# [Company name]

# **WORKPLAN [20XX]­­­­­­­­­­­**

Employee Transportation Coordinator:

Typology:

Current Situation

Number of Employees:

Current Modal Split (see sample survey in Appendix 3):

Identified Transportation Challenges:

Identified Transportation Opportunities:

Available Resources:

Available Staff Capacity:

Goals:

1.

2.

3.

Workplace Strategies

Based on workplace situation, goals and capacity a maximum of four key strategies in addition to the base strategies can be deployed:

1.

2.

3.

4.

Strategy 1

Goal:

Tactics:

Resources Required:

Who needs to be involved:

Deliverables and Timeline:

Strategy 2

Goal:

Tactics:

Resources Required:

Who needs to be involved:

Deliverables and Timeline:

Strategy 3

Goal:

Tactics:

Resources Required:

Who needs to be involved:

Deliverables and Timeline:

Strategy 4

Goal:

Tactics:

Resources Required:

Who needs to be involved:

Deliverables and Timeline:

[20XX] Commute Options Activity Calendar

|  |  |
| --- | --- |
| January | February |
| March | April |
| May | June |
| July | August |
| September | October |
| November | December |