**TD New Hire Onboarding Package**

**General Background:**

1. 5 boroughs
2. NYMTC region
3. 31-county region
4. State agencies: State DOT, NYMTC, MTA, NYNJPA, etc.
5. City agencies: DOT, DOITT, MODA, TLC, DPR, EDC, DOB, HPD, etc.
6. DCP organization: <http://www.dcp.nycnet/dcpcommons/downloads/pdf/about/orgchart/dcp-org-charts.pdf>

**IT Setup:**

1. Network Drives
   1. F drive (personal)
   2. G drive (Active Data, Active Project, Data Processing, etc.)
   3. M drive (GIS/DATA)
   4. X Drive (temporary exchange)
2. SharePoint
   1. DCP Home Page
   2. Transportation Division
   3. Agency-Wide Drive
   4. File Exchange
3. Desktop software
   1. Microsoft Office
   2. Adobe Suite
   3. ArcGIS
   4. QGIS
   5. Python (Anaconda Package)
   6. R (R Studio)
   7. DBeaver (PostgreSQL, SQL Server, SQLite, csv, etc.)
   8. Text Editor (VSC)
   9. GitHub Desktop
   10. Tableau
   11. Geosupport
4. Online tool
   1. AGOL
   2. Carto
   3. Box.com
   4. ZoLa
   5. Metro Region Explorer
   6. Population FactFinder
   7. GOAT
   8. Cyclomedia
5. Cloud Computing
   1. Digital Ocean
6. Mac Book
   1. Shared
   2. Mainly for access to DO
   3. Admin rights if necessary

**Data Resources:**

1. G Drive Active Data
2. The Guide: [DCP Guide to Planning Resources (sharepoint.com)](https://nyco365.sharepoint.com/sites/NYCPLANNING/the-guide/SitePages/Home.aspx?OR=Teams-HL&CT=1635264044237)
3. NYC Open Data: <https://opendata.cityofnewyork.us/>
4. BYTES of the BIG APPLE: <https://www1.nyc.gov/site/planning/data-maps/open-data.page>
5. NYC DOT Data Feeds: <http://www.nyc.gov/html/dot/html/about/datafeeds.shtml>
6. MTA Developer Resources: <http://web.mta.info/developers/developer-data-terms.html#data>
7. MTA Ridership: [Day-by-day ridership numbers | MTA](https://new.mta.info/coronavirus/ridership)
8. NYMTC TIG: <https://www.nymtc.org/DATA-AND-MODELING/Transportation-Information-Gateway>
9. NYS GIS Clearinghouse: <http://gis.ny.gov/gisdata/>
10. NTAD: <https://data-usdot.opendata.arcgis.com/>
11. Citi Bike: <https://www.citibikenyc.com/system-data>
12. TLC Data: <https://www1.nyc.gov/site/tlc/about/data.page>
13. Census Data: <https://data.census.gov/cedsci/>
14. CTPP: <https://ctpp.transportation.org/>
15. LEHD: <https://lehd.ces.census.gov/>
16. NYMTC Regional Household Travel Survey: <https://www.nymtc.org/DATA-AND-MODELING/Travel-Surveys/2010-11-Travel-Survey>
17. MTA Travel Survey: <https://new.mta.info/transparency/surveys>

**Selected Readings:**

1. Transportation Conditions and Trends Report (Transportation Division)

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1. DCP 2020 Travel Trends Report: <https://storymaps.arcgis.com/stories/9ae470177d134f7fb42dac3ed61e37ad>
2. DCP Zoning Handbook: <https://www1.nyc.gov/assets/planning/download/pdf/about/publications/zoning-handbook/zoning-handbook.pdf>
3. Jerome Transportation Study: <https://www1.nyc.gov/site/planning/plans/cromwell-jerome/cromwell-jerome.page>
4. Inner Ring: <https://www1.nyc.gov/site/planning/plans/inner-ring-residential-parking/inner-ring-residential-parking.page>
5. OneNYC: <https://onenyc.cityofnewyork.us/>
6. NYC DOT Strategic Plan: <http://www.nycdotplan.nyc/>
7. NYC DOT Mobility Report: <https://www1.nyc.gov/html/dot/html/about/mobilityreport.shtml>
8. Vision Zero Report: <https://www1.nyc.gov/site/visionzero/index.page>
9. MTA Fast Forward: <https://fastforward.mta.info/>
10. RTP Plan 2045: <https://www.nymtc.org/Required-Planning-Products/Regional-Transportation-Plan-RTP/Plan-2045-Maintaining-the-Vision-for-a-Sustainable-Region>
11. RPA 4th Regional Plan: <http://fourthplan.org/>
12. Geography of Jobs: <https://www1.nyc.gov/site/planning/plans/region/region.page>
13. Bruce Schaller: <http://www.schallerconsult.com/>
14. Transit Center: <https://transitcenter.org/>
15. Comptroller Reports: <https://comptroller.nyc.gov/reports/>
16. NYMTC UPWP <https://www.nymtc.org/Portals/0/Pdf/UPWP/UPWP%202021-2022/Main%20Documents/2021-2022%20UPWP.pdf?ver=aCjo7T2gcLpQuTnCBdsg4Q%3d%3d>
17. DCP Transportation Division – Older reports, research and studies <https://www1.nyc.gov/site/planning/planning-level/transportation/transportation-resources.page>

**Miscellaneous:**

1. Mask
2. Health check/Vaccine
3. Dressing code
4. Restroom
5. Wifi
6. Conference room
   1. Capacity
   2. Booking
7. Headset & Camera
   1. Reception
   2. Return if not in use
   3. Cell phone
8. Food
9. Garbage
10. Building card/City card
11. Timesheet
12. Software
13. Phone
14. Remote access
15. Printer
    1. Color: Xerox7835\_31B
    2. BW: HP4015\_31B\_BW
16. ESS
    1. Commuter Benefit
    2. Health insurance
    3. Pension
    4. Union
    5. Tax
    6. Civil service
17. Training