

WisTMP System – Quick Reference

The Wisconsin Online TMP System is a web-based system used to enter and track TMP processes from creation to completion for all Wisconsin DOT Projects. Projects that the user is associated with are on the home tab of the TMP system home screen.

CREATING A TMP

A TMP is created for all WisDOT projects. The TMP is created using the create tab within the TMP system. Once the TMP is created the user will need to select team members and team roles. The basic roles are:

- 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 forwarded in the approval process. The initial PM can also add additional PM's to the project and other team members.
- Preparer – This user has the ability to prepare the TMP only. The preparer is assigned by the PM for the TMP team
- Reviewer – Has the ability to view and comment on a TMP. This role does not have the ability to edit a TMP
- Viewer – every user in the WisTransPortal system is considered a viewer until assigned a different role.

Information should be entered for each section of the TMP. All checklists should be completed and all appendices, tables, and charts should be attached using the selectable tabs near the top of the page. When editing a TMP it is recommended to save often. Bookmarking the TMP is suggested so the TMP will appear on the home screen of the TMP portal.

ROUTING & APPROVAL

Once a TMP is completed the preparer will have the option to initially route the TMP to the PM. The PM will then be able to route the TMP to other users and DOT officials. The Review, Approval, and Routing process is broken down below:

- Route for Preparation
 - The PM will have the option to approve the TMP. The PM will need to sign the TMP and will then have the option to route the TMP for 60% Review.
- Route for Review 60%
 - The PM will have to option to route the TMP for 60% Review to RT and BTO. Once the TMP has been reviewed the PM can then route for 60% approval.
- Route for 60% Approval
 - Wisconsin DOT officials will need to sign and approve the TMP before it can be ready for 90% routing.
- Route for Review 90%
 - The PM will need to sign the TMP to approve for 90% routing and will then be able to route the TMP for 90% Review to RT and BTO. Once the TMP has been reviewed the PM can then route for 90% approval.

WisTMP System – Quick Reference

- Route for 90% Approval
 - Wisconsin DOT officials will need to approve and sign the TMP for 90%.
- Route for Amendment
 - The PM will have the option to approve the TMP amendment. The PM will then need to sign the TMP for approval.

Once the TMP travels through all the approval stages, and after construction is completed, the PM will have the option to select complete on the edit section of the TMP. The TMP will now be complete.

SEARCH

The TMP portal offers the option to search for a TMP. Searching for a TMP will require some information from the TMP such as the TMP ID or the design/construction ID. When searching the TMP can be filtered using drop down menus. Once the user selects search, relevant TMP's will appear below the search criteria. You will also have the opportunity to download the data after search results are obtained.

HELP & RESOURCES

The Help interface will have documentation and links needed to navigate through the TMP site. A full user guide will also be able to be found within this tab. The Resources tab will show links to the WisDOT FDM, PIOP form and other relevant work zone.

CONTACTS

- For username/password questions, email: wistmp@topslab.wisc.edu
- For questions about missing construction Project IDs, email: wistmp@topslab.wisc.edu
- For additional questions:

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