

Calendar Year:	2024	TPAC Subcommittee Work Task List (Draft)		
Time Period:	August-January	Community Engagement		
Task Type	Task Month(s)	Description	Lead Agency(s)	
			CAMPO	GoTriangle
Recurring/Annual	July-Aug	Participate in the annual Wake Transit engagement & communications after-action review (AAR) event and draft any resulting updates to the Community Engagement Policy and/or Communications Plan.		x
Specialized	July-Aug	Finalize recommendations for CE Policy updates and incorporate, as needed, into the Work Plan Funding Request and Amendment Request application materials		x
Specialized	Aug-Nov	Develop a CFA Program policy for funding marketing and advertising of CFA funded projects	x	
Recurring/Annual	Aug-Jan	Receive project sponsor engagement activity presentations including Level 1 Engagement Plans, Level 2 strategies for project phases and Level 3 engagement summary reports.		x
Recurring/Annual	Aug-Jan	Review and provide feedback on Wake Transit program-level print and electronic materials developed for public distribution and/or partner use.		x
Recurring/Annual	Aug-Jan	Provide support and promotion of Wake Transit program-level engagement and communications activities and project-level as requested.	x	x
Recurring/Annual	Aug-Jan	Receive notice when the Wake Transit Tracker is updated and disseminate to your organizations.	x	
Recurring/Annual	Aug-Jan	Receive ongoing updates on transit related surveys; plans, processes and final reports (Ex. household survey, onboard results, ridership input, etc.)		x
Specialized	Aug-Jan	Act as the engagement branch of the 2035 Wake Transit Plan Update Core Technical Team (CTT) through the life of the Plan update process.	x	
Specialized	Aug-Jan	AAR Recommendation: Create variety of Wake Transit communication materials (Ex. video script, The Ride, website updates, PowerPoint presentations, etc.)		x
Recurring/Annual	Aug	Receive the updated Project Sponsor Engagement Presentations Schedule with FY2025 Work Plan additions and previous project status updates. (New list covers FY2018-2025)		x
Recurring/Annual	Aug	Receive the FY2025 Wake Transit Work Plan draft and recommended engagement summary report.		x
Recurring/Annual	Aug	Receive the FY2026 Wake Transit/TPAC Activities Master Calendar.	x	
Recurring/Annual	Aug	Receive a presentations on Wake Transit-funded, engagement-related expenditures. (Ex. Raleigh's FY25 planning, GoTriangle's project #TO002-D)		x
Recurring/Annual	Sept-Nov	Support the development and publication of the annual Wake Transit financial update and Progress Report for distribution in December.		x
Recurring/Annual	Oct-Jan	Participate in the FY26 Wake Transit Work Plan Level 2 Strategy development process and support the community outreach process.		x
Recurring/Annual	Nov-Dec	Develop the CE February-July Work Task List	x	
	June 27, 2024	Draft review - CE member comments due Wednesday, July 10th		
	July 25, 2024	Vote to adopt		

	August 15, 2024	TPAC considers endorsement		
--	-----------------	----------------------------	--	--

TPAC Subcommittee Work Task List