

Wisconsin Transportation Management Plan (WisTMP) System User Guide



1. Introduction

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:

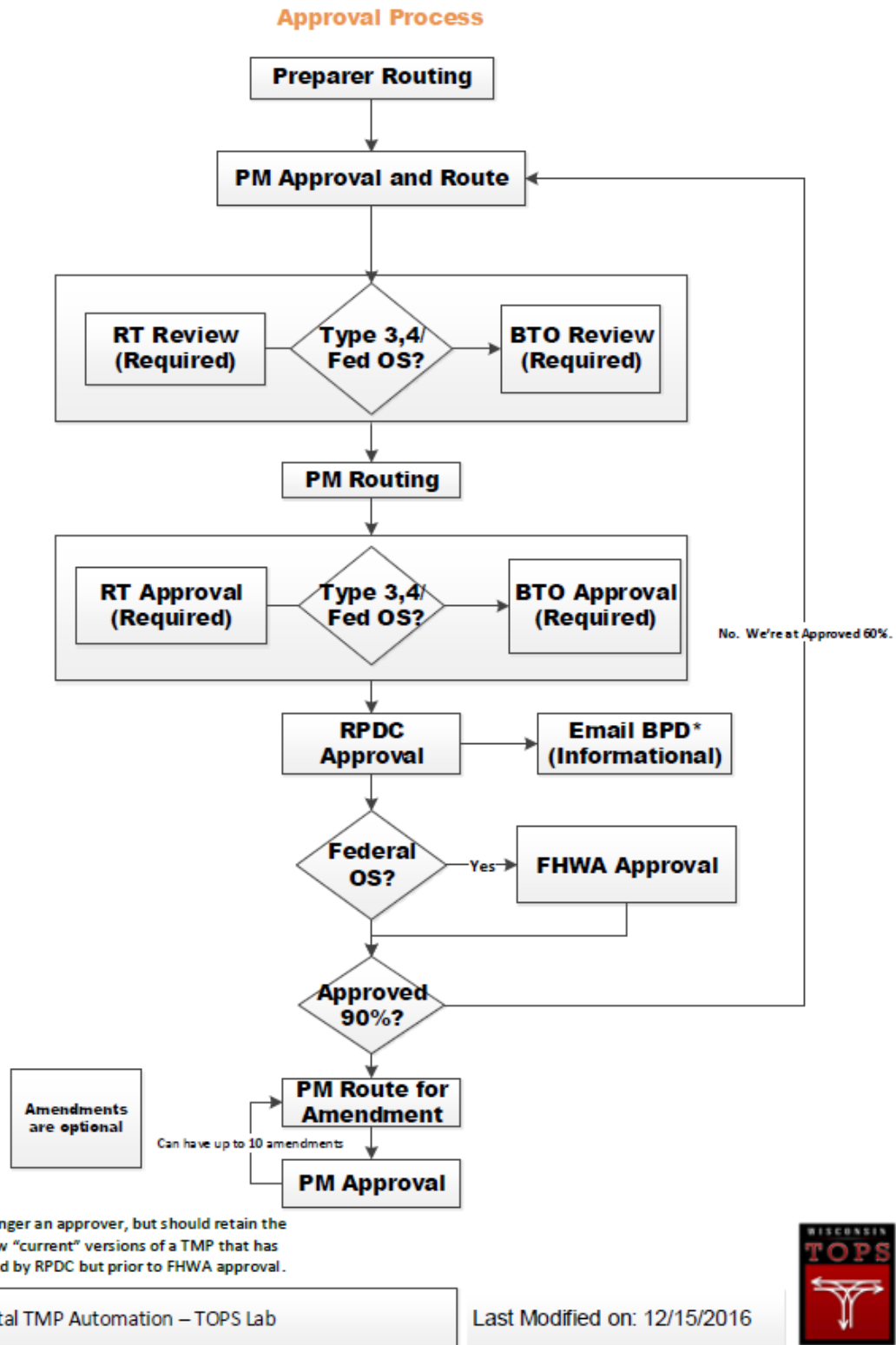
The WisTransPortal online TMP System is a centralized, web-based system to manage the preparation, approval and revision process. It provides a searchable online repository of all Wisconsin TMPs, and provides capabilities to leverage TMP information for performance measures, mapping, and integration 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.

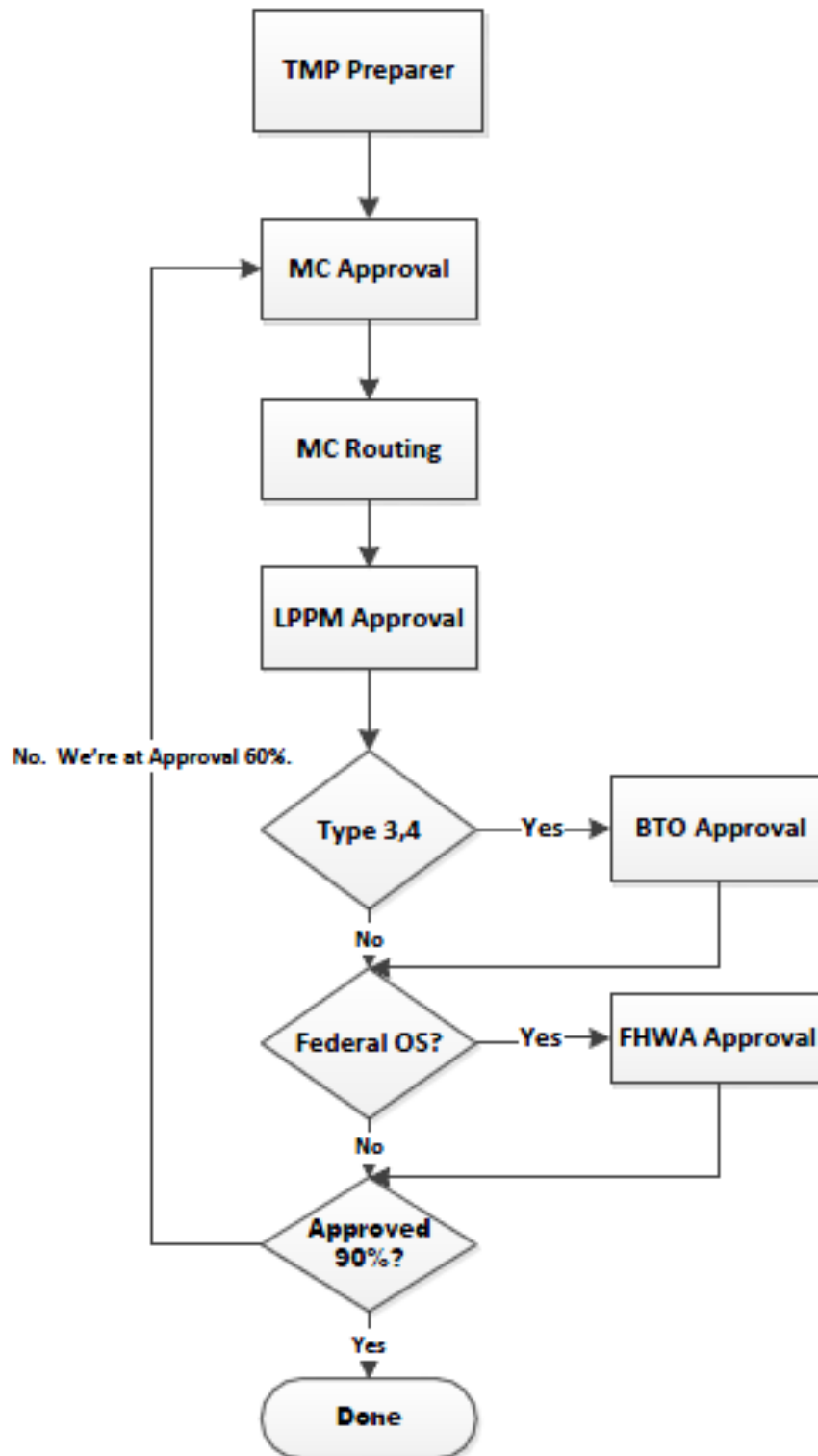
2. TMP Process

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



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 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

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.

Master Consultant (MC): The master consultant is the user which will initially perform the TMP creation for a local program. They have the same role that a PM has for all other projects.

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.
- For Local Program, the Master Consultant (**MC**) and Local Program Project Manager (**LPPM**) will be able to sign and approve Local Program TMPs at 60%, 90%, and amendment stages.
- Bureau of Traffic Operations (**BTO**) will be able to approve all TMPs with Federal Oversight and Type 3-4 TMPs.
- 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://portal.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, this link¹ will redirect to the WisTMP system. This user guide and a quick reference can be found by selecting this link². To access the WisTMP training site select this link³. To find WisDOT regional contacts and tech support select this link⁵. To request an account to the WisTransPortal System select the New User Account Request Form link⁴.

The screenshot shows the homepage of the WisTransPortal System. At the top left is the logo for WISCONSIN TOPS (Traffic Operations and Safety Laboratory). The main heading is "The WisTransPortal System". Below this is a brief description of the system's purpose. A navigation bar includes links for Home, Web Applications, TMP, Login, Forgot User ID or Password, Contact, and Help. A sidebar on the left lists menu items: Home, Services, Products, Applications, Documents, Traffic Video, and Resources. The main content area is titled "Wisconsin TMP System - Transportation Management Plans" and features a "RULE on WORK ZONE Safety and Mobility" graphic. A list of five numbered links is provided: 1. Wisconsin TMP System LIVE Site (Enter the Wisconsin TMP System live site.); 2. WisTMP User Manual and Documentation (WisTMP User Manual and other training resources.); 3. Wisconsin TMP System Training Site (Enter the Wisconsin TMP System training site.); 4. New User Account Request Form (Online form to request a WisTMP login account.); 5. WisTMP Contact Information (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 field⁶ enter “Wisconsin Transportation Management Plan (WisTMP) System.”

Home > Data Services > General Accounts > Login Access Login | Forgot User ID or Password | Contact | Help

WisTransPortal Data Hub

User Account Request Form

For assistance, see the [account services](#) page or email transportal@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"/>
*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"/>
*Phone:	<input type="text"/> Ex: 555-555-5555
*Resources:	<input type="text"/> 6
Indicate which parts of the WisTransPortal you are requesting to access.	
Comments:	<input type="text"/>

Note: WisTransPortal User IDs are case sensitive. For example, "BBadger" and "bbadger" are treated as two different Users IDs.

Once all the required fields are filled in on the request form, check for errors, then select Next⁷.

Home > Data Services > General Accounts > Login Access Login | Forgot User ID or Password | Contact | Help

WisTransPortal Data Hub

User Account Request Form

For assistance, see the [account services](#) page or email transportal@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"/>
*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 Engineers"/>
*Organization:	<input type="text" value="Wisconsin DOT"/>
*Phone:	<input type="text" value="1-800-800-800"/> 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

Note: WisTransPortal User IDs are case sensitive. For example, "BBadger" and "bbadger" are treated as two different Users IDs.

This page provides one last opportunity to check the request form for errors. To complete the account creation, select Finish⁸ 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 Login | Forgot User ID or Password | Contact | Help

WisTransPortal Data Hub

User Account Request Form

For assistance, see the [account services](#) page or email transportal@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 Engineers
Organization: Wisconsin DOT
Phone: 1-800-800-800
Resources: Wisconsin Transportation Management Plan (WisTMP) System
Comments:

8

5. WisTMP Login/Logout

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 Login¹.

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 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?². The link brings up this page. Fill in the required fields related to the desired information and select either Get User ID³ or Reset Password⁴. The information will be sent to the email address entered in that field.

WisTransPortal - Account Help

WisTransPortal email support: 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 Account⁵ 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 for Home, Create, Search, Admin, Help, Resources, and Contact. Below this, a user is logged in as KMKLAKESIDE, and the 'Manage Account' link is highlighted with a yellow box and a yellow number 5. The page content includes a 'Home' section with a welcome message and a list of messages, including 'Test Subject (WisDOT Message)' and 'Beta version available (System Message)'. Below the messages is an 'INBOX' section with a table header for 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
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Selecting the Manage Account⁵ link brings up the WisTransPortal Account Management page. To add/alter the information displayed, select the Edit Profile⁶ link. To change the password associated with this account select the Change Password⁷ link. Selecting the Exit Account Management⁸ link will redirect the page 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 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:	
6 Edit Profile Change Password Exit Account Management 8	

7

5.3 Logout

To logout of the WisTMP System, select the Logout⁹ link in the top right corner of the page.

Wisconsin Transportation Management Plan (WisTMP) System

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

[WisTransPortal](#) > [Applications](#) > [WisTMP](#) > [Home](#) Welcome, LakesideTony | [Manage Account](#) [Logout](#)⁹

Home

This is the landing page of the WisTMP system. TMPs that needs your attention are listed in the Inbox section. Your Active and Bookmarked TMPs are listed in their respective sections below the Inbox.

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 (viaDOT Message)

Beta version available (System Message)

Inbox
2

	Type	Design ID	County	Highway	I/M User ID
View					

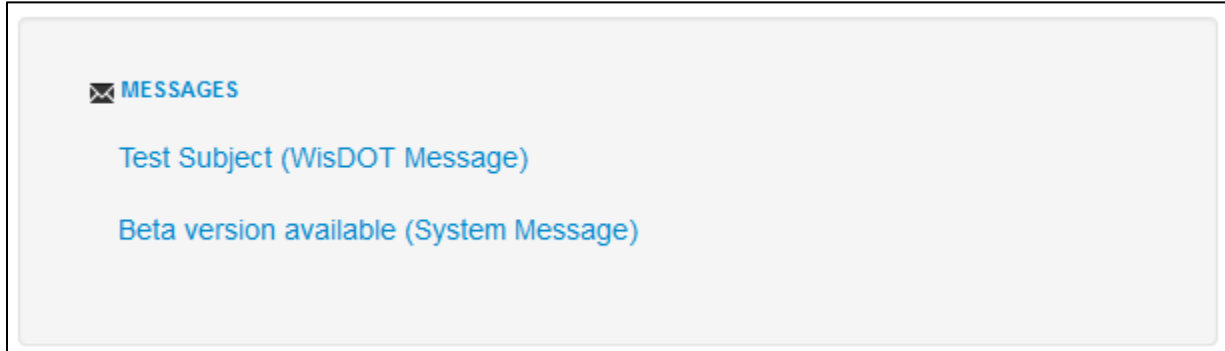
Active TMPs
3

	Type	Design ID	County	Highway	I/M User ID	
View	1125	Type 4	1009-10-19	DANE	US 12 SB	bbedger
View	1121	Type 3	1009-10-19	DANE	US 12 SB	bbedger
View	1121	Type 2	3030-05-30	DODGE	US 151 NB	bbedger
View	1137	Type 2	3433-00-33	EAU CLAIRE	US 12	ewgreco
View	1122	Type 4	1009-10-19	DANE	US 12 SB	bbedger
View	1120	Type 3	1009-10-19	DANE	US 12 SB	bbedger
View	1123	Type 4	1009-10-19	DANE	US 12 SB	bbedger
View	1124	Type 3	1009-10-19	DANE	US 12 SB	bbedger
View	1126	Type 3	1009-10-19	DANE	US 12 SB	bbedger
View	1129	Type 4	1009-10-19	DANE	US 12 SB	bbedger
View	1120	Type 3	caa-lamp-050754			bbedger
View	1123	Type 1	3030-05-30	DODGE	US 151 NB	bbedger
View	1124	Type 3	3433-00-33	EAU CLAIRE	US 12	bbedger
View	1125	Type 4	4545-10-49	DOOR	WIS 42	bbedger
View	1126	Type 4	1225-25-00	MILWAUKEE	143	colomg
View	1127	Type 3	1009-10-19	DANE	US 12 SB	bbedger
View	1125	Type 3	1009-10-19	DANE	US 12 SB	bbedger
View	1119	Type 2	1009-10-19	DANE	US 12 SB	bbedger
View	1115	Type 3	3000-22-22	DOOR	US 42 NB	bbedger
View	1122	Type 2	1009-10-19	DANE	US 12 SB	bbedger

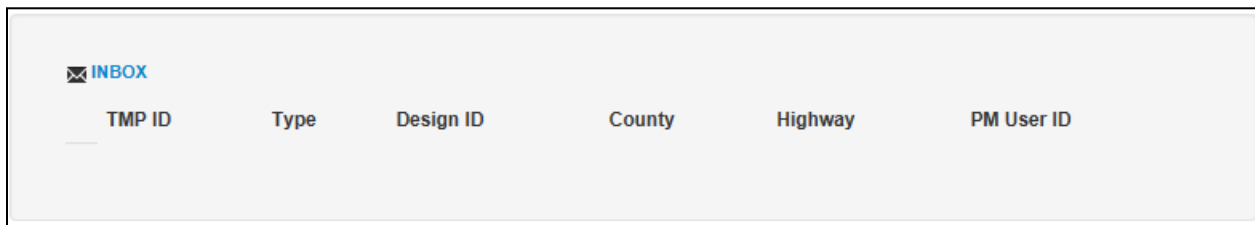
Bookmarked TMPs
4

	Type	Design ID	County	Highway	I/M User ID	
View	1127	Type 2	3433-00-33	EAU CLAIRE	US 12	ewgreco

The Messages¹ 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 Inbox² section displays all the TMPs that require an action from the specific user logged into the system.



The Active TMPs³ 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
View	1128	Type 4	1009-10-19	DANE	US 12 EB	bbadger
View	1121	Type 3	1009-10-19	DANE	US 12 EB	bbadger
View	1131	Type 2	3030-05-30	DODGE	US 151 NB	bbadger
View	1137	Type 2	3433-00-33	EAU CLAIRE	US 12	awgreco
View	1122	Type 4	1009-10-19	DANE	US 12 EB	bbadger
View	1120	Type 3	1009-10-19	DANE	US 12 EB	bbadger
View	1123	Type 4	1009-10-19	DANE	US 12 EB	bbadger
View	1124	Type 3	1009-10-19	DANE	US 12 EB	bbadger
View	1126	Type 3	1009-10-19	DANE	US 12 EB	bbadger
View	1129	Type 4	1009-10-19	DANE	US 12 EB	bbadger
View	1130	Type 3	des-temp-580784			bbadger
View	1133	Type 1	3030-05-30	DODGE	US 151 NB	bbadger
View	1134	Type 3	3433-00-33	EAU CLAIRE	US 12	bbadger
View	1135	Type 4	4545-10-49	DOOR	WIS 42	bbadger
View	1136	Type 4	1228-25-00	MILWAUKEE	I-43	dotcmq
View	1127	Type 3	1009-10-19	DANE	US 12 EB	bbadger
View	1125	Type 3	1009-10-19	DANE	US 12 EB	bbadger
View	1119	Type 2	1009-10-19	DANE	US 12 EB	bbadger
View	1118	Type 3	9000-32-22	DOOR	US 42 NB	bbadger
View	1132	Type 2	1009-10-19	DANE	US 12 EB	bbadger

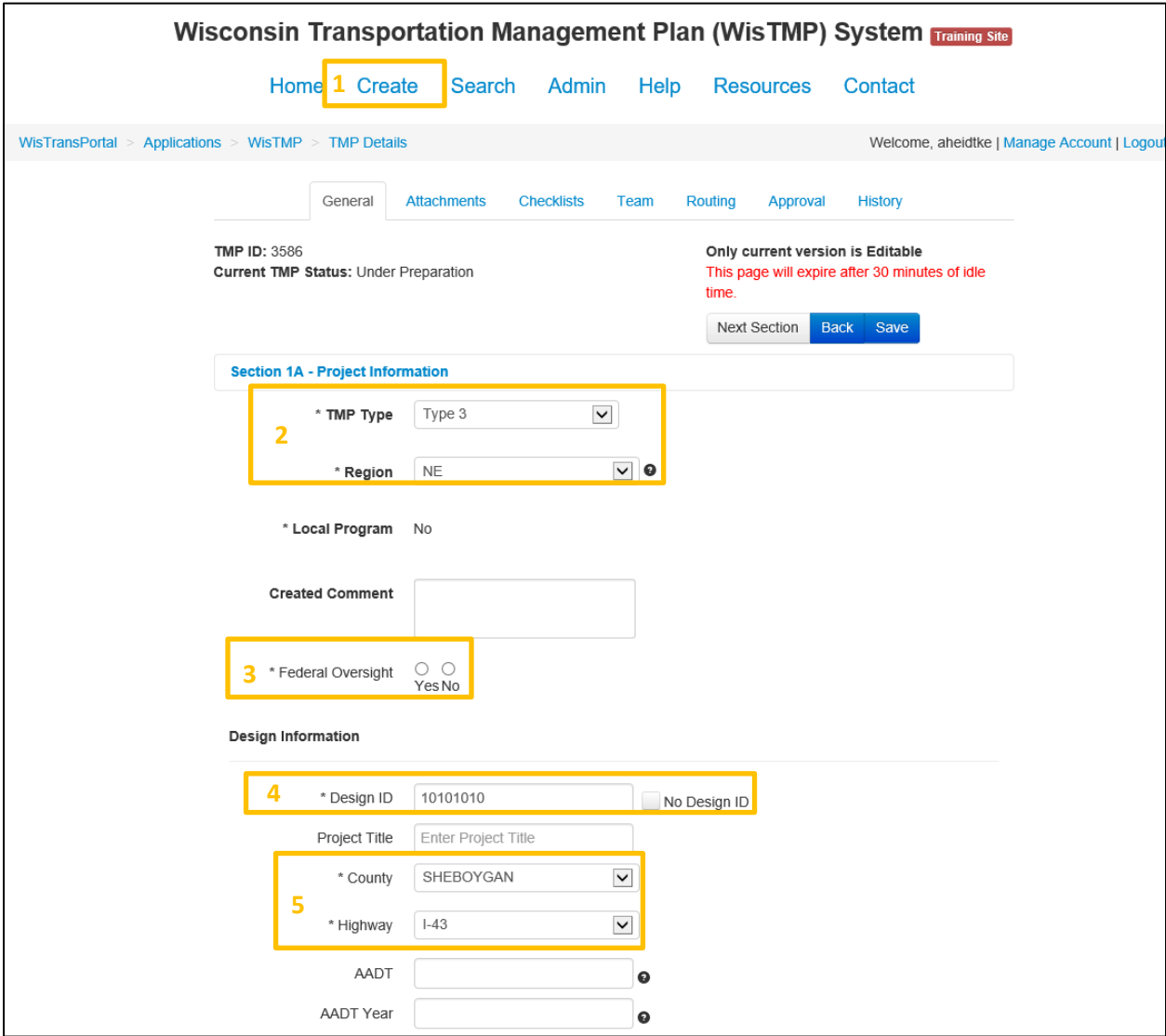
The Bookmarked TMPs⁴ section displays all the TMPs that do not have a COMPLETED status that are also bookmarked by the user for inclusion in this section. Bookmarking is done in the TMP General interface.

BOOKMARKED TMPs						
	TMP ID	Type	Design ID	County	Highway	PM User ID
View	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 and MC roles has the ability to initially CREATE a TMP in the system. The TMP will be considered a Local Program Project if it is created by the MC. On the Home screen click on the Create¹ tab near the top of the page. Once the create TMP page appears enter the TMP Type and Region² from the pull down menus. Select if the project has Federal Oversight³ Type in the Design ID, or if there is not one associated with the project, check the box No Design ID⁴. 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 menus⁵ 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 in⁵.

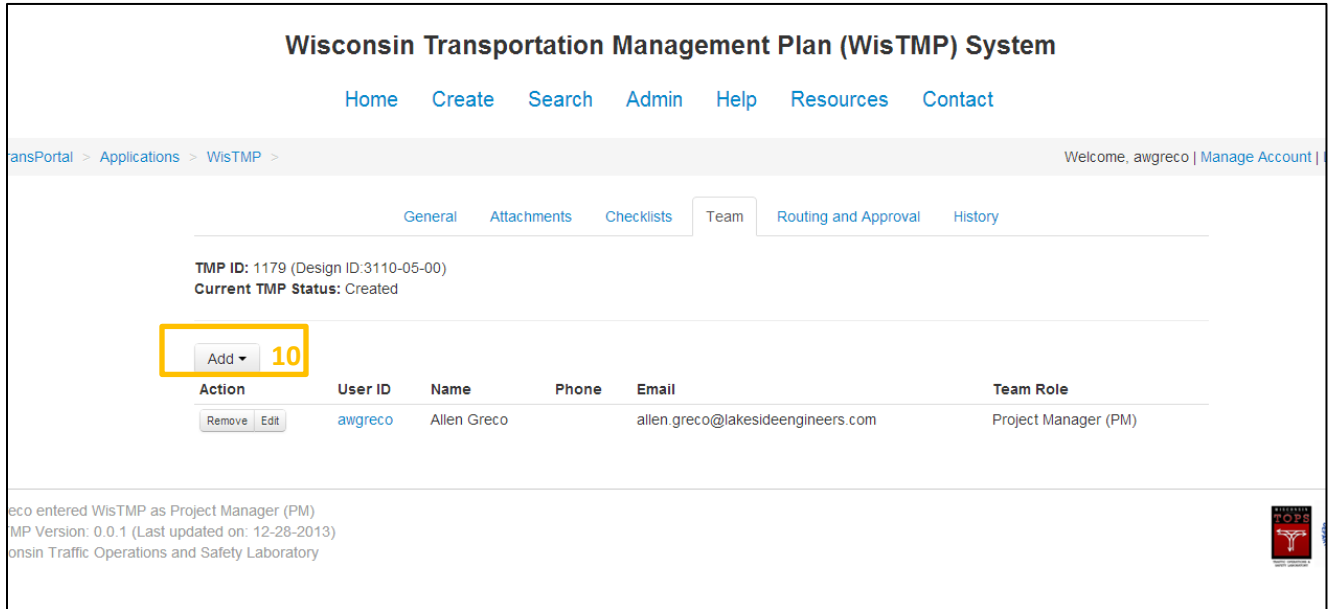


Enter the Construction ID(s)⁵ and select if the project requires Federal Oversight⁶. Once the Construction ID starts to be typed in, a drop down of the 10 closed matching options will appear⁷. If the project has been entered into FIIPS the rest of the fields will autofill once the Construction ID is selected from the list. If another Construction ID needs to be added, select the Add another Construction ID⁸ button on the bottom of the page. After filling out all available information select Create⁹. Once the TMP is created, the page will be redirected to the Team tab.

The screenshot shows a web form titled "Construction Information". At the top left is a blue button labeled "Clear Construction Information". Below it is a text input field for "Construction ID(s)" with a format hint "Format: xxxx-xx-xx" and a dropdown arrow. A yellow box labeled "6" highlights this field. To the right of the input field is a dropdown menu, highlighted by a yellow box labeled "7", which lists 10 options: "1000-04-60", "1000-04-70", "1000-05-60", "1000-06-93", "1000-12-17", "1000-13-60", "1000-19-61", "1000-19-62", "1000-19-63", and "1000-19-64". The first option is selected. Below the input field are several other form fields: "Project Type", "Project Limits", "Project Length", "Project Duration", "Engineer's Estimate" (with a dropdown menu), "PS&E Date" (with format "mm/dd/yyyy"), "LET Date" (with format "mm/dd/yyyy"), and "NHS Route" (with radio buttons for "Yes" and "No"). At the bottom left, a blue button labeled "Add another Construction ID" is highlighted with a yellow box labeled "8". At the bottom right, there are two buttons: "Back" and "Create", with the "Create" button highlighted by a yellow box labeled "9".

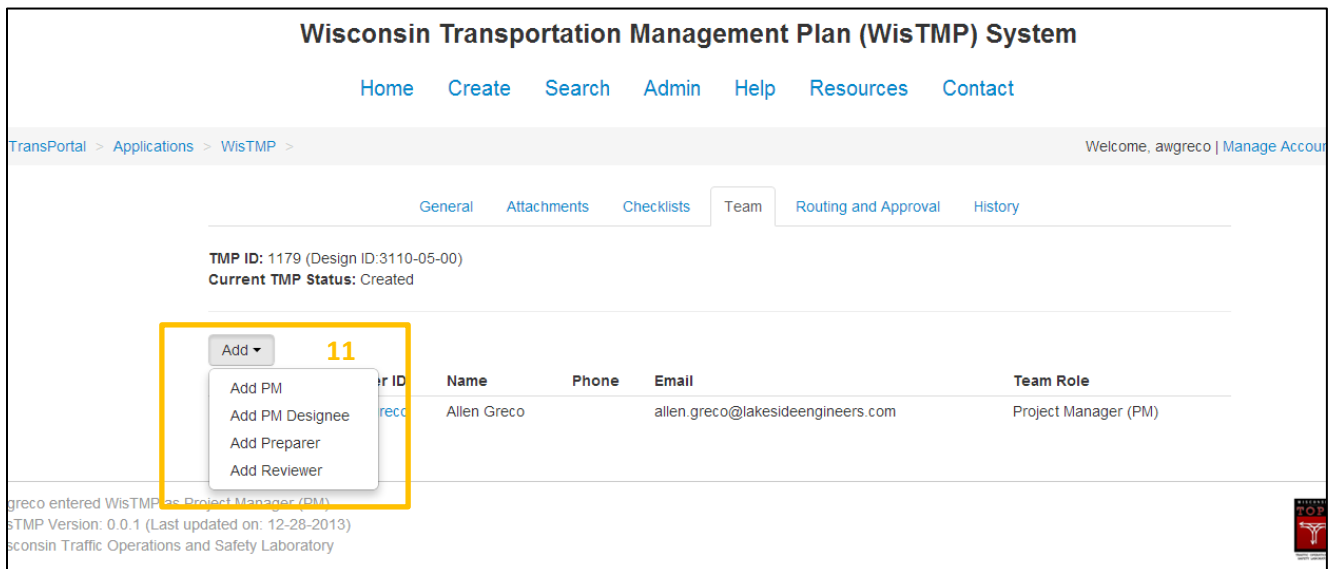
7.2 Initial Team Setup

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 Add¹⁰ menu on the interface.



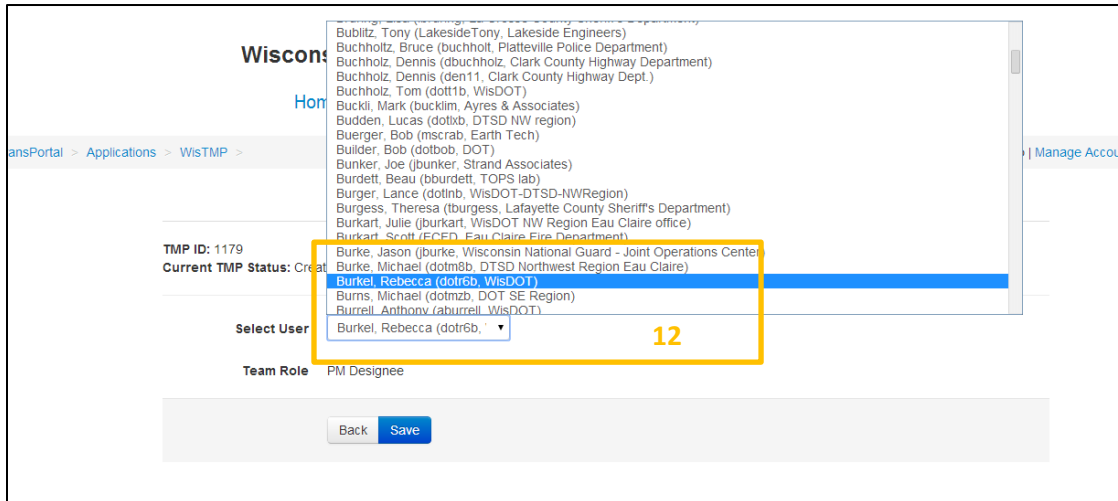
The screenshot shows the 'Wisconsin Transportation Management Plan (WisTMP) System' interface. The navigation bar includes 'Home', 'Create', 'Search', 'Admin', 'Help', 'Resources', and 'Contact'. The breadcrumb trail is 'TransPortal > Applications > WisTMP >'. The user is logged in as 'awgreco' with a 'Manage Account' link. The main content area has tabs for 'General', 'Attachments', 'Checklists', 'Team', 'Routing and Approval', and 'History'. The 'Team' tab is active, displaying 'TMP ID: 1179 (Design ID:3110-05-00)' and 'Current TMP Status: Created'. A table lists team members with columns for 'Action', 'User ID', 'Name', 'Phone', 'Email', and 'Team Role'. One member, Allen Greco, is listed with the role 'Project Manager (PM)'. A yellow box highlights the 'Add' button with a dropdown arrow and the number '10'.

Notice the different options that can be assigned to added team members¹¹. 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.*

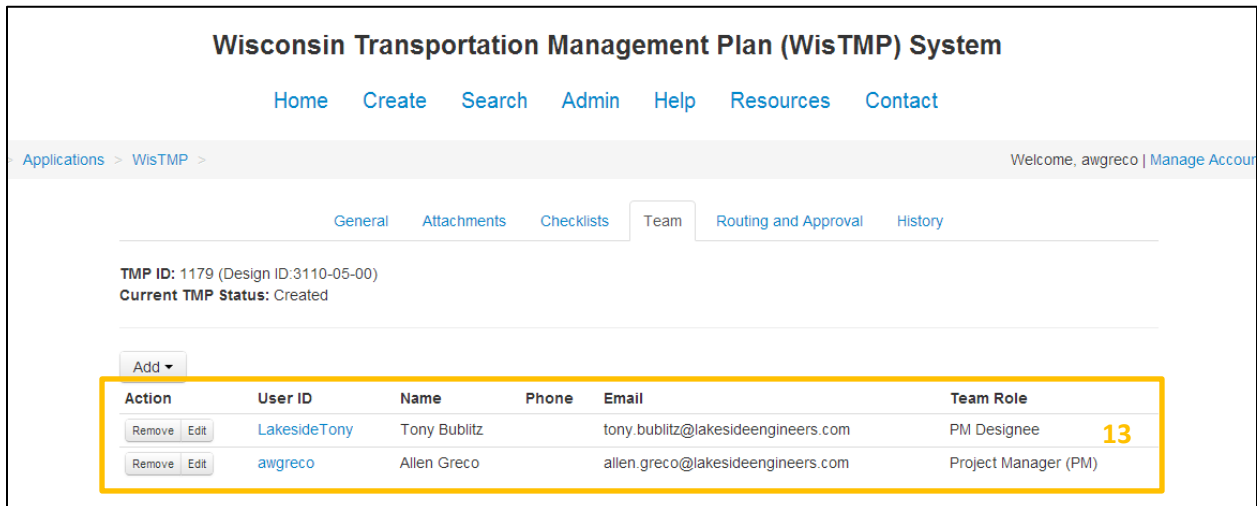


The screenshot shows the same 'Wisconsin Transportation Management Plan (WisTMP) System' interface. The 'Add' button is highlighted with a yellow box and the number '11'. The dropdown menu is open, showing the following options: 'Add PM', 'Add PM Designee', 'Add Preparer', and 'Add Reviewer'. The table below the menu shows the existing team member, Allen Greco, with the role 'Project Manager (PM)'. The footer contains the text: 'awgreco entered WisTMP as Project Manager (PM)', 'TMP Version: 0.0.1 (Last updated on: 12-28-2013)', and 'Wisconsin Traffic Operations and Safety Laboratory'.

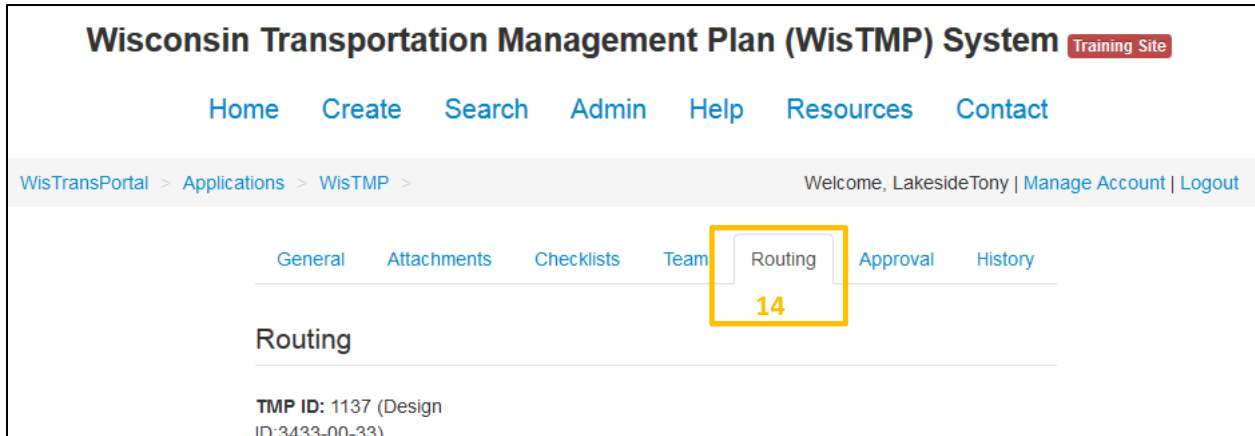
After selecting a role, a user will need to be selected¹². The individual selected will now have the created TMP within their active TMP interface.



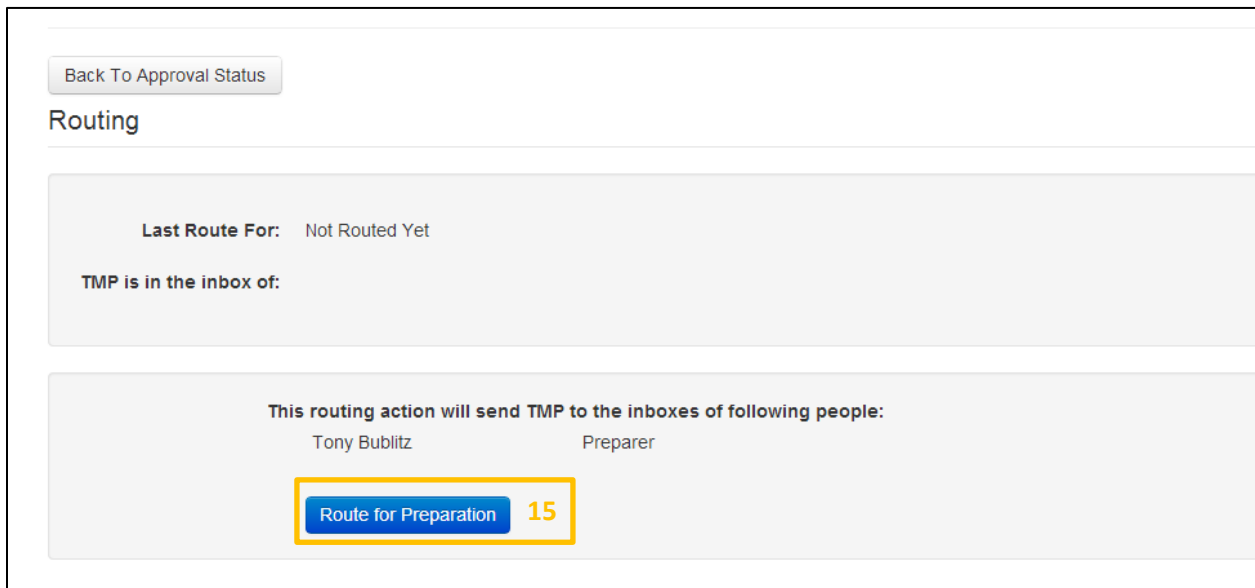
Once a user is selected they will appear on the project Team tab¹³.



Once the initial TMP team is setup, navigate to the Routing¹⁴ tab to begin to route the TMP to the preparer(s) and begin preparation.



On the routing page select the Route for Preparation¹⁵ icon to the TMP to the inbox of the preparer(s) to start filling out the body of the TMP.



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 box¹ next the Print² icon allows a user to chose which version of the selected TMP to view. The Print² icon will allow printing of the selected version.

The screenshot displays the WisTMP user interface for viewing a TMP. At the top, there are navigation tabs: General, Attachments, Checklists, Team, Routing, Approval, and History. Below the tabs, the TMP ID is 3022 (Design ID: 1107-00-03). The current TMP status is 'Submitted for Review (60%)'. A yellow box highlights a dropdown menu labeled 'Current' (marked with a '1') and a blue 'Print' button (marked with a '2'). Below this, the page is titled 'View TMP Details' and includes 'Expand All' and 'Collapse All' buttons, along with 'Home' and 'Bookmark' icons. The main content area consists of twelve sections, each with a blue header: Section 1 - Project Info, Section 2 - Project Description, Section 3 - Staging Plan, Section 4 - Pedestrian and Bicycle Accommodation, Section 5 - Traffic Impacts Mitigation, Section 6 - Lane Closures, Section 7 - Restriction, Section 8 - Detours, Section 9 - Special Events and Holidays, Section 10 - Motorist Delays, Section 11 - Travel Delays, and Section 12 - Alternate Routes.

Selecting any section heading³ 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' and 'Collapse All'. To the right, there are buttons for 'Edit', 'Delete', 'Home', and 'Bookmark'. Below this, there are four section headings: 'Section 1 - Project Info', 'Section 2 - Project Description 3', 'Section 3 - Staging Plan 3', and 'Section 4 - Pedestrian and Bicycle Accommodation'. The 'Section 2' and 'Section 3' headings are highlighted with a yellow box. Below 'Section 2', there is a text area with the heading '2. Brief description of work activities:' and an 'Edit' button. Below this is an 'Add Comment' button. A similar structure is shown for 'Section 3' with the heading '3. Briefly describe the staging planned for maintaining traffic:' and an 'Edit' button, followed by an 'Add Comment' button.

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 Edit⁴ 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' page with the 'Current TMP Status: Created' at the top. The 'View TMP Details' section has 'Expand All' and 'Collapse All' buttons. The 'Edit' button is highlighted with a yellow box and labeled with a '4'. Other buttons in the top right include 'Delete', 'Complete', 'Back', and 'Remove Bookmark'. Below the buttons are three section headings: 'Section 1A - Project Information', 'Section 1B - Project Impacts', and 'Section 1C - Location'.

To update the Project information for a project enter edit mode on the TMP. Select Section 1A – Project Information. At the bottom of the Section 1A edit screen the Modify Project Information⁵ option can be found.

LET Date: 12/03/2018
NHS Route: Yes
AADT: 50000
AADT Year:
* Federal Oversight: Yes

Modify Project Information 5

Section 1B - Project Impacts

Section 1C - Location

Continue to section 1B and enter the anticipated begin month and anticipated end month along with the expected traffic delay. Also select if the project falls on an oversize/overweight route. **Note:** *Anticipated begin and end month are for the construction duration of the project.*

Edit TMP Details

Expand All Collapse All Save Back

Section 1A - Project Information

Section 1B - Project Impacts

Anticipated Begin Month Mar 2018
Anticipated End Month Oct 2019
Expected Delay Moderate (5-15 mins)
OSOW Route Yes No

Section 1C - Location

Continue to section 1C and 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.

Add Highway (View Quick Guide)

Navigation Mode: Choose Begin Landmarks: Choose End Landmarks:

Map Satellite

Thunder Bay
Superior National Forest
Bemidji
Duluth
MINNESOTA
St Cloud
Minneapolis
WISCONSIN
Green Bay
Rochester
Oshkosh
MICHIGAN
Madison
Milwaukee
Grand Rapids
Ann Arbor
Rockford
Chicago
Naperville
IOWA
Cedar Rapids
Des Moines
Iowa City
Peoria
Fort Wayne
ILLINOIS

Begin County: SHEBOYGAN
End County: SHEBOYGAN
Highway: I-43 NB
Closure Type: Mainline

Begin Landmark: Select Begin Landmark
Distance From: in miles
Direction From: Select Direction From

End Landmark: Select End Landmark
Distance From: in miles
Direction From: Select Direction From

Confirm Cancel Reset

Continue to complete section 2 and section 3. These sections are completed by the user entering the information manually.

Section 2 - Project Description

2. Brief description of work activities:

Traffic signing, signals and pavement markings will be installed. New traffic signal equipment will be installed at College Avenue, Parnell Avenue, and Abbott Avenue and traffic signal modifications will be required at Forest Home Avenue, Janesville Road, Grange Avenue, Edgerton Avenue and Layton Ave.

Section 3 - Staging Plan

3. Briefly describe the staging planned for maintaining traffic:

direction. Traffic will be separated by a flexible marker post. From STA 1058+30 (I-43 to WIS 100 NB off ramp) to STA 1073+00 (I-43 overpass), there will only be three travel lanes for traffic due to the I-43 bridges. There will be two northbound lanes and one southbound lane. Having one southbound lane, allows the existing I-43 off ramp to remain a free-flow condition. Traffic will be separated by a flexible marker post.

Stage 4
In this stage, the median will be finished. The newly installed signals will be put into operation and the temporary signals will be removed.

Complete section 4 and 5. Section 4 has both manually entered text fields along with selection fields.

Section 3 - Staging Plan

Section 4 - Pedestrian and Bicycle Accommodation

4. Will there be restrictions on pedestrian/bicycle access?

Yes No

If Yes:

a) Will sidewalk/multiuse path be closed?

Yes No

b) Describe how pedestrian and bicyclists will be accommodated

Pedestrian and Bicyclist:
Existing sidewalk is located around the Drexel Avenue intersection. The sidewalk extends on the east side of the roadway from STA 869+75 to STA 877+75. There is no sidewalk on WIS 100 from the Drexel

c) Will crosswalks be provided? What is the spacing of crosswalks?

Cross Walks will not be impacted.

d) Are the strategies in compliance with ADA?

Yes, all work will meet ADA compliance.

Continue and complete the other sections of the TMP as requested. Both manual entry and selection fields will be available. All TMP fields should be completed as requested on the TMP form. Once completed the user can always return to add, alter, or remove information from the TMP.

Section 5 - Traffic Impacts Mitigation

Section 6 - Lane Closures

6. Will the project have lane closures?

Yes No

If Yes:

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

Yes No

b) What hours/days are lane closures permitted?

2040-14-70 South Project:
 South of Rawson Avenue, traffic may be restricted to one lane northbound and southbound at all times.
 North of Rawson Avenue, traffic may be restricted to one lane northbound and southbound from 10:00 p.m.

c) How were traffic counts used in determining permitted lane closure times?(For multi-lane road, indicate typical peak hour volume per direction of travel. For two-lane, two-way road indicate AADT)?

located on WIS 100 near College Avenue and near Loomis Road. For the north project, the count station was located near the IH 43 ramps. The count station locations are shown in Appendix D and the existing hourly traffic counts are shown in Appendix E. The table below shows the worst-case projected traffic volumes on WIS 100 for the

Once initial editing is complete be sure to Save⁶ the TMP. It is also recommended that the user save throughout the editing process. By saving work often there will be a lesser chance of the work being lost due to a fault in the system or internet browser. Selecting the Back⁷ icon will return the user to view mode without saving any changes.

Edit TMP Details

6 **7**

Section 1A - Project Information

Section 1B - Project Impacts

Distance From: 0.50 mile(s)

8

Eligible users will be able to enter Comments about the individual TMP sections. Anyone in the Team Interface or who has signing authority for the current status will be able to enter comments. When a comment is finished, select the Add Comment⁸ icon. It will be viewable in that section of the TMP.

General Attachments Checklists Team Routing Approval History

TMP ID: 3586
 Current TMP Status: Under Preparation

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

Previous Section Next Section Back Save

11. What is the anticipated travel delay during the project for each impacted roadway? The Regional Work Zone Engineer can assist you in determining your delay.
 If the project anticipates using Lane Rental, Enhance Liquidated Damages, Interim Liquidated Damages, or other alternative contracting method that uses road user costs, include what the delay will be from the impacts. For a Lane Rental, what will be the queuing and additional delay if the roadway is not reopen?

Please fill in the delay and queue information below. Expand rows to map the location.

#	Location Description	Delay (min)	Queue (mi)	Delay Cause
9 1	I-43 NB From OZAUKEE - SHEBOYGAN CO LINE to AMSTERDAM RD (B-59-0062 BEGIN)	5 10	0.1 11	Lane res: <input type="checkbox"/>

Upload/Modify Section Attachment

Add Comment

In Section 11, each location that has been identified in Section 1, will be populated in a list. By clicking on the marker⁹ in the first column the location will be shown.

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 Delay¹⁰ time or Queue¹¹ length are added to the location information the cause of the delay must be also be added¹².

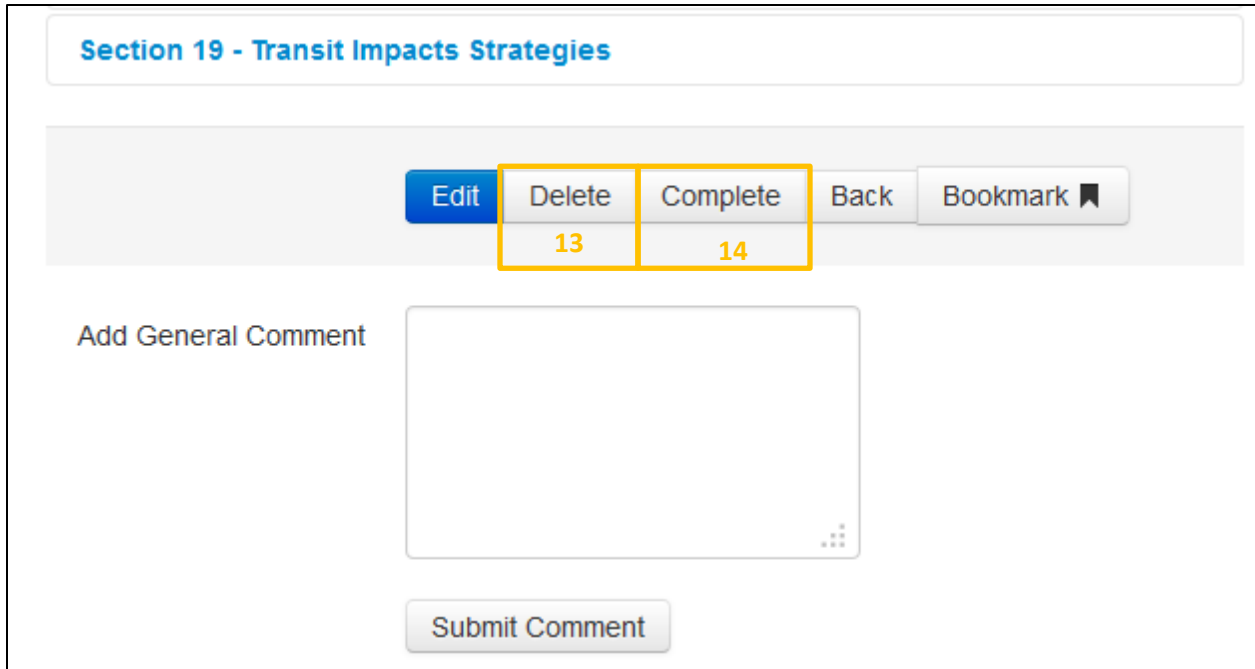
Lane Closure-Enter this if there is a lane closure causing the delay or queue

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

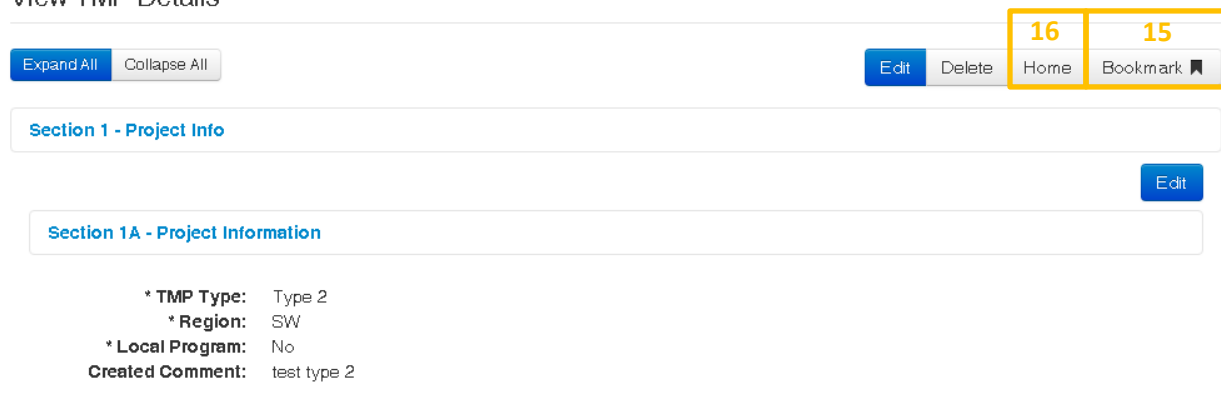


The Delete¹³ function will allow only the PM to delete a TMP. An optional comment can be entered while deleting a TMP. A TMP can be deleted only before 60% approval.

The Complete¹⁴ 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.

These functions are also available at the top of the TMP page as well. While on this screen the user may want to Bookmark¹⁵ 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 Home¹⁶ icon while in view mode will take the user back to the Home tab.

View TMP Details



8.2.1 Edit a TMP Using Edit Wizard

Besides using the TMP button, users can use the edit button in each of the section to use the edit wizard function. To start, click on the Edit¹⁷ 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 Section¹⁸ to go to previous section or Next Section¹⁹ to go to next section. Back²⁰ button will take user to View TMP details Page and Save²¹ button will save the current changes

The screenshot shows the 'Edit Wizard' interface for 'Section 3 - Staging Plan'. At the top, there are tabs for 'General', 'Attachments', 'Checklists', 'Team', 'Routing', 'Approval', and 'History'. Below the tabs, the 'TMP ID: 3022' and 'Current TMP Status: Submitted for Review (60%)' are displayed. A red warning message states 'Only current version is Editable' and 'This page will expire after 30 minutes of idle time'. A navigation bar contains buttons for 'Previous Section' (18), 'Next Section' (19), 'Back' (20), and 'Save' (21). The main content area is a large empty text box for describing the staging plan. At the bottom, there are buttons for 'Previous Section', 'Next Section', 'Back', and '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 or Save changes using Save and Continue. Or cancel using Not Yet.

The screenshot shows a 'Confirm changes' dialog box with a close button (x) in the top right corner. The message reads: 'Are you sure you want to continue? All unsaved changes in this section will be lost!'. At the bottom, there are three buttons: 'Continue without save', 'Save and Continue', and 'Not Yet'.

9. Attachments

9.1 Viewing Attachments

The Attachments¹ 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.

General **Attachments 1** 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"/>	Tables 2	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 folder² the individual attachment files can be found.

Tmp_1153/Tables

[↑ Parent Directory](#)

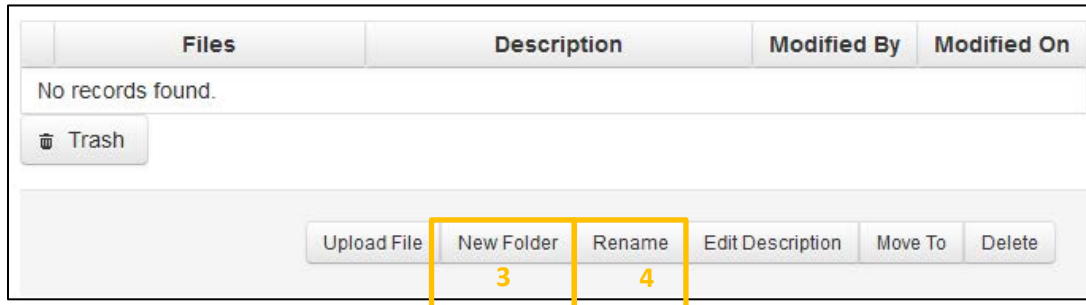
	Files	Description	Modified By	Modified On
<input type="checkbox"/>	Table 11.1.JPG		Admin	01-10-2014 04:41
<input type="checkbox"/>	Table 3.1B.JPG		Admin	01-10-2014 04:41
<input type="checkbox"/>	Table 3.2.JPG		Admin	01-10-2014 04:41
<input type="checkbox"/>	Table 6.C1.JPG		Admin	01-10-2014 04:41
<input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

Trash

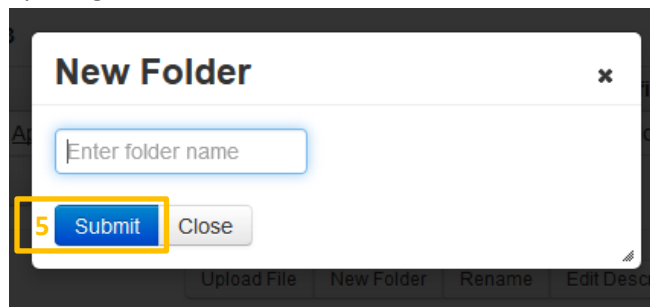
Upload File New Folder Rename Edit Description Move To Delete

9.2 Add/Edit Attachments

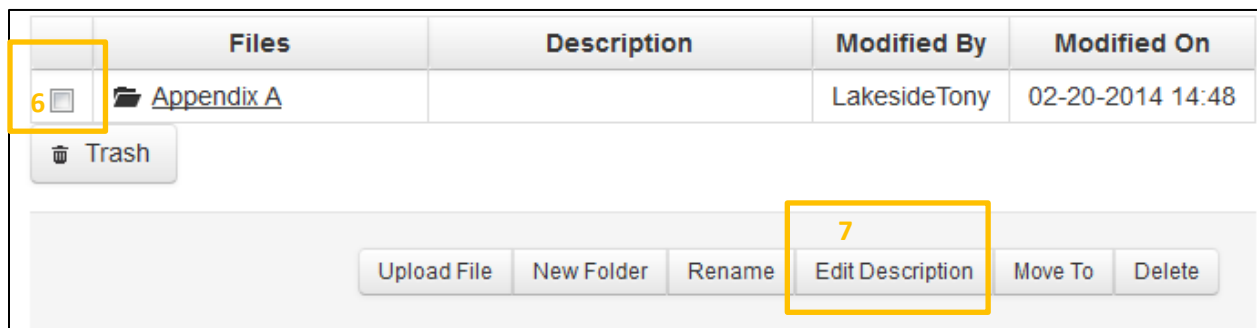
Once a TMP is created the user will have the option to attach documents to the TMP. These attachments can be any document needed to reinforce data entered in the TMP fields. Uploaded files and folders may be deleted, but only a PM can empty the trash bin.



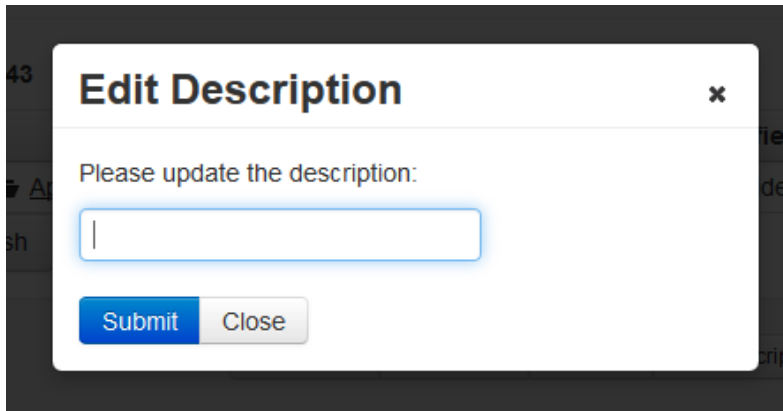
Start by selecting the New Folder³ icon to begin by creating a folder. A prompt will appear to name the folder right away. Select the Submit⁵ icon to save the name and finish the creation. The name can always be changed later by using the Rename⁴ function.












To add a description to a folder first select the check box⁶ next to the desired folder. Then select the Edit Description⁷ 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"/>	 Appendix A	Project Location Map	Admin	01-10-2014 04:39
<input type="checkbox"/>	 Appendix B	Construction Staging	Admin	01-10-2014 04:39
<input type="checkbox"/>	 Appendix C	Traffic Counts	Admin	01-10-2014 04:39
<input type="checkbox"/>	 Appendix D	Traffic Analysis Summary	Admin	01-10-2014 04:39
<input type="checkbox"/>	 Appendix E	WisDOT Checklists	Admin	01-10-2014 04:39
<input type="checkbox"/>	 Appendix F	EMS and First Responders	Admin	01-10-2014 04:39
<input type="checkbox"/>	 Appendix G	MCTS Route	Admin	01-10-2014 04:39
<input type="checkbox"/>	 Tables	Tables and Charts from TMP body	Admin	01-10-2014 04:39
 Trash				

To add an attachment, select the Upload File⁸ icon.

The screenshot shows the Wisconsin Transportation Management Plan (WisTMP) System interface. The page title is "Wisconsin Transportation Management Plan (WisTMP) System" with a "Training Site" badge. The navigation menu includes Home, Create, Search, Admin, Help, Resources, and Contact. The breadcrumb trail is "Applications > WisTMP > TMP Details". The user is logged in as "Welcome, TMP-Preparer | Manage Account". The "Attachments" tab is selected, showing a table with one file: "Detour I-43 Arrowhead Rd Model.pdf" (11/12/2015 08:27). Below the table, the "Upload File" button is highlighted with a yellow box and labeled with the number 8. Other buttons include "New Folder", "Rename", "Edit Description", "Move To", and "Delete".

The user is then brought to an upload screen. Select the Choose⁹ icon to browse local files and select the attachment to upload. Select the Upload¹⁰ icon to complete the upload process. Once the uploaded document is completely uploaded select the Close¹¹ icon to return to the TMP.

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

10. Checklists

10.1 View a Checklist

The Checklists¹ tab contains all the relevant WisDOT checklists related to the selected TMP.

General Attachments **Checklists 1** Team Routing Approval History

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

Traffic Ops Checklist 2

Selecting a checklist² reveals its contents.

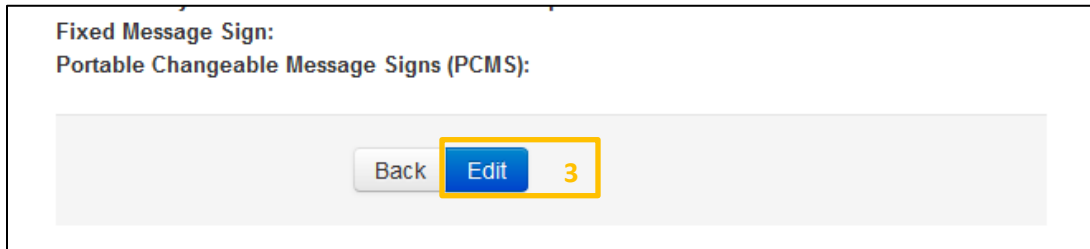
View Transportation Operations Plan Checklist

Transit service improvement needs identified:	Yes
Transit, ridesharing, train, shuttle and bus incentives discussed:	No
Ramps require metering:	NA
Park & Ride lots identified and improved:	Yes
Signal timing/Coordination improvements identified:	NA
Need for temporary traffic signals identified:	NA
Street/intersections improvement identified:	NA
Turn/parking restrictions identified:	NA
Truck/heavy vehicle restrictions identified:	Yes
Bus turnouts identified on plans:	NA
Ramp closures identified and shown on plan:	Yes
Railroad crossing controls identified:	No
Project scheduling coordinated with adjacent projects, regions/state:	Yes
Speed limit reduction considered:	No
Need for Temporary Concrete Barrier discussed and identified on plan:	Yes
Movable traffic barrier system identified:	Yes
Crash cushions discussed and identified on plans:	Yes
Project team/task force identified:	No
Construction leader & traffic control specialist identified:	No
TMP monitoring/inspection personnel identified:	No
Team meetings planned and scheduled:	No
Use of ITS systems discussed and identified on plan:	Yes
Fixed Message Sign:	Yes
Portable Changeable Message Signs (PCMS):	Yes

Back Edit

10.2 Edit a Checklist

At the bottom of the individual checklist view is the option to Edit³ the selected checklist if the user is eligible.



In edit mode the options for the selected checklist appear.

A screenshot of the 'Edit Transportation Operations Plan Checklist' form. The title is 'Edit Transportation Operations Plan Checklist'. Below the title, there are four items, each with three radio button options: NA, Yes, and No.

Transit service improvement needs identified:	<input type="radio"/> NA	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Transit, ridesharing, train, shuttle and bus incentives discussed:	<input type="radio"/> NA	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Ramps require metering:	<input checked="" type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No
Park & Ride lots identified and improved:	<input type="radio"/> NA	<input checked="" type="radio"/> Yes	<input type="radio"/> No

When finished editing a checklist select the Save⁴ icon to save all work.

A screenshot of a checklist interface in edit mode. It lists several items, each with three radio button options: NA, Yes, and No. At the bottom, there is a light gray bar containing two buttons: a white 'Back' button and a blue 'Save' button with a yellow border and the number '4' next to it.

Project team/task force identified:	<input type="radio"/> NA	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Construction leader & traffic control specialist identified:	<input type="radio"/> NA	<input type="radio"/> Yes	<input checked="" type="radio"/> No
TMP monitoring/inspection personnel identified:	<input type="radio"/> NA	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Team meetings planned and scheduled:	<input type="radio"/> NA	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Use of ITS systems discussed and identified on plan:	<input type="radio"/> NA	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Fixed Message Sign:	<input type="radio"/> NA	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Portable Changeable Message Signs (PCMS):	<input type="radio"/> NA	<input checked="" type="radio"/> Yes	<input type="radio"/> No

11. Team

11.1 Viewing a Team

The Team¹ tab displays all current members of the selected TMP's team.

	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.
- MC – The MC will have the same functions as the PM, but for Local Programs projects.

Once in the Team tab, select the Add² 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
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

Select the appropriate role³ 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

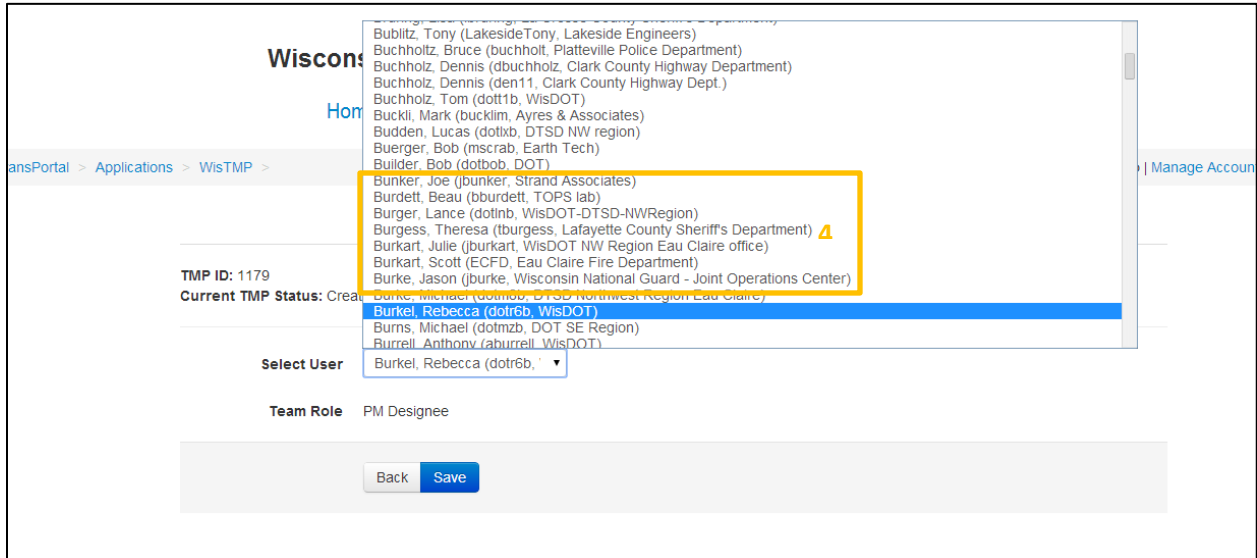
Add ▾ **3**

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

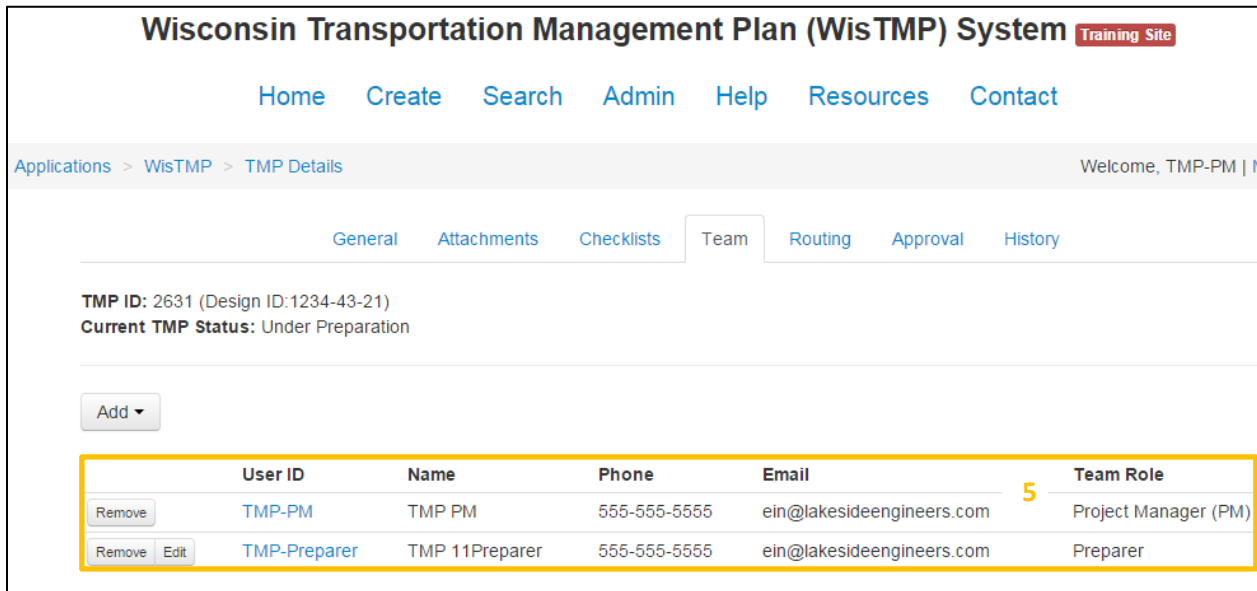
	User ID	Name	Phone	Email	Team Role
	TMP-PM	TMP PM	555-555-5555	ein@lakesideengineers.com	Project Manager (PM)
	TMP-Preparer	TMP 11Preparer	555-555-5555	ein@lakesideengineers.com	Preparer

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

After selecting a role, select a user⁴ from the list of approved users for the role.



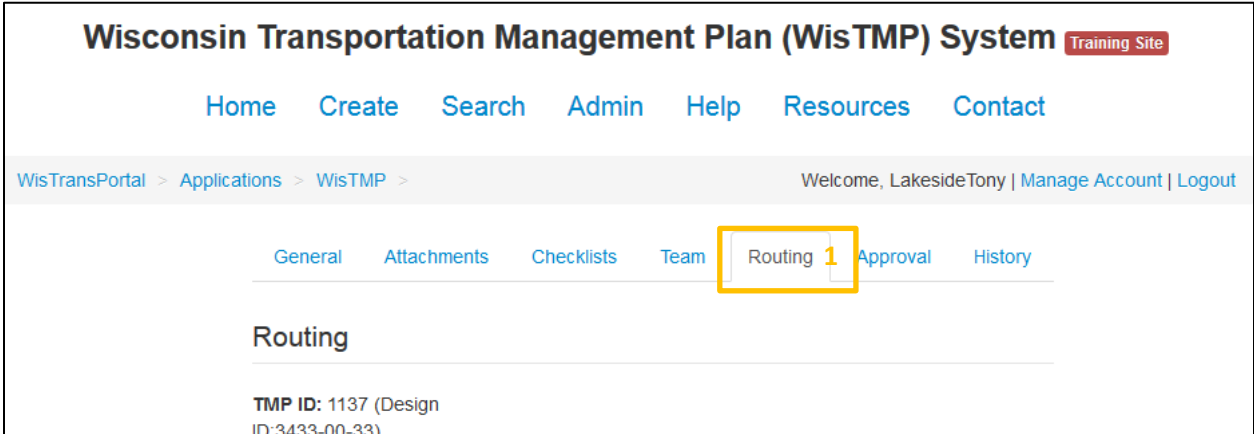
Once a user is selected they will appear on the project team tab⁵. The individual selected will now have the created TMP within their active TMP interface.



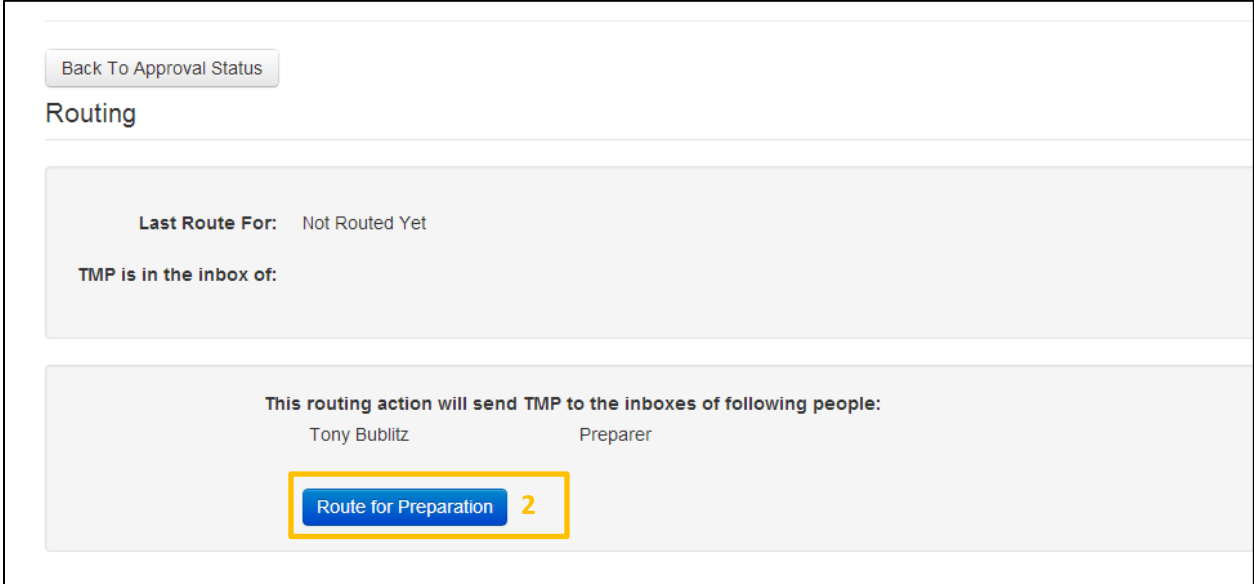
12. Routing and Approval

12.1 Routing

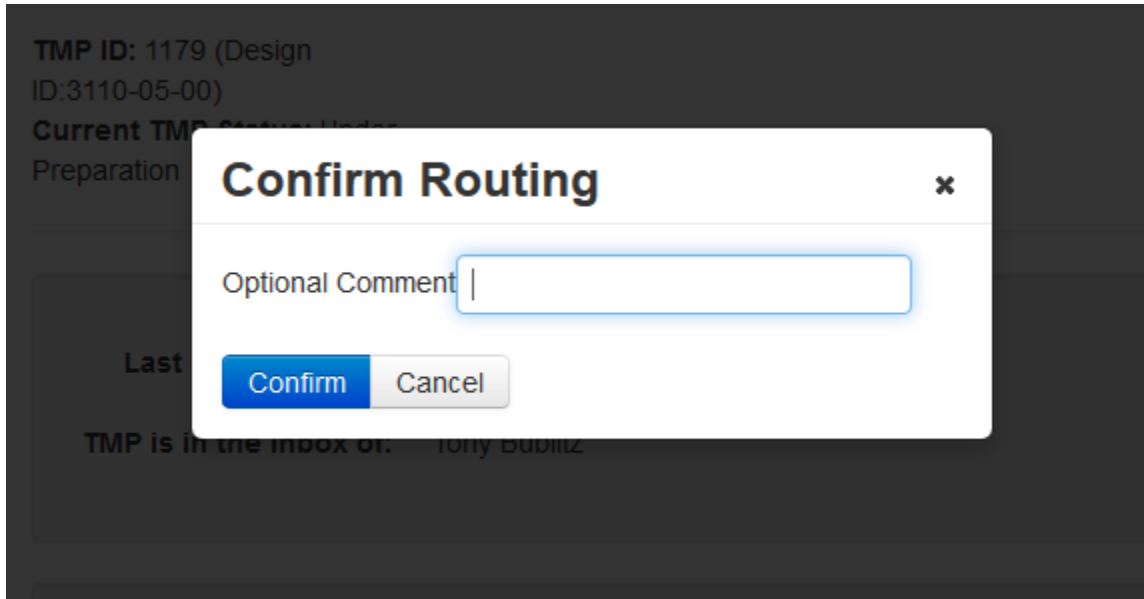
Routing a TMP for approval will send the document to WisDOT officials to approve or reject the created TMP. When a TMP is routed to a user, the TMP will show up in the Inbox section of the Home tab and the WisTMP system will send an email to notify the user of this. To route a TMP select the Routing¹ tab for that TMP.



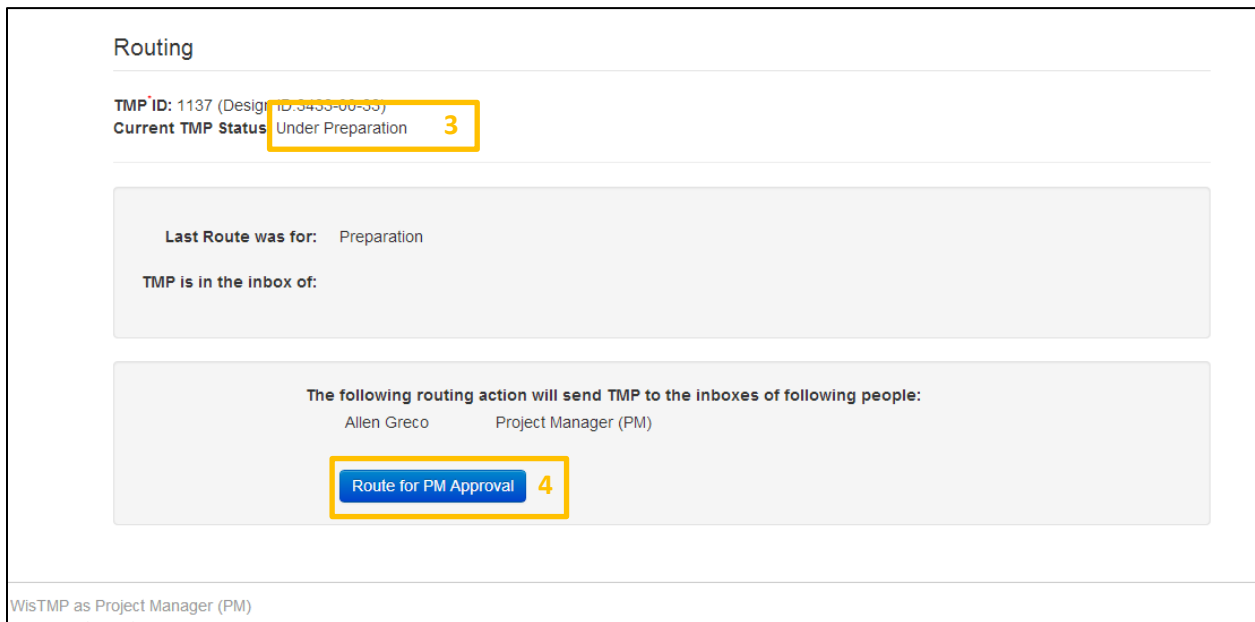
To begin the routing process select Route for Preparation². This will then send the TMP to the inbox of the preparer(s).



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 routing³. Once the TMP is initially completed, the option will be given to the preparer to Route for PM approval⁴. 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 Review⁵ 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.

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

Bucky	Bureau of Traffic
BTO	Operations (BTO)

Route for Review 60% 5

After a TMP has been reviewed, it can be routed for approval by the PM. Selecting the Route for Approval⁶ 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 LPPM will receive the TMP in their Inbox for approval after the MC has approved the TMP.

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

TMP RT	Regional Traffic (RT)
RT Tester	Regional Traffic (RT)

Route for 60% Approval 6

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 selection⁷ 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 Approval⁸ tab for the TMP.

Wisconsin Transportation Management Plan (WisTMP) System Training Site

Home Create Search Admin Help Resources Contact

WisTransPortal > Applications > WisTMP > Welcome, LakesideTony | Manage Account | Logout

General Attachments Checklists Team Routing **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 Sign⁹ 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 Review¹⁰ 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 Sign¹¹ 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 dialog box titled "Confirm Signature" with a close button (X) in the top right corner. Below the title is a label "Optional Comment" followed by a text input field. At the bottom of the dialog are two buttons: "Confirm" (highlighted in blue) and "Cancel" (grey).

13. History

The History¹ tab displays the history of changes and stages for the selected TMP as well as all comments made about the TMP.

GeneralAttachmentsChecklistsTeamRoutingApprovalHistory **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 new workflow implemented in 2017, RT's and BTO's Review and Approval are mandatory for Type 3 or 4 projects, BPD will no longer be approver but will be notified about Type 3 or 4 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 or 4 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 or 4 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 or 4 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 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 Search¹ tab at the top of the page.

The screenshot shows the 'Wisconsin Transportation Management Plan (WisTMP) System' search page. At the top, there is a navigation bar with links for Home, Create, Search (highlighted with a yellow box and a '1'), Admin, Help, Resources, and Contact. Below this is a breadcrumb trail: WisTransPortal > Applications > WisTMP > Search. On the right side of the breadcrumb trail, it says 'Welcome, LakesideTony | Manage Account | Logout'.

The main heading is 'Search'. Below it, a paragraph states: 'This interface allows users to search based on various criteria. Select various criteria to restrict search results.'

The search criteria are organized into several sections:

- * TMP Type:** Four checkboxes for Type 1, Type 2, Type 3, and Type 4.
- Status:** A dropdown menu currently set to 'Active and App'.
- Delay Information:** A dropdown menu currently set to 'All Delay Types'.
- Restrict Results to:** Four checkboxes for Local Program, NHS Route, OSOW Route, and FHWA Oversight.
- Region/County:** A dropdown menu currently set to 'ALL'.
- Highway:** A dropdown menu.
- LET Begin Date:** A text input field.
- LET End Date:** A text input field.
- Search Parameters (highlighted with a blue box):** Three text input fields for 'TMP ID', 'Design ID', and 'Construction ID'. Below these fields is a note: '* Parameters within this box will override everything else.'

At the bottom of the search interface, there is a control bar with the following elements:

- A blue 'Search' button and a grey 'Reset' button.
- An 'Order By' dropdown menu currently set to 'TMP ID'.
- An 'Order' dropdown menu currently set to 'Ascendin'.
- A 'Results Per Page' dropdown menu currently set to '10'.

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.

* TMP Type <input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> Type 3 <input type="checkbox"/> Type 4	Restrict Results to: <input type="checkbox"/> Local Program <input type="checkbox"/> NHS Route <input type="checkbox"/> OSOW Route <input type="checkbox"/> FHWA Oversight	Region/County ALL <input type="button" value="v"/> Highway <input type="button" value="v"/> LET Begin Date <input type="text"/> LET End Date <input type="text"/>
Status Active and Appr <input type="button" value="v"/>		
Delay Information All Delay Types <input type="button" value="v"/>		

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.

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

Search results appear as follows with several options² to alter the order and number of results displayed as well as what category to order the results by.

The total number of records is : 31

Order By

TMP ID ▼

 Ascending ▼

Results Per Page

10 ▼

 2

Download CSV

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

Current page: 1

	TMP ID	Type	Design ID	Const. ID(s)	Project Title	County	Highway	PM User ID	Last Modified Date
View	1118	Type 3	9000-32-22	9000-00-90	STURGEON BAY - SISTER BAY	DOOR	US 42 NB	bbadger	12-27-2013 07:00
View	1119	Type 2	1009-10-19	1009-10-69	C MADISON SOUTH MADISON BELTLINE	DANE	US 12 EB	bbadger	12-27-2013 06:56
View	1120	Type 3	1009-10-19	1009-10-69	C MADISON SOUTH MADISON BELTLINE	DANE	US 12 EB	bbadger	01-05-2014 08:41
View	1121	Type 3	1009-10-19	1009-10-96	C MADISON SOUTH MADISON BELTLINE	DANE	US 12 EB	bbadger	12-31-2013 08:05
View	1122	Type 4	1009-10-19	1009-10-69	C MADISON SOUTH MADISON	DANE	US 12 EB	bbadger	12-31-2013 09:09

To download a copy of the search results click the Download CSV³ icon.

The screenshot shows a search interface with the following elements:

- Search** and **Reset** buttons.
- Order By** dropdown menu set to **TMP ID**.
- Ascending** dropdown menu.
- Results Per Page** dropdown menu set to **10**.
- The total number of records is : 31**
- Download CSV** button highlighted with a yellow box and a **3** icon.

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 Tit	County	Highway	Constructi	Project Ty	Project Lir	Project Le	Project D	Engineer'	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 View⁴ 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 tab allows access to system-wide administrative capabilities. All Admin functions require Admin authorization. To access Admin content, start by selecting the Admin¹ tab at the top. There are two available sections for Administrators to alter, Manage Users² and Manage Messages³.

Wisconsin Transportation Management Plan (WisTMP) System

Home Create Search **Admin**¹ 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 Users²
Manage WisTMP user account and user profile information.

Manage Messages³
Manage system wide technical and WisDOT business process notifications.

16.1 Manage Users

The Manage Users² section allows viewing/editing of user account information within the TMP section of WisTransPortal.

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

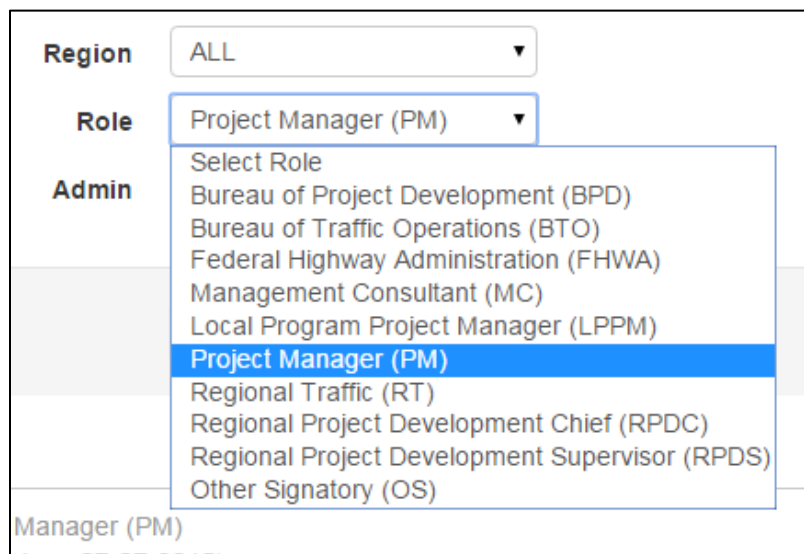
Selecting the Edit⁴ icon next to a user brings up their profile for editing.



The chosen account may be modified in several ways.

A screenshot of the 'Update User Profile' form. The form displays the following information: User ID: samkube, Name: Sam Kube, Organization: Lakeside Engineers, Region: ALL (dropdown), Role: Project Manager (PM) (dropdown), and Admin: . At the bottom, there 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 Messages³ 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 Section⁵, and select Save⁶.

Manage Messages

System Messages ⓘ

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

WisDOT Messages ⓘ

Action	Message ID	Message Subject	Message Type
Edit Delete	301	WisTMP system is now live	wisdotMessage

Post a new Message 5

Message Type WisDOT Message System Message

Message Subject

Message Body

[Back](#) [Cancel](#) [Reset](#) [Save](#) 6

When the Edit⁷ 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
7 Edit Delete	150	Test Subject	wisdotMessage

Here the message may be edited and updated.

Post a new Message

Message Type WisDOT Message System Message

Message Subject

Message Body

17. Help

The Help tab provides system related help and documentation. To access Help content, start by selecting the Help¹ 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 menu includes "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 content area is titled "Help and Training" and contains a list of links and descriptions:

- **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 of the page, there is a link: "• [More documentation is located here.](#)"

18. Resources

To access external relevant content, start by selecting the Resources¹ tab at the top.

Wisconsin Transportation Management Plan (WisTMP) System Training Site

Home Create Search Admin Help **Resources**¹ Contact

Home > 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 Contact¹ tab at the top.

Wisconsin Transportation Management Plan (WisTMP) System Training Site

Home Create Search Admin Help Resources **Contact 1**

WisTransPortal > Applications > WisTMP > Contact Welcome, Imp_swdemo_pm | 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	Joshua.Falk@dot.wi.gov	(920) 492-7165
NC	Cara Abts	cara.abts@dot.wi.gov	(715) 421-8024
NW	Chad Hines	chad.hines@dot.wi.gov	(715) 836-7276
SE	Rebecca Klein	rebecca.klein@dot.wi.gov	(262) 548-8728
SW	Joe Schneider	joseph.schneider@dot.wi.gov	(608) 789-5959

For technical support, including user account related questions, contact: 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

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

Chris Mills
TOPS Lab Systems Developer
Email: cmills1@wisc.edu