Wisconsin Transportation Management Plan (WisTMP) System User Guide

March, 2017
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

Preparer Routing

PM Approval and Route

RT Review (Required)  Type 3,4 Fed OS?  BTO Review (Required)

PM Routing

RT Approval (Required)  Type 3,4 Fed OS?  BTO Approval (Required)

RPDC Approval

Email BPD* (Informational)

Federal OS?  Yes  FHWA Approval

Approved 90%?

Amendments are optional

Can have up to 10 amendments

PM Route for Amendment

PM Approval

* 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.

WisTransport TMP Automation – TCPS Lab  Last Modified on: 12/15/2016
Approval Process
Local Program Approval

1. TMP Preparer
2. MC Approval
3. MC Routing
4. LPPM Approval

If No, we're at Approval 60%.

- Type 3, 4
  - Yes: BTO Approval
  - No:
    - Federal OS?
      - Yes: FHWA Approval
      - No:
        - Approved 90%?
          - Yes: Done
          - No:
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://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, this link will redirect to the WisTMP system. This user guide and a quick reference can be found by selecting this link. To access the WisTMP training site select this link. To find WisDOT regional contacts and tech support select this link. To request an account to the WisTransPortal System select the New User Account Request Form link.
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 enter “Wisconsin Transportation Management Plan (WisTMP) System.”
Once all the required fields are filled in on the request form, check for errors, then select Next.
This page provides one last opportunity to check the request form for errors. To complete the account creation, select Finish 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.
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 Login.
To request misplaced or forgotten account credentials, select Forgot User ID or Password². 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.
5.2 Manage WisTransPortal Account

Once inside the WisTMP System, the Manage Account link will bring up the general WisTransPortal account management page to add/alter profile information and/or change the account's password.
Selecting the Manage Account link brings up the WisTransPortal Account Management page. To add/alter the information displayed, select the Edit Profile link. To change the password associated with this account select the Change Password link. Selecting the Exit Account Management link will redirect the page to the WisTransPortal home page.
5.3 Logout
To logout of the WisTMP System, select the Logout 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.
The Messages 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.

Test Subject (WisDOT Message)
Beta version available (System Message)

The Inbox section displays all the TMPs that require an action from the specific user logged into the system.
The Active TMPs section displays all the TMPs associated with the logged in user that do not have a COMPLETED status.

<table>
<thead>
<tr>
<th>TMP ID</th>
<th>Type</th>
<th>Design ID</th>
<th>County</th>
<th>Highway</th>
<th>PM User ID</th>
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<tbody>
<tr>
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<td>US 12 EB</td>
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<td>1133</td>
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<tr>
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<td>1132</td>
<td>Type 3</td>
<td>1009-10-19</td>
<td>DANE</td>
<td>US 12 EB</td>
<td>bbadger</td>
</tr>
</tbody>
</table>

The Bookmarked TMPs 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.

<table>
<thead>
<tr>
<th>TMP ID</th>
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<th>County</th>
<th>Highway</th>
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<td>3433-00-33</td>
<td>EAU CLAIRE</td>
<td>US 12</td>
<td>awgreco</td>
</tr>
</tbody>
</table>
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 Create tab near the top of the page. Once the create TMP page appears enter the TMP Type and Region from the pull down menus. Type in the Design ID, or if there is not one associated with the project, check the box No Design ID. 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 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.
Enter the Construction ID(s)\(^5\) and select if the project requires Federal Oversight\(^6\). Once the Construction ID starts to be typed in, a drop down of the 10 closed matching options will appear\(^7\). 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 ID\(^8\) button on the bottom of the page. After filling out all available information select Create\(^9\). Once the TMP is created, the page will be redirected to the Team tab.
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 menu on the interface.

Notice the different options that can be assigned to added team members. 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.*
After selecting a role, a user will need to be selected. 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 tab.
Once the initial TMP team is setup, navigate to the Routing\textsuperscript{14} tab to begin to route the TMP to the preparer(s) and begin preparation.

![Wisconsin Transportation Management Plan (WisTMP) System](image)

On the routing page select the Route for Preparation\textsuperscript{15} icon to the TMP to the inbox of the preparer(s) to start filling out the body of the TMP.

![Routing](image)
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 next the Print icon allows a user to chose which version of the selected TMP to view. The Print icon will allow printing of the selected version.

Selecting any section heading will expand that section and reveal its content.
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 icon will bring up the edit screen. Once in the edit screen most of the information on this screen can be edited.
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 Information option can be found.

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.
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. *Note that there may be a choice to select a NB/SB or EB/WB alternative.* Select one direction prior to selecting the landmarks.

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.

Continue to complete section 2 and section 3. These sections are completed by the user entering the information manually.
Complete section 4 and 5. Section 4 has both manually entered text fields along with selection fields.

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.
Once initial editing is complete be sure to Save\(^6\) 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 Back\(^7\) icon will return the user to view mode without saving any changes.

At the bottom of the General TMP page, eligible users will be able to enter General Comments about the individual TMP. 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 Submit Comment\(^8\) icon. It will be viewable in the History tab of the selected TMP.
The Delete 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 Complete 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 Bookmark 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 icon while in view mode will take the user back to the Home tab.

View TMP Details

<table>
<thead>
<tr>
<th>Section 1 - Project info</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Section 1A - Project Information</th>
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<tr>
<td>* TMP Type: Type 2</td>
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<tr>
<td>* Region: SW</td>
</tr>
<tr>
<td>* Local Program: No</td>
</tr>
<tr>
<td>Created Comment: test type 2</td>
</tr>
</tbody>
</table>

### 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 Edit button for a section that needs edit.

**Section 3 - Staging Plan**

3. Briefly describe the staging planned for maintaining traffic:

In the next window, make the changes as necessary and click Save to save the current section. Click Previous Section to go to previous section or Next Section to go to next section. Back button will take user to View TMP details Page and Save button will save the current changes.
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.

**Confirm changes**

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

- Continue without save
- Save and Continue
- Not Yet
9. Attachments

9.1 Viewing Attachments
The Attachments\(^1\) 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.

![Image of Attachments Tab]

Within each folder\(^2\) the individual attachment files can be found.
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 Folder\(^3\) icon to begin by creating a folder. A prompt will appear to name the folder right away. Select the Submit\(^5\) Icon to save the name and finish the creation. The name can always be changed later by using the Rename\(^4\) function.
To add a description to a folder first select the check box next to the desired folder. Then select the Edit Description 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.
To add an attachment, select the Upload File icon.
The user is then brought to an upload screen. Select the Choose icon to browse local files and select the attachment to upload. Select the Upload icon to complete the upload process. Once the uploaded document is completely uploaded select the Close icon to return to the TMP.
10. Checklists

10.1 View a Checklist

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

Selecting a checklist reveals its contents.
10.2 Edit a Checklist

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

In edit mode the options for the selected checklist appear.

When finished editing a checklist select the Save icon to save all work.
11. Team

11.1 Viewing a Team
The Team tab displays all current members of the selected TMP’s team.

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.

Select the appropriate role³ for the team member to be added.
After selecting a role, select a user from the list of approved users for the role.

Once a user is selected they will appear on the project team tab. 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 routing[^3]. Once the TMP is initially completed, the option will be given to the preparer to Route for PM approval[^4]. 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\(^5\) 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.

![Image of routing action](image)

After a TMP has been reviewed, it can be routed for approval by the PM. Selecting the Route for Approval\(^6\) 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.

![Image of routing action](image)

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 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.

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 tab for the TMP.
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\(^9\) before any further routing or approving can be done.

During the review phase reviewers will need to select the Review\(^{10}\) icon to notify the PM that their review is complete.

After a TMP has been routed, certain users will need to Sign\(^{11}\) 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).
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.

```
Confirm Signature

Optional Comment

Confirm Cancel
```

13. History

The History tab displays the history of changes and stages for the selected TMP as well as all comments made about the TMP.
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%)*
### 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 Search tab at the top of the page.
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.
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.

Search results appear as follows with several options to alter the order and number of results displayed as well as what category to order the results by.
To download a copy of the search results click the Download CSV³ icon.
The results appear in Microsoft Excel as seen below.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>1118</td>
<td>TYPE 3</td>
<td>Under Pre NE</td>
<td>No</td>
<td>9000-32-2: STURGEON COUNTY</td>
<td>US 42 NB</td>
<td>9000-00-91: CONSTRUCTION LIMIT</td>
<td>8.5</td>
<td>300</td>
<td>1039855</td>
<td>6000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1115</td>
<td>TYPE 2</td>
<td>Under Pre SW</td>
<td>No</td>
<td>1005-10-1: MADISON DANE</td>
<td>US 12 EB</td>
<td>1009-10-6: CONSTRUCTION LIMIT</td>
<td>0.01</td>
<td>650</td>
<td>197271.9</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1120</td>
<td>TYPE 3</td>
<td>Under Pre SW</td>
<td>No</td>
<td>1009-10-1: MADISON DANE</td>
<td>US 12 EB</td>
<td>1009-10-6: CONSTRUCTION LIMIT</td>
<td>0.01</td>
<td>650</td>
<td>197271.9</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1121</td>
<td>TYPE 3</td>
<td>Under Pre SW</td>
<td>No</td>
<td>1009-10-1: MADISON DANE</td>
<td>US 12 EB</td>
<td>1009-10-6: CONSTRUCTION LIMIT</td>
<td>0.01</td>
<td>650</td>
<td>197271.9</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1123</td>
<td>TYPE 4</td>
<td>Under Pre SW</td>
<td>No</td>
<td>1009-10-1: MADISON DANE</td>
<td>US 12 EB</td>
<td>1009-10-6: CONSTRUCTION LIMIT</td>
<td>0.01</td>
<td>650</td>
<td>197271.9</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1124</td>
<td>TYPE 4</td>
<td>Under Pre SW</td>
<td>No</td>
<td>1009-10-1: MADISON DANE</td>
<td>US 12 EB</td>
<td>1009-10-6: CONSTRUCTION LIMIT</td>
<td>0.01</td>
<td>650</td>
<td>197271.9</td>
<td>1000</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1125</td>
<td>TYPE 4</td>
<td>Under Pre SW</td>
<td>No</td>
<td>1009-10-1: MADISON DANE</td>
<td>US 12 EB</td>
<td>1009-10-6: CONSTRUCTION LIMIT</td>
<td>0.01</td>
<td>650</td>
<td>197271.9</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each TMP found in the search has the option to be viewed by clicking the View icon.

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 Admin tab at the top. There are two available sections for Administrators to alter, Manage Users and Manage Messages.

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

Selecting the Edit icon next to a user brings up their profile for editing.
The chosen account may be modified in several ways.

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

The Manage Messages 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, and select Save.

![Manage Messages Section](image)

**Post a new Message**

- **Message Type**: WisDOT Message System Message
- **Message Subject**: Subject
- **Message Body**: 

![Post a new Message Form](image)
When the Edit icon next to a message is selected it appears below with its information filled in the Post a new Message section.

<table>
<thead>
<tr>
<th>Action</th>
<th>Message ID</th>
<th>Message Subject</th>
<th>Message Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>150</td>
<td>Test Subject</td>
<td>wisdotMessage</td>
</tr>
</tbody>
</table>

Here the message may be edited and updated.
17. Help

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

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Wisconsin Transportation Management Plan (WisTMP) System

- **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

- More documentation is located here.
18. Resources

To access external relevant content, start by selecting the Resources\(^1\) tab at the top.

---

Wisconsin Transportation Management Plan (WisTMP) System

Home    Create    Search    Admin    Help    Resources    Contact

Wisconsin DOT > 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
- Flagger’s Handbook
- FDM 11-60: Detours
- FDM 11-60 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

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WisTMP User Guide
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 tab at the top.

Wisconsin Transportation Management Plan (WisTMP) System

Contact

WisDOT Regional Contacts

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

<table>
<thead>
<tr>
<th>Region</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>NE</td>
<td>Joshua Falk</td>
<td><a href="mailto:Joshua.Falk@dot.wi.gov">Joshua.Falk@dot.wi.gov</a></td>
<td>(920) 492-7165</td>
</tr>
<tr>
<td>NC</td>
<td>Cara Abts</td>
<td><a href="mailto:cara.abts@dot.wi.gov">cara.abts@dot.wi.gov</a></td>
<td>(715) 421-6824</td>
</tr>
<tr>
<td>NW</td>
<td>Chad Hines</td>
<td><a href="mailto:chad.hines@dot.wi.gov">chad.hines@dot.wi.gov</a></td>
<td>(715) 606-7276</td>
</tr>
<tr>
<td>SE</td>
<td>Rebecca Klein</td>
<td><a href="mailto:rebecca.klein@dot.wi.gov">rebecca.klein@dot.wi.gov</a></td>
<td>(262) 549-6726</td>
</tr>
<tr>
<td>SW</td>
<td>Joe Schneider</td>
<td><a href="mailto:joseph.schneider@dot.wi.gov">joseph.schneider@dot.wi.gov</a></td>
<td>(608) 769-6959</td>
</tr>
</tbody>
</table>

For technical support, including user account related questions, contact wistmp@tops.lab.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: cmills@wisc.edu