

# DRAFT Work Plan: Thurston State Workers TDM

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The purpose of this draft work plan is to help:

- people and agencies determine their interest and role in the project
- create a shared understanding of the project among participants
- focus and guide the development of a proposal

## Description

Produce a project proposal that delivers measurable peak hour trip reduction on the I-5 / US 101 interchange by changing state worker commute days and times.

## Vision

### Whom does this phase of the project most affect?

- State policymakers: Governor's office and Office of Financial Management, legislative transportation leadership, Secretary Millar and the WSDOT executive team,
- Others at WSDOT and state agencies: Olympic Region, Public Transportation Division, Transportation Operations Division, Workplace Strategy Council, Department of Enterprise Services, State Agency Commute Trip Reduction Advisory Group, Thurston region employee transportation coordinators
- Thurston Regional Planning Council, cities of Lacey, Olympia, and Tumwater, Olympia School District
- Intercity Transit, ruralTransit
- Nisqually Tribe
- Joint Base Lewis McCord
- State agency top- and mid-level management, state agency technology and human resources management/groups

### How will things be different?

The proposal will support efforts to reduce state worker peak hour driving:

- Spread out employee start and end times, 7:00, 7:30, 8:00 ...
- Increase telework (or telework/flex/compressed work week) [to 25 percent share or 25 percent increase or 25 percent of FTEs?]
- Increase use of compressed work weeks
- Introduce dynamic ridesharing (like RideshareOnline or Scoop)
- Manage parking
- Increase use of transit, vanpools, walking and bicycling
- Provide recognition at the department, agency, state (governor/legislature) levels

It will complement existing projects and programs:

- State worker telework - Thurston Regional Planning Council, Regional Mobility Grant (Note: all state agencies in the urban growth areas of Lacey, Olympia and Tumwater are affected, no matter the size)
- Commute trip reduction for state workers – WSDOT, state agencies
- Employer-based commute trip reduction, telework and compressed work week programs – state agencies, other employers
- Executive Order 16-07
- Department of Enterprise Services legislative mandates about parking (reduce, not add, manage better)
- [I-5 – Tumwater to Mounts Road Corridor Study](#) - WSDOT
- [I-5 Olympia Area Southbound – Congestion Management](#) - WSDOT
- [US 101 / West Olympia Access Project](#) – City of Olympia

**What value do project partners receive?**

- Develop shared project ownership and approach (e.g. objectives, strategies, deliverables, scope, schedule, budget, roles, responsibilities, etc.).
- Provide proof of concept that transportation demand management can help improve mobility and transportation system efficiency.
- Clarify resource needs associated with transportation demand management strategies.

## Schedule and objectives

Date (all 2020)	Objective
February/March	<ol style="list-style-type: none"> <li>1. Recruit and convene sprint team to develop project scope and plan               <ol style="list-style-type: none"> <li>a. Engage key organizations required to help develop project plan</li> <li>b. Identify sprint team lead and sprint team members, include representatives from key organizations</li> <li>c. Identify and engage advisory groups</li> <li>d. Charter/initiate team</li> </ol> </li> <li>2. Define how the Regional Mobility Grant project and this scoping project can be complementary. Use experiences from the current project to inform the future scope.</li> </ol>

<b>February/March</b>	<ol style="list-style-type: none"> <li>3. Inventory existing conditions and baseline data <ol style="list-style-type: none"> <li>a. Inventory existing resources, projects, roles and responsibilities</li> <li>b. Research and report on examples of similar projects</li> <li>c. Gather traffic and transit data</li> <li>d. Gather state agency telework, work schedule and compressed work week data</li> <li>e. Kick off team to report I-5 transportation systems management and operations progress and performance</li> </ol> </li> <li>4. Produce schedule and milestones for scoping and plan development</li> </ol>
<b>March/April</b>	<ol style="list-style-type: none"> <li>5. Develop overall trip reduction/mode split trip reduction target</li> <li>6. Conduct travel options SWOT analysis, identify best opportunities given market conditions</li> <li>7. Identify prospective trip reduction strategies Vet prospective trip reduction strategies. For each prospective strategy: <ol style="list-style-type: none"> <li>a. Identify trip reduction target</li> <li>b. Order of magnitude cost estimate</li> <li>c. Key deliverables and milestones</li> <li>d. Timeline to full implementation</li> <li>e. Identify champions</li> <li>f. Identify prospective lead agency</li> </ol> </li> <li>8. List key risks and barriers</li> </ol>
<b>April/May</b>	<ol style="list-style-type: none"> <li>9. Draft overall project proposal</li> </ol>
<b>May/June</b>	<ol style="list-style-type: none"> <li>10. Engage executives and others in project proposal consideration</li> <li>11. Draft project charter</li> </ol>

## Deliverables

- Research summary/case study(s) of telework/compressed work weeks/flex time to address traffic congestion.
- Inventory of existing conditions
- Progress and performance report of existing I-5 Thurston integrated scoping/transportation systems management and operations projects (vanpool expansion, telework, ramp meters, etc.)
- Trip reduction/mode split targets
- SWOT analysis results
- Draft project proposal that includes quantified trip reduction performance targets and other details

## Roles and responsibilities

Name	Sprint team role and responsibilities
Stan Suchan	<p><b>Project manager:</b></p> <ul style="list-style-type: none"> <li>• Huddles schedule, logistics and records</li> <li>• TDM workshop schedule, logistics and records</li> <li>• Meetings and conversations with stakeholders</li> <li>• Engagement summaries, analysis</li> </ul>
<ul style="list-style-type: none"> <li>• Steve Kim, WSDOT Olympic Region</li> <li>• Michael Wandler, WSDOT</li> <li>• Karen Parkhurst, TRPC</li> </ul>	<p><b>Performance:</b></p> <ul style="list-style-type: none"> <li>• Performance reporting on transportation systems management and operations projects</li> <li>• Performance targets for additional demand management elements</li> </ul>
<ul style="list-style-type: none"> <li>• Joseph Perez, WSDOT Olympic Region</li> <li>• Dennis Engel, WSDOT Olympic Region</li> <li>• Karen Parkhurst, TRPC</li> <li>• Alon Bassok, WSDOT</li> <li>• Christy Stelzig, WSDOT</li> </ul>	<p><b>Context and transportation demand management:</b></p> <ul style="list-style-type: none"> <li>• Progress reporting on transportation systems management and operations projects</li> <li>• Research summary of similar demand management programs and projects</li> <li>• Demand management project recommendations</li> </ul>
Colin Pippin-Timco	<p><b>Information synthesis and readability:</b></p> <ul style="list-style-type: none"> <li>• Document templates</li> <li>• Editing.</li> </ul>
<ul style="list-style-type: none"> <li>• Michelle Swanson, City of Olympia</li> <li>• Karen Parkhurst, TRPC</li> <li>• tbd, Office of Financial Management</li> <li>• tbd, Department of Enterprise Services</li> <li>• Brian Lagerberg, WSDOT Public Transportation</li> <li>• John Wynands, WSDOT Olympic Region</li> </ul>	<p><b>Project Sponsors:</b></p> <ul style="list-style-type: none"> <li>• Executive and management level engagement</li> <li>• Strategic advice and troubleshooting</li> <li>• Document and process review</li> <li>• Recommendation review and approval</li> </ul>