

# **CTR-Tool Replacement**

## **TDM Technical Committee**

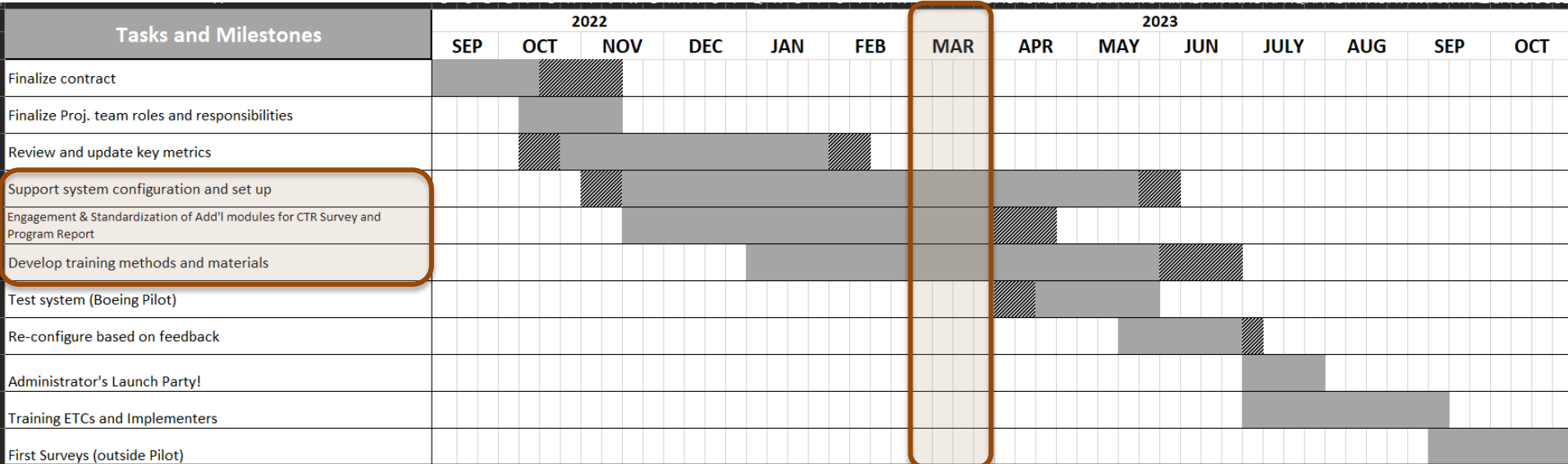
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# Current Timeline

High-level tasks and milestones identified

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



# Milestones and Opportunities

- February – April: finalizing the set of supplemental questions
- February – March: internal engagement on survey/data collection medium options
- February – 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

# 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

# Engagement: Office Hours

- For users of the new tool to learn about key functionalities
- Held two Office Hours
- Great turnout with over 20 participants each time
- On-hold until tool is viewable in the Spring for walk-through
- Some of the topics we discussed:
  - Response Rate Policy
  - Reporting and Analytics differences in the new tool
  - Full-time remote worker policy
  - Use of the tool for non-CTR affected worksites
  - Future of paper surveying
  - Survey translations
  - Training

# Engagement: Supplemental Questions

- Formally known as “Localized Questions”
  - These are the questions made available for jurisdictions to use within the Program Report and CTR Survey to meet their business needs
  - Jurisdictions will have the same set of Supplemental Questions to choose from and add-on to the core questions for both the CTR Survey and Program Report
- Have had one out of the three scheduled working group sessions
- First meeting resulted in many suggested edits that implementers agreed to
- Based on feedback a third session was scheduled
- Waiting on jurisdictions to return the form with their chosen questions
  - These questions will then be passed to RideAmigos for implementation