2009 Five-Year Community Transportation Service Plan
Productivity Planning
Timeline of Activities for ITRE Staff for EACH Plan

Steps	Primary Tasks	Timeline in Weeks 1	2	3	4	5	6	7	8	6 Months Later	Result
1	Pre-Call for Project Notification	See 5-Year CTSP Timeline of Activities for detail									Email on CTP list serve
2	Twice yearly Call for Projects										Memo and email submitted by PTD
3	Send out Performance Planning - Business Practices Questionnaire and Employee Information Worksheet	↔	↔								Transit systems received questionnaire and worksheet to be completed in 2 weeks
4	Receive Documents and Generate Draft Results			↔	↔						ITRE staff processes data received from participating transit systems
5	Meet with System to review draft plan					▲					Included in the meeting: Director, Operations Manager and others with knowledge about survey data; ITRE staff
6	Finalize Plan					↔	↔	↔			ITRE staff develops final plan
7	Final plan deliverable								▲		Transit System signs off on plan and plan is submitted to PTD for use in 5-Year CTSP
8	Check in to see if recommendations followed									★	ITRE staff conducts reevaluation of final plan

↔ ***Timeline in Weeks***

★ ***One-Day Activity***

▲ **Conf. Call/Mtg.**