

Task	Task Lead	Scope Task #	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17
<i>Immediate Action Items</i>																			
TMA Organization Memo	WS	3.1																	
Compliance & Monitoring Documents	FP	4.2																	
<i>Data Collection</i>																			
Employee Surveys & Baseline Data	FP with WS support	5.3																	
Project & Conditions Excel Database Tool	FP	5.6																	
<i>Mid-Range Planning</i>																			
Parking Plan	FP	5.12																	
Shuttle Service Plan	WS	5.8																	
<i>General Outreach & Marketing (Can Begin Prior to TMA Formation)</i>																			
TMA Website	FP	5.9																	
TMA Meetings & Training Sessions	WS	5.5																	
General Employer Outreach / Q&A	WS	5.7																	
Marketing Material Development	WS	5.1																	
Meetings with Staff	WS	6.6	<i>ongoing</i>																
Public Meetings	WS	6.7	<i>ongoing</i>																
Employee Benefit Events	WS	6.8	<i>ongoing</i>																
<i>TMA Set-Up</i>																			
TMA Formation (Initial IRS Submittal)	WS	5.1																	
TMA Financial Systems	WS	5.2																	
<i>TMA Operations</i>																			
Initial Program Set-Up	WS	5.11																	
Employer Compliance Assistance	WS	5.4																	
Documentation of website maintenance	WS	6.3																	
Completed compliance and monitoring documentation	FP	6.4																	
Final Year One Report	WS	6.5																	
Promotional materials for relevant programs	WS	6.2																	
Guidelines for new services	WS	6.9																	
TMA General Administration & Management	WS	6.1																	

IRS Review

ongoing contingent on TMA formation
ongoing contingent on TMA formation
ongoing contingent on TMA formation