

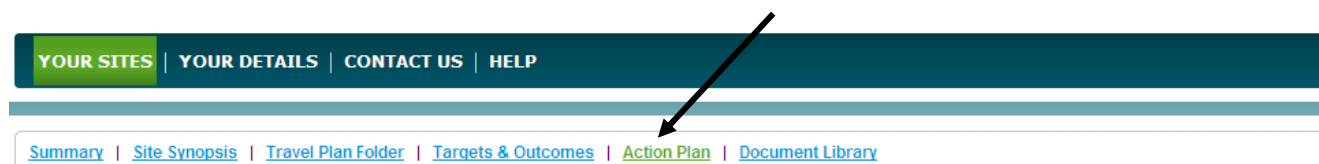


### 3.4 Inputting Actions

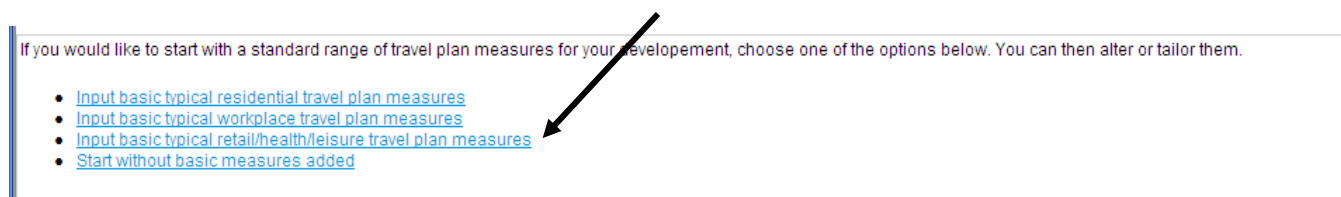
The Action Plan contains timings for the measures you are going to implement in your travel plan. It is a useful project management tool that will allow you and Somerset County Council to keep track of the commitments you have made within your approved travel plan.

**Note.** You must have had your Site Synopsis approved at this stage.

1. Logged into your site from **Your Sites**
2. Click on **Action Plan**.



3. You can decide to select from sets of standard actions that often appear in travel plans, to save you time completing your Action Plan. You then only need to amend and add to these, rather than finding them in the system and adding them all. The measures under each option are in the table below.



Basic residential measures	Basic workplace measures	Basic visitor-based facility measures
<ul style="list-style-type: none"> <li>● Green travel vouchers</li> <li>● Smarter Travel Information Pack (Residential)</li> <li>● Site-specific travel information leaflet</li> <li>● Green Travel Group</li> <li>● Promotions</li> <li>● Website information</li> <li>● External noticeboards</li> <li>● Marketing campaign</li> <li>● Newsletters</li> <li>● Travel plan coordinator</li> <li>● Cycle parking - residential</li> <li>● Motorcycle parking spaces - uncovered (marked and signed)</li> <li>● On-site benches</li> <li>● Home office space</li> </ul>	<ul style="list-style-type: none"> <li>● Website information</li> <li>● Smarter Travel Information Pack</li> <li>● Cycle parking - staff</li> <li>● Lockers</li> <li>● Showers</li> <li>● Car share parking spaces</li> <li>● Travel plan coordinator</li> <li>● Internal noticeboards/travel information point</li> </ul>	<p><b>As Workplace Measures Plus:</b></p> <ul style="list-style-type: none"> <li>● Motorcycle parking spaces - uncovered (marked and signed)</li> <li>● On-site benches</li> <li>● Smarter travel information leaflet</li> <li>● Cycle parking - visitors</li> <li>● On-site walking routes</li> </ul>

4. To add further actions, press the **ADD** button in the top left-hand corner of the **Action Plan** table. Choose from the list of actions already on iOnTRAVEL.

**Note.** If you have something in your travel plan that is **not listed**, contact SCC and they will add it to the listings for you.


- a. **Choose a category** of action; these are usually listed by mode of travel (there is a list in the Appendix of this manual).
- b. **Enter the following details** (where requested) for each action in your approved travel plan:

- Name of Action
- Phase of Construction
- Quality or specification
- Provision (Quantities to be implemented)
- Start dates and end dates (shown as 'Service' in the Action Plan once action is entered)
- Owner (person responsible)
- Location (where applicable)
- Comments (where applicable)
- Frequency of implementation (where applicable)

An example of the layout of these fields on-screen is shown below.

**Entry tool for travel plan actions:**

Enter the details of the new action

Category  Residential [Change Category](#)

Action:

Now: Enter your details in the form below

Phase:

Provision to be Implemented:

Start Date:

OR

End Date:

OR

Owner:

Location Description:

Please describe locations in comments

**Note.** Where there are a number of actions of a similar type within a phase, e.g. ranks of cycle parking in different locations, you should **add a separate action** for each and **add the location information** in Location Description and/or Comments.

- You can **comment** on or **delete** actions before you submit them:



Leave a comment



Remove or delete an action

- You can **add documents** (e.g. a plan of cycle parking) to help support each action using the icons on the right of the screen:



Add a document

- You can **change an action** before submitting it using the **EDIT** button next to the action you would like to alter.

- The Action Plan must be approved by SCC.** When you are ready to submit your **full and entire action plan** to Somerset County Council for checking against your approved travel plan, click **Submit Action Plan** at the top of the screen.

**Note.** The action plan will be locked once approved. To add any further actions, you will need to contact SCC.

Some actions appear **automatically** on your action plan - these relate to the monitoring of your travel plan and help you manage the reporting of data to Somerset County Council. You will not be able to edit these.