Reset](#)

**Order By**  
TMP ID ▾

**Descending** ▾

**Results Per Page**  
25 ▾



The search function has several options to help narrow down the search results. These basic parameters can all be used in conjunction with one another.

<b>TMP Type</b> <input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> Type 3 <input type="checkbox"/> Type 4	<b>Restrict Results To:</b> <input type="checkbox"/> Local Program <input type="checkbox"/> NHS Route <input type="checkbox"/> OSOW Route <input type="checkbox"/> FHWA Oversight	<b>Region/County</b> ALL ▼ <b>Highway</b> ▼ <b>LET Begin Date</b> <input type="text"/> <b>LET End Date</b> <input type="text"/>
<b>Status</b> Active and Approved ▼	<b>Mainline AADT</b> Minimum <input type="text"/> Maximum <input type="text"/> <b>Construction Year</b> <input type="text"/>	

Use one of the override parameters when searching for a specific TMP. Using one of these parameters ignores any options selected in the basic parameters.

<b>TMP ID</b> <input type="text"/>
<b>Design ID</b> <input type="text"/>
<b>Construction ID</b> <input type="text"/>
<b>* Parameters within this box will override everything else.</b>

Search results appear as follows with several options<sup>2</sup> to alter the order and number of results displayed as well as what category to order the results by.

[Search](#)
[Reset](#)

Order By

Results Per Page

TMP ID

Descending

25

2

The total number of records is : 1137

ExtendCSV

Download CSV

[Prev](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[Next](#)

Current page: 1

	TMP ID	Type	Design ID	Const. ID(s)	Project Title	County	Highway	Status	Last Modified Date
<a href="#">View</a>	8680	Type 2	NO DESIGN ID	1009-12-98	Southwest Region Wide	LA CROSSE	Other - Various Highways	Submitted for Review (90%)	08/17/2022 02:31 PM
<a href="#">View</a>	8677	Type 2	1009-42-28	1009-42-29	NC REGION, EPOXY PAVEMENT MARKING	WAUPACA	Other - Various Highways	Approved (90%)	08/09/2022 03:08 PM
<a href="#">View</a>	8672	Type 2	1650-02-03	1650-02-83	BOSCOBEL - READSTOWN	VERNON	US 61	Approved (90%)	08/02/2022 08:38 AM
<a href="#">View</a>	8671	Type 2	5770-02-01	5770-02-71	LONE ROCK - STH 154	RICHLAND	WIS 130	Approved (60%)	08/10/2022 07:34 AM
<a href="#">View</a>	8661	Type 1	7397-01-00	7397-01-70	T ROCK, LYNN LINE ROAD	WOOD	Other - Local Road	Approved (60%)	08/10/2022 11:37 AM

To download a copy of the search results click the Download CSV<sup>3</sup> icon. There is an option for just a CSV or an ExtendCSV. The CSV option only have basic project information for the TMP. The ExtendCSV has more fields to report out.

Search

Reset

Order By

TMP ID

Descending

Results Per Page

25

ExtendCSV

The total number of records is : 1137

Download CSV 3

The results appear in Microsoft Excel as seen below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	TMP ID	TMP Type	TMP Statu	Region	Local Prog	Design ID	Project Trl	County	Highway	Constructi	Project Ty	Project Lir	Project Le	Project Dc	Engineer's	AADT
2	1118	TYPE_3	Under Pre	NE	No	9000-32-2	STURGEON DOOR	US 42 NB	9000-00-9	CONST MI TEST LIMIT	8.5	300	1039895	60000		
3	1119	TYPE_2	Under Pre	SW	No	1009-10-1	C MADISO DANE	US 12 EB	1009-10-6	CONST OF SEMINOLE	0.01	650	107271.9	10000		
4	1120	TYPE_3	Under Pre	SW	No	1009-10-1	C MADISO DANE	US 12 EB	1009-10-6	CONST OF SEMINOLE	0.01	650	107271.9	10000		
5	1121	TYPE_3	Under Pre	SW	No	1009-10-1	C MADISO DANE	US 12 EB	1009-10-9	CONST OF FISH HATC	5.6	700	1007272	15000		
6	1122	TYPE_4	Under Pre	SW	No	1009-10-1	C MADISO DANE	US 12 EB	1009-10-6	CONST OF SEMINOLE	0.01	650	107271.9	10000		
7	1122	TYPE_4	Under Pre	SW	No	1009-10-1	C MADISO DANE	US 12 EB	1009-10-9	CONST OF FISH HATC	5.6	700	1007272	15000		
8	1123	TYPE_4	Under Pre	SW	No	1009-10-1	C MADISO DANE	US 12 EB	1009-10-6	CONST OF SEMINOLE	0.01	650	107271.9	10000		
9	1124	TYPE_3	Under Pre	SW	No	1009-10-1	C MADISO DANE	US 12 EB	1009-10-9	CONST OF FISH HATC	5.6	700	1007272	15000		
10	1125	TYPE_3	Under Pre	SW	No	1009-10-1	C MADISO DANE	US 12 EB	1009-10-6	CONST OF SEMINOLE	0.01	650	107271.9	10000		
11	1126	TYPE_3	Under Pre	SW	No	1009-10-1	C MADISO DANE	US 12 EB	1009-10-6	CONST OF SEMINOLE	0.01	650	107271.9	10000		
12	1126	TYPE_3	Under Pre	SW	No	1009-10-1	C MADISO DANE	US 12 EB	1009-10-9	CONST OF FISH HATC	5.6	700	1007272	15000		
13	1127	TYPE_3	Under Pre	SW	No	1009-10-1	C MADISO DANE	US 12 EB	1009-10-6	CONST OF SEMINOLE	0.01	650	107271.9	10000		
14	1128	TYPE_4	Under Pre	SW	No	1009-10-1	C MADISO DANE	US 12 EB	1009-10-9	CONST OF FISH HATC	5.6	700	1007272	15000		
15	1129	TYPE_4	Under Pre	SW	No	1009-10-1	C MADISO DANE	US 12 EB	1009-10-6	CONST OF SEMINOLE	0.01	650	107271.9	10000		
16	1129	TYPE_4	Under Pre	SW	No	1009-10-1	C MADISO DANE	US 12 EB	1009-10-9	CONST OF FISH HATC	5.6	700	1007272	15000		

Each TMP found in the search has the option to be viewed by clicking the View<sup>4</sup> icon.

View 4	1148	Type 2	2040-17-00	2040-14-70	Lovers Lane/108th Street	MILWAUKEE	US 45	awgreco	01-08-2014 08:49
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# 16. Admin

The Admin<sup>1</sup> tab allows access to system-wide administrative capabilities. All Admin functions require Admin authorization. To access Admin content, start by selecting the Admin<sup>1</sup> tab at the top. There are two available sections for Administrators to alter, Manage Users<sup>2</sup> and Manage Messages<sup>3</sup>.

## Wisconsin Transportation Management Plan (WisTMP) System

[Home](#) [Create](#) [Search](#) [Admin](#) [Help](#) [Resources](#) [Contact](#)

[WisTransPortal](#) > [Applications](#) > [WisTMP](#) > [Admin](#) Welcome, LakesideTony | [Manage Account](#) | [Logout](#)

### Admin

This interface allows the Admin users to manage WisTMP system users and messages.

[Manage Users](#) [Manage Messages](#)

Manage WisTMP user account and user profile information.

Manage system wide technical and WisDOT business process notifications.

## 16.1 Manage Users

The Manage Users<sup>2</sup> section allows viewing/editing of user account information within the TMP section of WisTransPortal.

Manage Users							
<a href="#">Add user to WisTMP System</a>							
action	User ID	Name	Organization	Role	Region	Admin	
<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">Scpaulus</a>	Susan Paulus	Lakeside engineers	Project Manager (PM)	SE	Yes	
<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">LakesideTony</a>	Tony Bublitz	Lakeside Engineers	Project Manager (PM)	ALL	Yes	
<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">wistmp_fhwa</a>	Bucky FHWA	FHWA	Federal Highway Administration (FHWA)	ALL	No	
<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">wistmp_bpd</a>	Bucky BPD	Bureau of Project Development	Bureau of Project Development (BPD)	ALL	No	

Selecting the Edit<sup>4</sup> icon next to a user brings up their profile for editing.



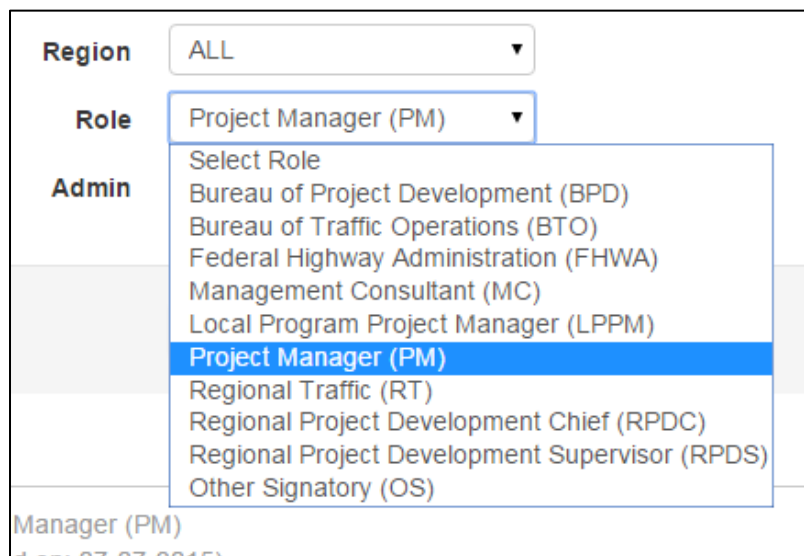
The chosen account may be modified in several ways.

A screenshot of the 'Update User Profile' form. The form contains the following fields:

- User ID**: samkube
- Name**: Sam Kube
- Organization**: Lakeside Engineers
- Region**: ALL (dropdown menu)
- Role**: Project Manager (PM) (dropdown menu)
- Admin**: ☒

At the bottom of the form are three buttons: 'Back', 'Reset', and 'Save'.

These are all of the possible roles available within the user management frame.



## 16.2 Manage Messages

The Manage Messages<sup>3</sup> section allows viewing/editing of system wide messaging within the TMP section of WisTransPortal. To post a new message, fill out the information in the Post a new Message Section<sup>5</sup>, and select Save<sup>6</sup>.

### Manage Messages

**System Messages**

Action	Message ID	Message Subject	Message Type
--------	------------	-----------------	--------------

**WisDOT Messages**

Action	Message ID	Message Subject	Message Type
<div>EditDelete</div>	301	WisTMP system is now live	wisdotMessage

**Post a new Message**

Message Type

☐ WisDOT Message

☐ System Message

Message Subject

Message Body

BackCancelResetSave

When the Edit<sup>7</sup> icon next to a message is selected it appears below with its information filled in the Post a new Message section.

Action	Message ID	Message Subject	Message Type
<div>7 Edit Delete</div>	150	Test Subject	wisdotMessage

Here the message may be edited and updated.

**Post a new Message**

Message Type

☒ ☐

WisDOT Message System Message

Message Subject

Test Subject

Message Body

Test on 12/27/2013

Back

Cancel

Reset

Save

# 17. Help

The Help tab provides system related help and documentation. To access Help content, start by selecting the Help<sup>1</sup> tab at the top.

The screenshot shows the top navigation bar of the Wisconsin Transportation Management Plan (WisTMP) System. The title is "Wisconsin Transportation Management Plan (WisTMP) System". The navigation tabs are "Home", "Create", "Search", "Admin", "Help", "Resources", and "Contact". The "Help" tab is highlighted with a yellow box and a small "1" next to it. Below the navigation bar, there is a breadcrumb trail: "s > WisTMP > Help". The main heading is "Help and Training". Below this heading, there are four main sections:

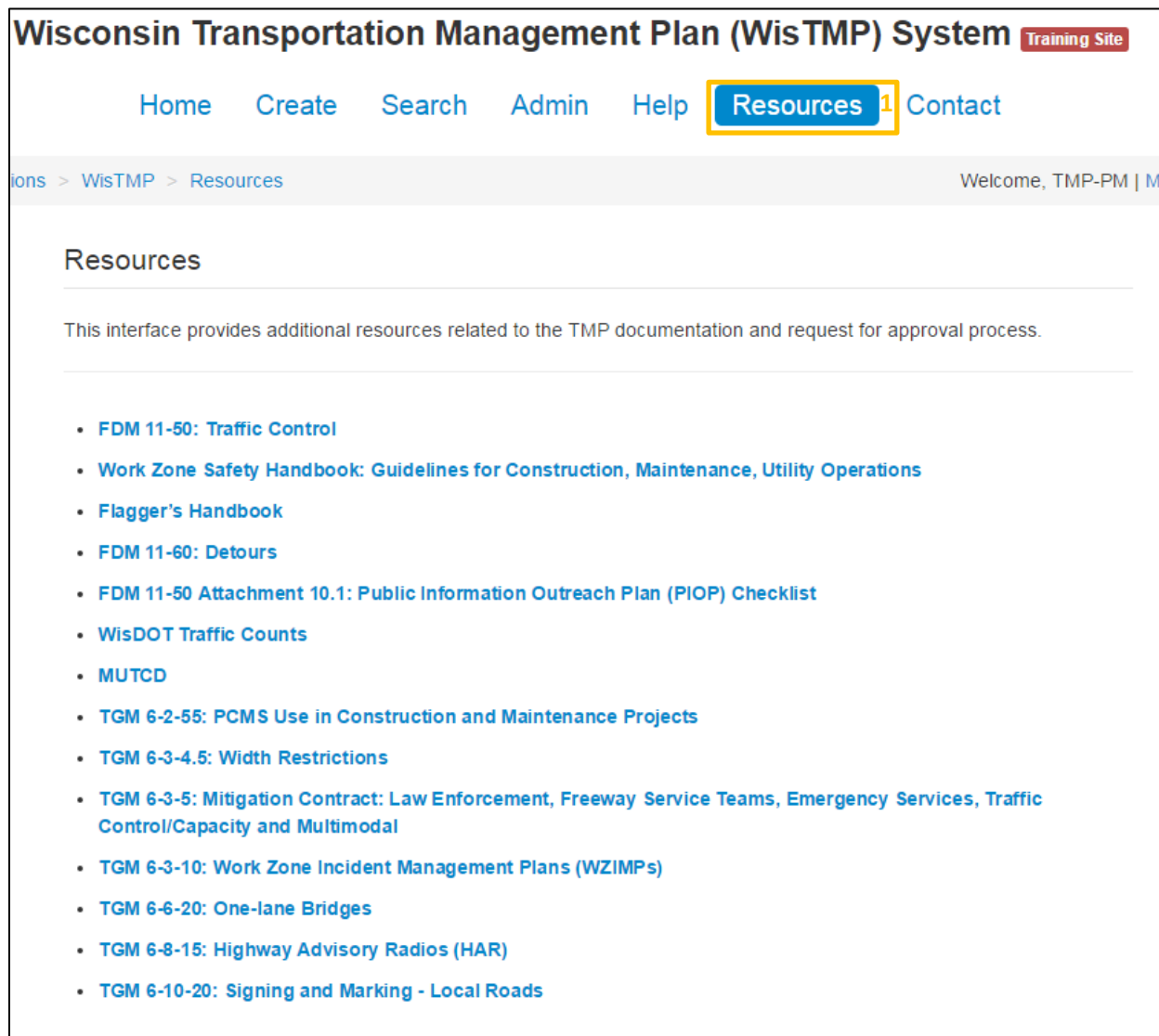
- **WisTMP System FAQ**  
WisTMP System Frequently Asked Questions.
- **WisTMP User Manual**  
Download the Wisconsin TMP System User Manual.
- **WisTMP Quick Guides**
  - WisTMP Quick Reference
  - Viewing a TMP - Quick Guide
  - Creating a TMP - Quick Guide
  - Approving a TMP - Quick Guide
- **WisTMP Training Presentation**  
Presentation from the WisTMP Regional training sessions.

At the bottom, there is a link: "• [More documentation is located here.](#)"



# 18. Resources

To access external relevant content, start by selecting the Resources<sup>1</sup> tab at the top.



**Wisconsin Transportation Management Plan (WisTMP) System** Training Site

[Home](#) [Create](#) [Search](#) [Admin](#) [Help](#) **Resources<sup>1</sup>** [Contact](#)

[ions](#) > [WisTMP](#) > [Resources](#) Welcome, TMP-PM | M

## Resources

This interface provides additional resources related to the TMP documentation and request for approval process.

- [FDM 11-50: Traffic Control](#)
- [Work Zone Safety Handbook: Guidelines for Construction, Maintenance, Utility Operations](#)
- [Flagger's Handbook](#)
- [FDM 11-60: Detours](#)
- [FDM 11-50 Attachment 10.1: Public Information Outreach Plan \(PIOP\) Checklist](#)
- [WisDOT Traffic Counts](#)
- [MUTCD](#)
- [TGM 6-2-55: PCMS Use in Construction and Maintenance Projects](#)
- [TGM 6-3-4.5: Width Restrictions](#)
- [TGM 6-3-5: Mitigation Contract: Law Enforcement, Freeway Service Teams, Emergency Services, Traffic Control/Capacity and Multimodal](#)
- [TGM 6-3-10: Work Zone Incident Management Plans \(WZIMPs\)](#)
- [TGM 6-6-20: One-lane Bridges](#)
- [TGM 6-8-15: Highway Advisory Radios \(HAR\)](#)
- [TGM 6-10-20: Signing and Marking - Local Roads](#)

# 19. Contact

The Contact tab provides system related contact information for TMP business process questions, and for WisTMP system related questions. To access contact information for personnel related to the online TMP system, start by selecting the Contact<sup>1</sup> tab at the top.

## Wisconsin Transportation Management Plan (WisTMP) System

HomeCreateSearchReportsAdminHelpResourcesContact1

WisTransPortal > Applications > WisTMP > ContactWelcome, aheidtke | Manage Account | Logout

### Contact

#### WisDOT Regional Contacts

Most questions about WisTMP usage should be directed to the WisDOT contact person for your region:

NE	Joshua Falk	<a href="mailto:Joshua.Falk@dot.wi.gov">Joshua.Falk@dot.wi.gov</a>	(920) 492-7165
NC	Cara Abts	<a href="mailto:cara.abts@dot.wi.gov">cara.abts@dot.wi.gov</a>	(715) 421-8024
NW	Chad Hines	<a href="mailto:chad.hines@dot.wi.gov">chad.hines@dot.wi.gov</a>	(715) 836-7276
SE	Rebecca Klein	<a href="mailto:rebecca.klein@dot.wi.gov">rebecca.klein@dot.wi.gov</a>	(262) 548-8728
SW	Joe Schneider	<a href="mailto:joseph.schneider@dot.wi.gov">joseph.schneider@dot.wi.gov</a>	(608) 789-5959

For technical support, including user account related questions, contact: [wistmp@topslab.wisc.edu](mailto:wistmp@topslab.wisc.edu)

For additional questions about WisTMP policy and workflow, contact WisDOT BTO:

**Andy Heidtke**  
BTO Work Zone Engineer  
Email: [Andrew.Heidtke@dot.wi.gov](mailto:Andrew.Heidtke@dot.wi.gov)

For all other WisTMP related questions or comments, contact TOPS Lab:

**Chris Mills**  
TOPS Lab Systems Developer  
Email: [cmills4@wisc.edu](mailto:cmills4@wisc.edu)

**Steven Parker**  
TOPS Lab IT Program Manager  
Email: [sparker@engr.wisc.edu](mailto:sparker@engr.wisc.edu)