



# MetroQuest Checklist

Transportation Planning and Programming Division (TPP) Public Involvement Section

This helpful guide will walk you through gathering the information needed for the TPP PI Section to begin preparing your MetroQuest engagement. Fill in the fields below and save, compile additional files as needed, and send all materials to your [TPP PI Specialist](#) via email or Box.

## Basic Information

Short project/study name:

District and Division name:

Contact name and information:

One-paragraph general project summary:

Are you expecting this project/study to be contentious? Why or why not?

Describe any previous public engagement:

List timeframe for launching tools. (Allow at least six weeks for design/review.)

TxDOT Project webpage:

What are the current outreach goals? What type of feedback are you looking for?

If there is not a project page developed, please attach a draft project page for TPP PI Section review.

Key points to communicate and educate the public:

Who on the project team will routinely review and moderate discussion as needed?

## Language and Accessibility

Alternate Language: Does your survey need to be made available in an alternate language?

Yes

No

Translated survey copy for questions, images and instructions is attached.

ADA Accessibility: MetroQuest surveys are not ADA accessible. Select from the following options to make your survey ADA accessible:

- A) Host a fillable screen reader-friendly PDF version of the survey on the project webpage;
- B) Create printed copies of the survey for offline outreach;
- C) Link a SurveyMonkey version of your survey to MetroQuest.

## Formatting Considerations

### Text

Supporting text should be clear, concise, and suitable for a non-technical audience.

### Images

Image size requirements will vary based on the type of screens you select for your survey. Please refer to MetroQuest's Image Size Requirements for more information: [https://mq2020support.metroquest.com/getting-started/design-phase/image\\_size\\_requirements/](https://mq2020support.metroquest.com/getting-started/design-phase/image_size_requirements/)

## Survey Screens

A MetroQuest survey must include a total of five screens.

### MetroQuest Screen Guide

For screen selection considerations, descriptions and the content requirements for each screen refer to the MetroQuest screen guide at <https://mq2020support.metroquest.com/screen-guide/>.

## Required Screens

All surveys require a Welcome and Wrap Up screen.

The following is attached:

- Short paragraph that appears when the Survey is loading
- Large background image for both web and mobile
- Introductory paragraph
- Text for rotating slides (up to 8)
- Logo\*
- Popup box\* (typically to show a map of the region)

The following is attached:

- Thank you message and link to more information
- Logos and links for Project Partners popup\* (up to 8 logos and links)
- Demographic questions (up to 12)
- Text for survey sharing blurb over Twitter and Facebook (up to 280 characters)

## Screens Selection

Select three screens from the list below. Page 3 includes additional screen options.

The following is attached:

- Images (up to 64)
- Unique label for each image
- Credit for each image\*
- Popup description for each category of images\*

The following is attached:

- Latitude/longitude center of the map
- KMZ layer to display on map\*
- Locations to zoom in to, including a label and latitude/longitude for each\*
- Legend to display\*

The following is attached:

- Labels for each category
- Popup description for each category\*

The following is attached:

- Label and thumbnail for each funding source
- A color for each funding source
- Popup of extra information for each funding source\*

The following is attached:

- Label and description for each priority
- Image with credit for each priority\*

The following is attached:

- Labels and descriptions (up to 8 scenarios)
- Map, diagram or image for each scenario, registered to be viewed on top of each other
- Indicator scores for each indicator, for each scenario, from 1-99, where 50 is the middle\*
- Legend for the map\*

\* Items marked with an asterisk symbol are optional and not required for your survey.

**MetroQuest Checklist**

The following is attached:

- Latitude/Longitude for center of the map
- Project Names (up to 99 projects)
- Latitude and longitude of each project location
- Image and description for each project\*
- Cost for each project\*
- KMZ layer and map layer (Traffic, Transit, and Bicycle) for the project area\*

The following is attached:

- Paragraph text to go above the text area
- Prompt text for text area
- Images go to below the text area (up to 3)

The following is attached:

- Titles for each topic
- Survey questions (up to 64), up to 8 questions per topic within the allotted space. You can have up to 8 dropdown questions. If you are planning to use different question variables (i.e., small textbox, checklists, buttons, and comment boxes), you may not be able to include 8 questions.
- Introduction text for each topic\*
- Content and up to 8 questions
- question text and option labels for the questions
- If topics are connected to priorities, you may need to provide content for up to 12 topics (96 questions)

The following is attached:

- Tradeoffs with a label (up to 8)
- Paragraph and image for both sides of each tradeoff
- Credits for the images\*

The following is attached:

- Label and description for each category
- Thumbnail image for each category
- Label and description for each strategy
- Popup description for each category of strategies\*

The following is attached:

- Image sets (up to 9 sets) (up to 8 images per set)
- Depending on the number and orientation of each set of images, you may need to resize your images
- Text for each image
- Popup description for each category\*

\* Items marked with an asterisk symbol are optional and not required for your survey.

**Project Type Selection**

Project type:

Planning study    
  Design    
  Construction    
  Other - please describe

Select a project subtype:

Bike    
  Mobility    
  Corridor  
 Parking    
  Transit    
  Long Range  
 N/A