	A	B	H	I	J	K	L	M	N	O	P	Q	R	S
	TDM Workplan July 2022 - September 2023, (_updated June 2023_)	Project Lead	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**
2	**CTR Plans Updates**													
3	_Develop approach and timeline_	Sylvia												
4	Summary and assessment of legal requirements and previously published plan guidance													
5	Summary of Implementers response to Proposal of CTR Performance Goals													
6	Draft and approve exemption language													
7	Recruit stakeholders and develop work plan to draft proposal													
8	Draft proposal for plan updates*													
9	Request approval for proposal													
10	Determine length of next CTR plans		Engagement	Completed										
11	_Revisit funding formula, CTR budget_	Sylvia												
12	Summarize existing formula and methodology, inform staff													
13	Summarize existing policies related to adding or removing jurisdictions		Completed											
14	Draft purpose statement and work plan													
15	Engagement to develop consent on funding formula options		Engagement	Engagement										
16	Draft and vet funding options			Engagement	Engagement	Engagement								
17	Finalize 23-25 funding formula and budget						Complete							
18	Issue award letters							Completed						
19	_Establish 23-27 state performance targets_	Patrick												
20	Draft purpose, objectives and work plan													
21	Summarize existing policies, formula, and methodology													
22	Draft and vet options		Completed											
23	Engagement on state performance metric			Completed										
24	Develop consent to pursue DAR state performance target, include in State CTR Planning process			Completed										
25	Develop method for performance metric				Decision	Completed								
26	_State CTR Plan_	Patrick												
27	Develop project brief			Completed										
28	Develop work plan			Completed										
29	Research and incorporate relevant state priorities for inclusion in plan			Completed										
30	Draft plan						Completed							
31	Complete draft of plan for review and comment							Completed						
32	Approve and adopt draft								Decision					
33	Incorporate local plan elements													
34	_Develop and provide trainings for CTR plan updates_	Sylvia												
35	Develop planning guidance							On track						
36	Develop and test training methods and materials													
37	_CTR Affected or non-affected cities_	Maya												
38	Develop project brief							Completed						
39	Develop project workplan and implement													
40	_CTR Administrative Work Plan review and approval process_	Patrick												
41	Develop project brief and work plan							On track						
42	Review and approve													

	A	B	H (JAN)	I (FEB)	J (MAR)	K (APR)	L (MAY)	M (JUN)	N (July)	O (Aug)	P (Sept)	Q (Oct)	R (Nov)	S (Dec)
43	**TDM Workplan July 2022 - September 2023, (*updated June 2023*)**	Project Lead	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	July	Aug	Sept	Oct	Nov	Dec
44	**Training for CTR Cities, Counties and Regions to Deliver Existing CTR Program**	Patrick												
45	Gather and assess existing training materials													
46	Draft purpose statement and work plan													
47	Determine training method													
48	Develop work plan													
49	Needs Assessment													
50	Compile Training Materials													
51	Update Training Materials													
52	Conduct Contract Training													
53	Conduct Survey Training													
54	Solicit Feedback													
55	**Mobility Partnerships Proposal**	Ricardo												
56	Finalize one pager													
57	Complete engagement plan													
58	Develop list of stakeholders													
59	Produce talking points													
60	Roadshow presentations		Completed											
61	Modify proposal based on legislative feedback			Completed										
62	Develop 2024 approach and work plan							On track						
63	Implement													
64	**CTR Surveys 2021-2023**	Michael												
65	Update WSU system, prepare for use, QR code? paper surveys?													
66	Jurisdictions conduct surveys													
67	Survey requirement exemption			Decision										
68	Support jurisdictions survey planning and implementation		Completed											
69	Data analytics for 21-23 CTR Report							On track						
70	Shut down and close out contracts and systems							On track						
71	**CTR Survey Tool Replacement 2023-2025**	Rebecca												
72	Finalize contract, funding for system, staffing, roles and responsibilities													
73	Engagement and Outreach Plan			Completed										
74	Support system configuration and set up													
75	Develop and refine training methods and materials													
76	Test System (Boeing Pilot)							On track						
77	Re-configure based on feedback							On track						
78	Launch Party - Get logged in and training of new system													
79	Open for use (Surveying - outside Pilot)													

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	TDM Workplan July 2022 - September 2023, (*updated June 2023*)	**Project Lead**	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**
81	**CTR Tax Credit Update**	**Patrick**												
82	Review and document current tax credit, history, and JLARC studies				**Completed**									
83	Draft purpose statement, project brief, and work plan				**Completed**									
84	Research and assess options to update for 2024 leg sessions				**On track**									
85	Develop and submit Agency Request						**Completed**							
86	Develop work plan and implement							**On track**						
87	**RideshareOnline.com System Review and Revision (Carol w/ Stan and Thomas)**	**Carol/Thomas**												
88	Complete draft evaluation report													
89	Develop list of options for internal review													
90	Develop stakeholder outreach approach													
91	Conduct stakeholder outreach				**Completed**									
92	Refine list of options based on outreach. Develop recommendation							**Completed**						
93	Develop three implementation plans							**On track**						
94	Present prefered option to TDM management (decision)													
95	Present to prefered option TDM Tech Cmte (inform)													
96	**State Agency CTR**	**Christie**												
97	Review documentation on goals and technical guidance													
98	Review current CTR program guidance with the Office of Financial Management and the interagency CTR Board to identify opportunities to improve.													
99	Update guidance for state agency CTR policy implementation and reporting.				**Competed**									
100	Draft 2023-2025 State Agency CTR Action Plan							**On track**						
101	Reviewing agency CTR policies and financial reports							**On track**						
102	**WSDOT CTR**	**Christie**												
103	Evaluate current internal CTR communication methods and create annual CTR schedule of events.													
104	Evaluate and update CTR documents presented at New Employee Orientation.													
105	Generate and evaluate preliminary 2021-2023 financial report.													
106	Determine the CTR needs of both our teleworkers and commuting employees. Identify and list CTR objectives.													
107	Review approved 2020 incentive and subsidy proposal. Update and re-submit for approval.													
108	Evaluate current CTR budget and create 2023-2025 internal CTR budget.													