

# **CTR-Tool Replacement**

## **TDM Technical Committee**

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February 8, 2023

# Current Timeline

High-level tasks and milestones identified

Potential for additional outreach and engagement efforts that are not outlined in the chart

Tasks and Milestones	2022				2023									
	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT
Finalize contract	█	█												
Finalize Proj. team roles and responsibilities		█	█											
Review and update key metrics		█	█	█	█	█	█	█	█	█	█			
Support system configuration and set up			█	█	█	█	█	█	█	█	█			
Engagement & Standardization of Add'l modules for CTR Survey and Program Report			█	█	█	█	█	█	█	█				
Develop training methods and materials					█	█	█	█	█	█	█			
Test system (Boeing Pilot)								█	█	█				
Re-configure based on feedback									█	█	█	█		
Administrator's Launch Party!											█	█		
Training ETCs and Implementers											█	█	█	█
First Surveys (outside Pilot)													█	█

# Goals for future engagement

By this July, we will have:

- built stakeholder confidence and trust in the project
- built stakeholder understanding of the new system
- aligned stakeholder expectations with the tool
- obtained stakeholder input that influences:
  - localized questions for the CTR survey and program report
  - Data collection medium (e.g. online, mobile, paper, equivalent data, OCR/OMR)
  - updated survey information in the CTR Guidebook and CTR agreement template
  - training materials and methods

# Milestones and Opportunities

- February – June: Questions of the (week/month) distributed via email to CTR partners
- February – June: available for Q&A session at implementers workgroup
- February – March: internal engagement on survey/data collection medium options
- April – June: online office hours with Rebecca
- April/May: Boeing pilot
- April/May: preview tool, compare functions to requirements, user-testing (how this tool meets requirements)
  - April - June: develop training materials
  - June: test training materials
- June: establish a change request log and process for requests for changes and communicate these to stakeholders
- July – September: training
- September: tool open for surveying