The purpose of this chapter is to formalize and standardize the process, requirements, and background information used to do traffic forecasting and multimodal travel projections at Alliance.

This chapter:

* Compiles with the Alliance Quality Assurance
* Serves as a record of policies, standards and guidelines
* Clarifies Alliance expectations and procedures

Updates to this chapter will be made on an ongoing basis

To obtain meaningful travel demand model results, Alliance must first obtain the selected model and confirm its operation. The modeler must then perform the analysis correctly using the proper method. Finally, the results of the analyses must be recorded accurately and permanently for future use. The entire process must be carried out in a consistent, deliberate manner according to an overall plan established by the Modeling Section. In this chapter, we will discuss how quality assurance and quality control are developed and maintained.

# Quality Assurance

Quality assurance (QA) is a set of operating principles that, if strictly followed during study design and analysis, will produce data of known and defensible quality. A quality assurance program must be developed which includes guidelines for personnel to follow when scoping how models will be modified and used in studies, selecting which methods to use for the analyses, and detailed procedures for the actual study execution. The QA program should include training requirements for employees, maintenance procedures, calibration procedures and quality control testing. Guidelines for assessment and reporting are also included and may involve the use of charts or tables which document trends and QC sample results. Model scenario logs must be maintained that document when the model was obtained, how it was setup and executed, and what results were obtained.

## Process

Identify external standards- Published example of model validation standards should be used to demonstrate that models are accurate, that the analysis is being properly executed, that calibration standards are accurate, and to verify the results of analyses.

### During project or task order development:

Work to ensure the project scope is reasonable in regard to schedule, budget, and quality; and that the deliverables are well defined.

Request for traffic forecast:

Where the Modeling Section is not leading the projects there is a need to ensure that all facts relevant to a requested traffic forecast are conveyed fully. The projects PM shall populate a task description and meet with the Modeling Section Lead to discuss options. Ideally, this would be done when the PM is developing the work order or scope for the project to allow for input on the project schedule and budget.

### Project initiation

Confirm that the project scope is reasonable in regard to schedule, budget, and quality; and that the deliverables are well defined.

If the scope is not well defined work with the client to determine the best option to add definition to the project and clarify expectations.

## Procedures

# Quality Control

Quality Control (QC) includes any testing which is done to prove that the results are reliable.

## Process

## Procedures

The specific procedures employed to assure the quality objectives of model application projects are met, and suggested technical approaches employed in the conduct of the project are defined in this section.

Project Closeout

Follow close out section of the Project Setup form