County

 Route

 Job Number

 Core Team Member

**TSMO**

**(Transportation Systems Management and Operations)**

**SCOPING CHECKLIST**

A project’s scope can be defined as the set of design parameters that precisely satisfy the purpose and need of the project. A poorly identified scope that is broader than the purpose and need will result in an unnecessarily high project budget and schedule, while a scope which falls short will yield a project that accomplishes little of significance. While an accurate project scope is difficult to identify early in the development, a careful, multidisciplinary examination of the purpose and need will produce a solid foundation upon which project development can occur.

This checklist is designed to stimulate thought on those project parameters that are sometimes overlooked and whose omission can jeopardize the integrity of the scope. At the initial scoping meeting, the appropriate core team member should fill out the checklist as completely as possible. As project development progresses, the core team member should continue to update the checklist and coordinate with the project manager. In this manner, potential changes to the project scope can be dealt with as they emerge, and the scope represented by the preliminary plan will be as accurate as possible.

Evaluate traffic queuing and delay of each design alternative. Refer to EPG 616.13, Work Zone Capacity, Queue and Travel Delay and utilize the Enhanced MoDOT Work Zone Impact Analysis Spreadsheet.

Ensure additional delay due to the project design is 15 minutes or less.

Consider need for contract incentives or disincentives to minimize construction time.

Ensure existing ITS and TSMO strategies are maintained in the project design.

Determine appropriate Advanced Work Zone traffic techniques to be included in the project. Refer to EPG 616.13, Work Zone Capacity, Queue and Travel Delay and utilize Section B of the Enhanced MoDOT Work Zone Impact Analysis Spreadsheet.

For projects on interstates and major freeways, develop a traffic incident management (TIM) plan to ensure incidents are cleared quickly and traffic safety is maintained. Refer to District Incident Management Coordinator or District TIM Coordinator.