

	A	B	H	I	J	K	L	M	N	O	P	Q	R	S
1	TDM Workplan July 2022 - September 2023, (updated July 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 formula 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													On track
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								On track					
40	CTR Administrative Work Plan review and approval process	Patrick												
41	Develop project brief and work plan								On track					
42	Review and approve								On track					

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43	TDM Workplan July 2022 - September 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					Completed								
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								On track					
79	Open for use (Surveying - outside Pilot)													

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80	TDM Workplan July 2022 - September 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 preferred option to TDM management (decision)													
95	Present to preferred 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.				Completed									
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.													