

Attachment B: Combined TPAC Subcommittee August-January Work Task Lists

Subcommittee **Planning & Prioritization**

Year **2022**
Time Period **August-January**

Task Type	Description	Task Month(s)	Lead Agency(s)		Partner Subcommittee		
			CAMPO	GoTriangle	B&F	P&P	PE&C
Recurring/Annual	Review and provide scope dispositions for Wake Transit Work Plan amendment requests	Aug-Jan	X		X		
Recurring/Annual	Review and provide input on the Wake Transit Work Plan FY23 Amendment and FY24 development schedules	Aug	X	X	X		X
Recurring/Annual	Review and provide input on the FY24 Wake Transit Work Plan Project/Budget request form	Aug	X	X	X		
Recurring/Annual	Review and provide input on the quarterly project status report and reimbursement forms	Aug-Sept		X			
Recurring/Annual	Discuss disposition and summary of recommendations based on annual review of bus service performance against adopted service guidelines and performance measures	Aug-Sept	X				
Recurring/Annual	Review and provide input on the draft FY22 Wake Transit Annual Report	Sept-Nov		X	X		X
Recurring/Annual	Review project funding requests and make recommendations for inclusion in the draft FY24 Wake Transit Work Plan.	Oct-Dec	X	X	X		
Recurring/Annual	Develop the P&P February-July Work Task List	Nov-Dec	X				
Specialized	Receive presentation of bus service project prioritization policy for discussion and finalization	Sept-Nov	X				
Specialized	Review Wake Transit project prioritization policy for needed adjustments based on completion of bus service prioritization policy included in the Bus Plan update, if needed.	Nov-Dec	X				



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Subcommittee

Community Engagement

Year **2022**

Time Period **August-January**

Task Type	Description	Task Month(s)	Lead Agency(s)		Partner Subcommittee		
			CAMPO	GoTriangle	B&F	P&P	CE
Recurring/Annual	After-Action Review: Participate in the annual Wake Transit community engagement after-action review process	Aug		x			
Recurring/Annual	Project Presentations: Review updated FY18-FY23 Project Engagement Presentations Schedule	Aug		x			
Specialized	CE Policy: Support engagement activities for a 45-day public review period for the updated Wake Transit Community Engagement Policy	Aug-Sept		x			
Specialized	CE Policy: Receive engagement summary and recommend TPAC adoption of the Wake Transit Community Engagement Policy	Sept-Oct		x			
Recurring/Annual	Work Plan: Receive the Wake Transit Work Plan FY23 Amendment and FY24 development schedules	Sept	x		x	x	
Recurring/Annual	Work Plan: Review and provide feedback on the the FY24 Wake Transit Work Plan CE Strategy	Oct-Nov		x			
Recurring/Annual	Work Plan: Review and provide feedback on draft FY24 Wake Transit Work Plan communications materials	Dec-Feb		x	x	x	x
Recurring/Annual	Project Presentations: Receive CE Strategy/Engagement Plan presentations <i>and</i> progress updates from Wake Transit Project Sponsors (not limited to those listed on the project presentation schedule)	Aug-Jan		x			
Recurring/Annual	Communications Activities: Provide ongoing support for Wake Transit engagement and communications activities being conducted in the region	Aug-Jan		x			
Recurring/Annual	Communications Materials: Receive and provide feedback on Wake Transit program print and electronic materials developed for distribution to the public or for partner use. (Note: GoT provide a list of any planned materials)	Aug-Jan		X			
Recurring/Annual	Annual Report: Support the development of the Wake Transit Financial Update and Annual Progress Report for distribution in December	Sept-Nov		x			
Recurring/Annual	Performance Tracker: Receive bi-annual presentation on updates to Performance Tracker	Aug-Jan	x				

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Recurring/Annual	Surveys: Receive ongoing updates on transit related survey plans, processes and final reports (household survey, onboard results, ridership input, etc.)	Aug-Jan		x			
Specialized	Surveys: Review and recommend a standardized single demographics questions and implement for Wake Transit program and project engagement activities	Aug-Jan	x	x			
Specialized	CE Performance Targets: Review and provide feedback on methodology to help set performance targets for effective engagement with Wake County community members	Aug-Jan		x			
Recurring/Annual	Subcommittee Admin: Develop the CE the February-July Work Task List	Nov-Dec	x				