Travel and Transportation Management Planning Timeline Spreadsheet Procedures
for Tracking Projects

Background:

The State Travel and Transportation Management Planning Schedule Spreadsheet is used as a national database and planning tool for travel and transportation management projects. Through FY14, the vast majority of travel and transportation management (TTM) projects were submitted as funding requests through the BLM's Budget Planning System (BPS). For each BPS project submittal a unique number was automatically generated to assist with cataloging and tracking purposes. The State Travel and Transportation Management Planning Schedule Spreadsheets used BPS as a project database; these project numbers provided a means to search for and/or access the detailed project descriptions. With the shutdown of BPS in July of 2014, an interim method is needed to store and track TTM projects.

In order to be consistent with the 2020 TTM Vision Document, states should focus on tracking TTM projects with planned completion dates within 5 years. In the State Travel and Transportation Management Planning Timelines 2015 spreadsheet created for the FY15 TTMP Planning Schedule update, a column header "Project Tracking Number (link) Folder" has been added. This header provides a hyperlink to the BLM's CTTMT SharePoint Site where a folder has been generated (State Travel and Transportation Planning Projects Folder) containing state specific sub-folders where Federal Lands Transportation and Federal Lands Access program project write-up documents can be stored. State TTM Leads will be responsible for verifying that each document will have a unique project number. This number will correspond to the number entered into the "Project Tracking Number (link) Folder" column within the 2015 State TTMP Schedule Spreadsheet for that specific project.   These unique project numbers and project write-up documents will be created and managed by the individual states TTM leads. The project numbers will have the following format; a two letter state identifier, the fiscal year the project was identified, and a three digit number (i.e. WY-15-123). The documents will be available for edits and updates year round which will make the most up-to-date project information available to state and Washington Office program leads.