

# ADJUST YOUR COST PLAN

During the course of your mobility project, there will be opportunities and reasons to revise your budget/cost plan. Budgets may change due to changes in user needs, the market, line items, and the project's financial sustainability.

## Worksheet

Here is a list of questions to review that may trigger adjustments to your budget/cost plan:

### User Needs

- Is additional outreach needed to reach more members?
- Do service changes need to be made to serve the users' needs better? For example, longer operating hours, more bilingual staff, larger staff fleet sizes, incentives, etc.

### Sustainability

- What is the revenue to cost ratio, and is the pilot project on track for being a financially stable program?
- Is additional equipment and/or staff needed to meet demand in the current service area and induce demand in areas with less demand than expected?

## Sustainability (continued)

- Are there expansion opportunities for the pilot project, given its demand?
- What is the asset utilization rate? Is there the need and/or opportunity to increase utilization rates?
- What are other funding opportunities to go from pilot to program?

## Additional Factors

- Do insurance premiums need to be readjusted?

This section outlined the questions and topics applicable during both the planning and construction and project operations section. The next section provides cost information by mode as well as hyperlinks to existing project budget details.