**Quality Control Process for Model Network Layers:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[Project Name] [Model Name]** | | | | |
| **Exhibit Name** | | | | |
| **Q/C Action** | **By Whom** | **When** | **Identified Issues Resolved (Yes / No)** | **Project Manager Notified (Yes / No)** |
| Has the Network layer been confirmed as the correct staring point**?** |  |  |  |  |
| Has the original network layer been archived? |  |  |  |  |
| Was documentation of the network layer attributes provided and saved next to the layer to be edited? |  |  |  |  |
| Has a network edit log been created and stored with the network layer? |  |  |  |  |
| Does the staff member identified to edit the network layer have the experience to do so? |  |  |  |  |
| Are the edits to the network clearly defined both in terms of geographic location and the attributes that will have to be updated?  Alignment  Speed  Functional class  Travel time  Toll/non-toll  Lanes |  |  |  |  |
| Does the staff editing the network understand what the network will be used for and the overall goals of the project? |  |  |  |  |
| If necessary, where the MTP, TIP and other documents to determine committed projects obtained? |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Run skims to verify the network is complete after modifications have been made |  |  |  |  |
| Conduct shortest path tests in areas where network has been modified |  |  |  |  |
| Use built-in TransCAD function to identify network-related issues |  |  |  |  |
|  |  |  |  |  |