	TDM Workplan July 2022 - September 2023, (*updated April 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	Completed				
11	Draft guidance										On track		
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							Completed					
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								Completed				
22	Develop work plan								Completed				
23	Research and incorporate relevant state priorities for inclusion in plan								Completed				
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						Completed						
30	Engagement on state performance metric								Completed				
31	Develop consent to pursue DAR state performance target, include in State CTR Planning process								Completed				
32	Develop method for performance metric									**Decision**	Completed		
33	*Develop and provide training for CTR plan updates*	Sylvia											
34	Develop and revise planning guidance												
35	Develop and test training methods and materials												

TDM Workplan July 2022 - September 2023, (*updated February 2023*)	Project Lead	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Mobility Partnerships Proposal	**Ricardo**											
Finalize one pager		Completed										
Complete engagement plan		Completed										
Develop list of stakeholders			Completed									
Produce talking points			Completed									
Roadshow presentations							Completed					
Modify proposal based on legislative feedback								Completed				
Develop 2024 approach (New)												
CTR Surveys 2021-2023	**Michael**											
Update WSU system, prepare for use, QR code? paper surveys?			Completed									
Jurisdictions conduct surveys					Completed							
Survey requirement exemption								Decision				
Support jurisdictions survey planning and implementation							Completed					
Data analytics for 21-23 CTR Report										On track		
Shut down and close out contracts and systems												
CTR Survey Tool Replacement 2023-2025	**Rebecca**											
Finalize contract, funding for system, staffing, roles and responsibilities				Completed								
Engagement and Outreach Plan								Completed				
Support system configuration and set up										On track		
Develop and refine training methods and materials										On track		
Test System (Boeing Pilot)										On track		
Re-configure based on feedback												
Launch Party - Get logged in and training of new system												
Open for use (Surveying - outside Pilot)												
Training for CTR Cities, Counties and Regions to Deliver Existing CTR Program	**Patrick**											
Gather and assess existing training materials			Completed									
Draft purpose statement and work plan			Completed									
Determine training method				Completed								
Develop work plan					Completed							
Needs Assessment					Completed							
Compile Training Materials					Completed							
Update Training Materials												
Conduct Contract Training												
Conduct Survey Training												
Solicit Feedback												
Summarize and report out												

#	TDM Workplan July 2022 - September 2023, (*updated February 2023*)	Project Lead	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
73													
74	**CTR Tax Credit Update**	Patrick											
75	Review and document current tax credit, history, and JLARC studies									Completed			
76	Draft purpose statement, project brief, and work plan									Completed			
77	Research and assess options to update for 2024 leg sessions									On track			
78	Develop and submit Agency Request										On track		**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									Completed			
84	Refine list of options based on outreach. Develop recommendation									On track			
85	Present to TDM Tech Committee											On track	
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.									Competed			
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.												
95	Evaluate and update CTR documents presented at New Employee Orientation.												
96	Generate and evaluate preliminary 2021-2023 financial report.												
97	Determine the CTR needs of both our teleworkers and commuting employees. Identify and list CTR objectives.												
98	Review approved 2020 incentive and subsidy proposal. Update and re-submit for approval.												
99	Evaluate current CTR budget and create 2023-2025 internal CTR budget.												