

State TTM Planning Schedule Process Overview/ TTM Planning Schedule: Accessing, Sharing, and Granting Permissions within Google Sheets

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1. State TTM Planning Schedule Process Overview

State Travel and Transportation Management Planning Schedules

The process for updating State Travel and Transportation Management Planning Schedules has changed. For each state, a new TTM planning schedule spreadsheet template has been created using Google Sheets. This template contains data fields or elements specific for each state and the associated field offices (FOs) and will serve as a direct crosswalk to the forthcoming Travel Management Area and Plans (TMAP) data standard described below. State TTM planning schedules are to be updated by each BLM state using a new process that utilizes the Google Sheet (spreadsheet) application which is part of the Google Drive web service.

These Google Sheets are best accessed using the Recreation and Visitor Services Division [WO-250 TTMT SharePoint Site: State Travel and Transportation Planning Schedules](#). Within the WO-250 TTMT SharePoint Site is a [TTM Planning Schedule and Data](#) page which serves as a table of links providing access to current and TTM planning schedules from past years. State TTM leads may request a Webinar from WO-250 to provide staff a step by step walkthrough of this new process. The FOs must list TTM plans in priority order on their state's TTM planning schedule while focusing on a 5-year strategy for completion of TTM projects. In addition, FOs must develop separate project plans in BPSS for each TTM plan.

Washington Office Instruction Memorandum 2016-040-Travel and Transportation Management Planning Schedules, Project Plans to Implement Greater Sage-Grouse Resource Management Plan Amendment or Revision Decisions

Instruction Memorandum (IM) 2016-040 (Feb. 2016) directed 17 FOs within 5 states (ID, NV, OR, UT and WY) to identify Greater Sage Grouse related TTM project plans and evaluate project priority rankings. These states were directed to update the respective sections of their state's TTM Planning Schedule and develop project plans that place priority on the development and implementation of travel management plans in Sagebrush Focal Areas (SFAs). These states which were required to respond to IM 2016-040 are asked to review those identifications and prioritizations and make adjustments as needed.

Travel Management Area and Plans (TMAP) data standard

The TMAP is a national data standard and dataset scheduled for release in early Fiscal Year (FY) 2017. The TMAP will provide national geospatial data for travel management areas, travel management planning boundaries, and off-highway vehicle (OHV) designation areas in the BLM's Enterprise GIS (E-GIS). All TMAs identified by states will also be entered into the national TMAP geospatial data standard. With the release of TMAP, a subsequent IM will

instruct state GIS staff to populate the TMAP dataset and ensure consistency between the dataset and the corresponding State TTM Planning schedule. All offices will be directed to use this standard when developing future TMAs, TMPs, or making OHV land designations.

A national TMAP data standard is essential for collecting the landscape-scale data necessary to identify management opportunities and challenges that may not be evident when managing smaller land areas. The TMAP data not only serves the crucial function of improving BLM travel and transportation planning, but is also invaluable to numerous BLM programs affected by travel and transportation management (e.g. water and air quality, wildlife habitat fragmentation, Greater Sage Grouse (GSG) habitat mitigation, engineering, realty, and cultural resources).

The specific number of travel management plans a state will attempt to complete in the next 5 years should be directly related to that state's TTM Planning Schedule spreadsheet (see paragraph above) and be reflective of that TTM plan's priority ranking.

The TMAP data standard and dataset is scheduled for release in FY2016. At that time, WO-250 will begin a coordination process with state GIS and TTM leads to: 1.) Locate all TMA, TMP, and OHV polygon data; 2.) crosswalk state transportation planning timelines into the TMAP database; and 3.) review data for consistencies across BPSS, state TTM planning timelines, and TMAP.

2. TTM Planning Schedule: Accessing, Sharing and Granting Permissions within Google Sheets

Introduction

The Google Sheet template used to create the State TTM Planning Schedules (Timelines) can be shared allowing state TTM leads to choose and control who can access and provide edits to the documents. Through sharing permissions, TTM leads can allow staff of their choosing to **view, edit, or comment** on their state's TTM Planning Schedule.

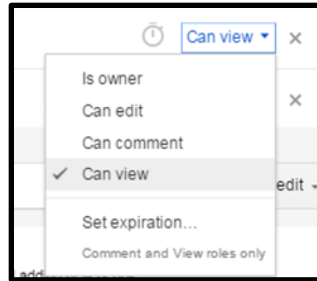
Granting different levels of access

When a document within Google Sheets/Google Drive platform is shared, the owner/editor of the document has the option to choose what can be done with that shared document. You can always change this share setting or stop sharing completely.

When sharing the TTM lead can choose whether the person with whom the document is being shared:

Can edit: Others can make changes and share a file with others. The default for sharing with specific people.

Can comment: Others can view and comment on a file but not make changes. You cannot comment on a folder.



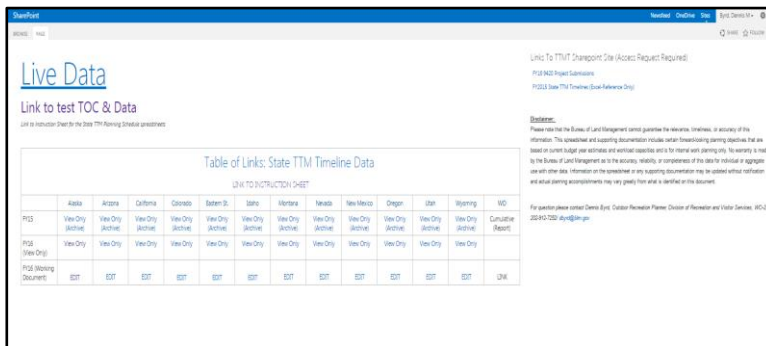
Can view: Others can open a file but not change it or comment. The default for link sharing.

Accessing and Opening your state’s TTM Planning Schedule Document

Note: There are 2 (two) options for accessing and opening your state’s TTM Planning Schedule documents.

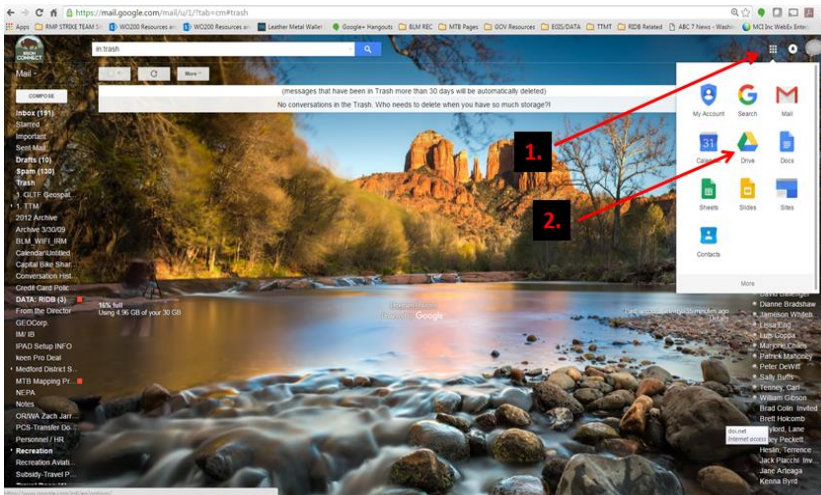
1. To access and open your state’s TTM Planning Schedule document you may:

Option A. Navigate to the National TTMT SharePoint Site where a page has been created which provides a centralized access point for all current and archived (past year) State TTM Planning Schedules by state. The site can be accessed by [clicking this link](#) or by using the link provided in IM (2016-XX) in which this document is attached.



Option B. Use the Google Drive (Shared with Me) Folder to access the TTM Planning 5-Year Strategy Document.

In the upper right corner of your Bison Connect (Google) e-mail page is an icon with 9 small squares.



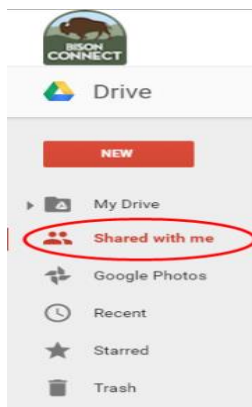
1. Click on those 9 small squares. (see image below)



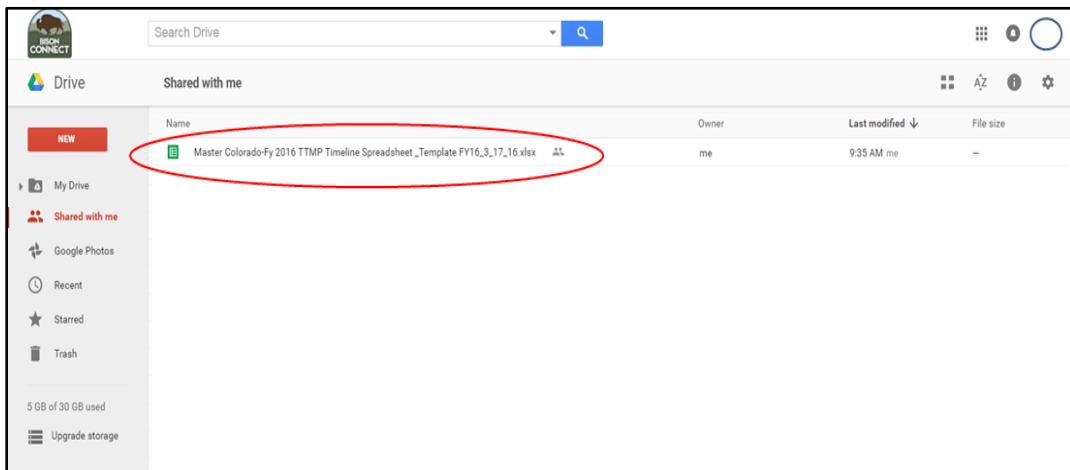
2. Within the drop down menu click on the Drive icon to open Google Drive.



3. Navigate to your “Shared with me” folder.



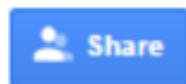
4. Click on the **Shared with me** text.
5. **Search for and Open** the Master (Your state) FY 2016 TTMP Timeline Spreadsheet Template FY16.xls document.



Through the use of Option A or Option B, at this step you have located and opened your state's TTMP Timeline Spreadsheet in Google Docs.

Sharing the Document: Once the document is located and open:

1. In the top right corner of the page, under your user name "xxxxx@blm.gov", click the **Share** button (see images below).



Master Colorado FY 2016 TMAP Timeline Spreadsheet_Template FY16_3_17_16.xlsx

File Edit View Insert Format Data Tools Help

Share

FY 2016 State Travel and Transportation Management Timeline

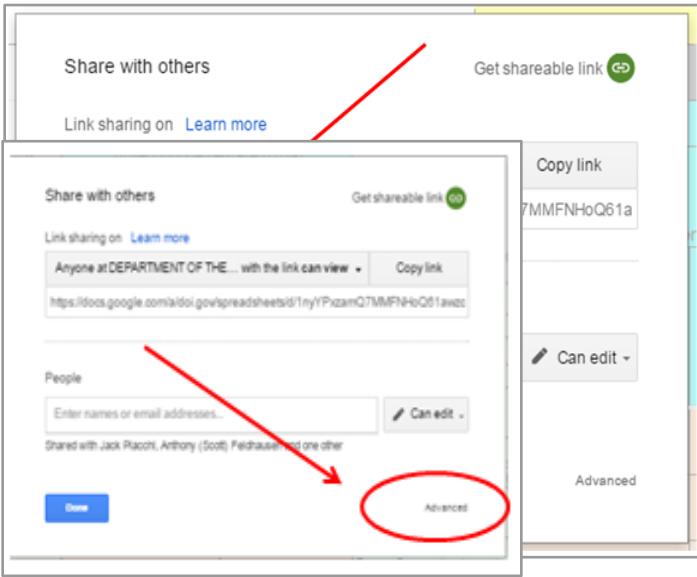
LINK TO INSTRUCTION SHEET

CO

FY 2016

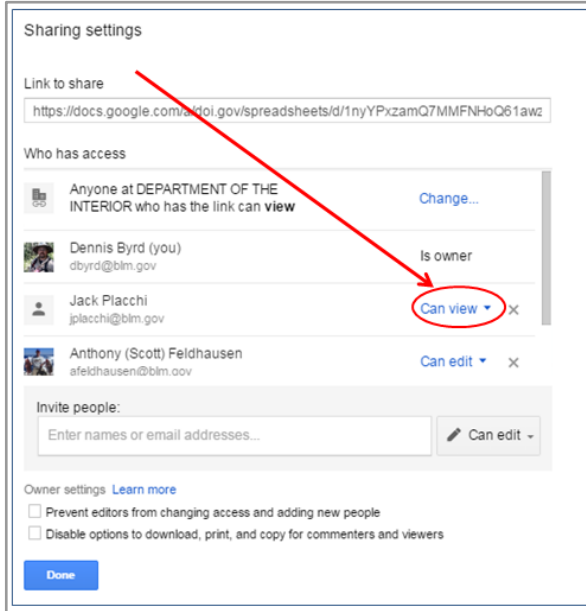
Category 1				Category 2				Category 3				Category 4				Category 5																															
Resource Management Plan (RMP)																Travel Management Plan (TMP)																															
Admin/Other Information																RMP Completion Status																Travel Management Plan (TMP)															
Order Number	Order Date	Order Code	Order Description	Order Status	Order Type	Order Code	Order Description	Order Status	Order Type	Order Code	Order Description	Order Status	Order Type	Order Code	Order Description	Order Status	Order Type	Order Code	Order Description	Order Status	Order Type	Order Code	Order Description	Order Status	Order Type	Order Code	Order Description	Order Status	Order Type																		
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- Under "People" in the "Share with others" box, type the email address of the person or Google Group you want to share with. **Tip:** Search for contacts by typing a name in the box.

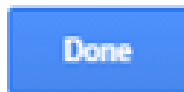


To choose if a person can view, comment, or edit the file, click the **Advanced** button in the lower right corner.

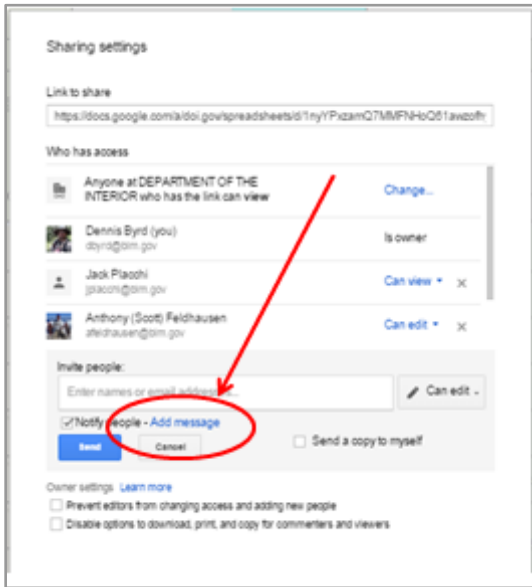
3. Here you can view everyone who has the document has been shared with. To change the permissions of a person, click on the down arrow next to the textbox.



4. When all changes are complete, Click **Done**. The **New** people with whom you shared will get an email letting them know you've shared a file. To add instructions to that email, **See step 5**.



5. To add a message to the auto-generated email being sent to the people with whom you are sharing the TTM Planning Schedule, locate the Add Message text and click on it. A text window will open allowing you to enter information or instruction for the document. When complete, Click **Done**.



Share the TTM Planning Schedule using a link

To share something with more than one person without entering individual email addresses, you can create a **link** that allows anyone within the BLM/ DOI to open it.

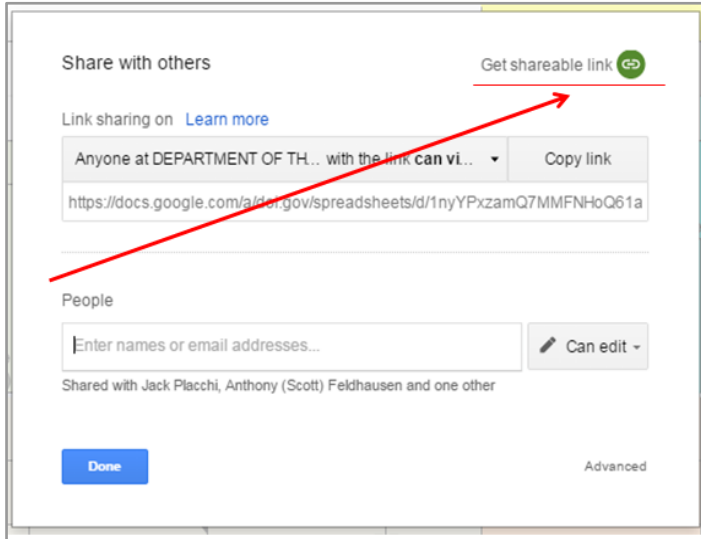
Note: If the intent is to share the document for **View Only** purposes, please share the [TTMT SharePoint Site Link](#). If the intent is to provide edit permission to multiple staff, please use the following instructions.

Using the process listed above, Accessing and Opening your state's TTM Planning Schedule Document. Then;

1. In the top right corner, click **Share**.

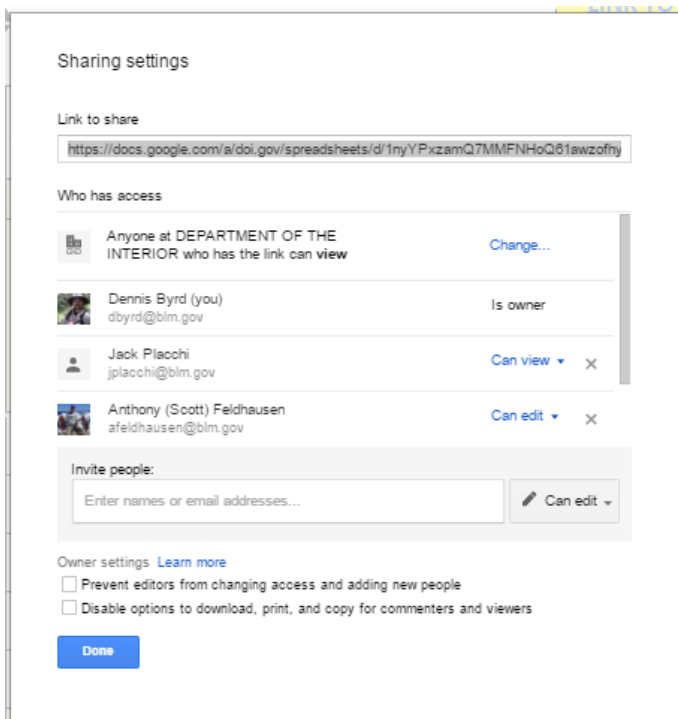


2. Click **Get shareable link** in the top right of the "Share with others" box.



3. A file link will be copied to your clipboard. Paste the link in an email or anywhere you want to share it.
4. To choose whether a person can view, comment, or edit the file, click the **“Advanced”** button located in the bottom right of the window (See image above).

By clicking on the Down arrow next to "Can View" permissions can be modified for the person you are sharing the document with. “Can View, Can Comment, or set a date for permission to expire.



Some Things to Note- Sharing and Saving Files

Sharing Files and Folders and Saving:

BLM files and folders cannot be shared publicly and can only be viewed and edited by individuals with BLM username. **Saving:** Google saves as you type. You don't need to click a save button. Unlike Google Docs, you must click outside of the cell you're typing in to save. Google Sheet automatically saves your document.