**STEP 1**

I accepted and reviewed the approved PB Outlines:

* CFRPM Model Description Outline March2016.DOC
* CFRPM\_Validation\_Outline\_Detailed V3.DOC

These are well developed and fleshed out report frameworks for CFRPM Description and Validation.

**STEP 2**

I conducted a thorough review of four existing reports:

* Tech Memo - CFRPM Trip Generation 12-23-15 w\_o STP60 write-up\_comments.DOC
* Tech Memo - CFRPM Zone Consistency DRAFT 3-25-16.DOC
* Task 11A Model Validation Metrics and Standards Final v2 012516.DOC
* TWO 27 Model Calibration and Validation CFRPM 6.0\_101614v4.DOC

These reports mapped generally to one of the Step 1 reports.

**STEP 3**

My findings are captured in two sets of notes:

* Notes on Model Description Outline.DOC
* Notes on Model Validation Outline.DOC

The findings can be summarized as follows:

1. All four legacy reports have some value to the final approved model description and validation outlines. This value ranges from possible structure of the appendices, to short focused background sentences or paragraphs useful in the full draft of the final methodology. However, the approved and complete structure of the two outlines should not be altered.
2. The four legacy reports capture a time frame experienced by the MPO and also have some solid research from previous chapter in the MPO’s history. As such they would be useful as a start on the MPO Wiki.

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