

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	TDM Workplan July 2022 - September 2023, (updated February 2023)	Project Lead	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2	CTR Plans Updates												
3	Develop approach and timeline	Sylvia											
4	Summary and assessment of legal requirements and previously published plan guidance						Completed						
5	Summary of Implementers response to Proposal of CTR Performance Goals					Completed							
6	Draft and approve exemption language						Completed						
7	Recruit stakeholders and develop work plan to draft proposal		Completed										
8	Draft proposal for plan updates*						Completed						
9	Request approval for proposal						Completed						
10	Determine length of next CTR plans							Engagement	Decision				
11	Draft guidance												
12	Revisit funding formula, CTR budget, add or remove jurisdictions	Sylvia											
13	Summarize existing formula and methodology, inform staff						Completed						
14	Summarize existing policies related to adding or removing jurisdictions		Not Started										
15	Draft purpose statement and work plan			Completed									
16	Engagement to develop consent on funding formula options							Engagement	Engagement				
17	Draft and vet funding formula options								Engagement	Engagement	Engagement		
18	Finalize 23-25 funding formula and budget											Decision	
19	Update CTR contracts												
20	State CTR Plan	Patrick											
21	Develop project brief								On track				
22	Develop work plan								On track				
23	Research and incorporate relevant state priorities for inclusion in plan								On track				
24	Draft plan									On track			
25	Complete draft of plan for review												Decision
26	Establish 23-27 state performance targets	Patrick											
27	Draft purpose, objectives and work plan		Completed										
28	Summarize existing policies, formula, and methodology		Completed										
29	Draft and vet options							On track					
30	Engagement on state performance metric								On track				
31	Develop consent to pursue DAR state performance target, include in State CTR Planning process								Decision				
32	Develop method for performance metric									Decision			
33	Develop and provide training for CTR plan updates	Sylvia											
34	Develop and revise planning guidance												
35	Develop and test training methods and materials												

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37	Mobility Partnerships Proposal	Ricardo											
38	Finalize one pager		Completed										
39	Complete engagement plan		Completed										
40	Develop list of stakeholders			Completed									
41	Produce talking points			Completed									
42	Roadshow presentations							On track					
43	Modify proposal based on legislative feedback								Decision				
44	Support stakeholders' implementation of engagement plan									On track			
45	CTR Surveys 2021-2023	Michael											
46	Update WSU system, prepare for use, QR code? paper surveys?			Completed									
47	Jurisdictions conduct surveys					Completed							
48	Survey requirement exemption								Decision				
49	Support jurisdictions survey planning and implementation												
50	Data analytics for 21-23 CTR Report												
51	Shut down and close out contracts and systems												
52	CTR Survey Tool Replacement 2023-2025	Rebecca											
53	Finalize contract, funding for system, staffing, roles and responsibilities				Completed								
54	Engagement and Outreach Plan								On track				
55	Support system configuration and set up								On track				
56	Develop and refine training methods and materials								Starting				
57	Test System (Boeing Pilot)												
58	Re-configure based on feedback												
59	Launch Party - Get logged in and training of new system												
60	Open for use (Surveying - outside Pilot)												
61	Training for CTR Cities, Counties and Regions to Deliver Existing CTR Program	Patrick											
62	Gather and assess existing training materials			Completed									
63	Draft purpose statement and work plan			Completed									
64	Determine training method				Completed								
65	Develop work plan					Completed							
66	Needs Assessment					Completed							
67	Compile Training Materials					Completed							
68	Update Training Materials												
69	Conduct Contract Training								Delayed	Pending			
70	Conduct Survey Training									Pending			
71	Solicit Feedback												
72	Summarize and report out												

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74	CTR Tax Credit Update	Patrick											
75	Review and document current tax credit, history, and JLARC studies									In process			
76	Draft purpose statement, project brief, and work plan									In process			
77	Research and assess options to update for 2024 leg sessions												
78	Develop and submit Agency Request										Decision		
79	RideshareOnline.com System Review and Revision (Carol w/ Stan and Thomas)	Carol											
80	Complete draft evaluation report												
81	Develop list of options for internal review												
82	Develop stakeholder outreach approach												
83	Conduct stakeholder outreach												
84	Refine list of options based on outreach. Develop recommendation												
85	Present to TDM Tech Committee												
86	Develop implementation plan											Decision	
87	Present to TDM Executive Board												
88	State Agency CTR	Christie											
89	Review documentation on goals and technical guidance						Completed						
90	Review current CTR program guidance with the Office of Financial Management and the interagency CTR Board to identify opportunities to improve.						Completed						
91	Update guidance for state agency CTR policy implementation and reporting.									Completed			
92	Draft 2023-2025 State Agency CTR Action Plan									On track			
93	WSDOT CTR	Christie											
94	Evaluate current internal CTR communication methods and create annual CTR schedule of events.								On track				
95	Evaluate and update CTR documents presented at New Employee Orientation.								On track				
96	Generate and evaluate preliminary 2021-2023 financial report.								On track				
97	Determine the CTR needs of both our teleworkers and commuting employees. Identify and list CTR objectives.									On track			
98	Review approved 2020 incentive and subsidy proposal. Update and re-submit for approval.									On track			
99	Evaluate current CTR budget and create 2023-2025 internal CTR budget.									On track			