

DRAFT

Project Brief: Jurisdiction Training

1. **Project description**
 - a. Identify and provide foundational materials and resources available for implementers in starting and/or maintaining a Commute Trip Reduction program.
2. **Why are we doing this work?**
 - a. Jurisdictions lack a central source of information for maintaining and updating their programs. This is a risk for jurisdictions that experience staff turnover and a challenge for new jurisdictions that initiate CTR programs.
 - b. Materials and trainings are available to implementers, but they may be out of date or disaggregated.
3. **What are we trying to achieve?**
 - a. Provide a consolidated, basic materials and resources for operating a CTR program and communicating updates.
 - b. Inform basic steps for CTR compliance in jurisdictions new to the program or experiencing change.
4. **What are the anticipated products/deliverables?**
 - a. Author a “needs assessment” of the type of resources/trainings/support required of jurisdictions in the current biennium.
 - b. Generate a list of materials and resources that must be updated for the next biennium.
 - c. A project workplan that responds to the needs assessment and identifies timeline for consolidating / developing new materials.