

Attachment F

FY2023 Master Calendar of Wake Transit Work Plan Activities

September 2022 Final Draft

FY24 Work Plan Development	FY23 and Prior Year Work Plan Amendments	FY23 and Prior Year Quarterly Reporting	FY22 Annual Progress Report	Work Plan Master Calendar Development	Wake Transit Tracker Update
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Date	Calendar	Process	Parties Responsible	Task Description	Special Notes
June 10, 2022	Lead Agency	FY23 Work Plan Master Calendar Development	CAMPO	CAMPO develops first draft of the FY23 Master Work Plan Management Calendar and shares it with GoTriangle lead agency staff for initial review, comment and coordination	CAMPO can coordinate meetings in June if needed
July 1, 2022	Members			Start of the FY2023 Fiscal Year	
July 4, 2022	Members	Holiday		Government offices closed for Fourth of July	
August 8, 2022	Members	FY23 Work Plan Master Calendar Development	CAMPO	Distribute the draft FY23 Master Work Plan Management Calendar to the TPAC, B&F and P&P subcommittees for review and comment	Email to Budget & Finance and Planning & Prioritization members and present to TPAC as part of its August 10th Meeting agenda
August 18, 2022	Members	FY24 Work Plan Development	GoTriangle	Initial review of FY22 financial results and discussion of FY24 projected revenues with Budget & Finance members	At B&F meeting
August 26, 2022	Members	FY23 Work Plan Master Calendar Development	TPAC and Subcommittee Members	Deadline to submit comments on the draft FY23 Master Work Plan Management Calendar to CAMPO	Email to anna.stokes@campo-nc.us
September 5, 2022	Members	Holiday		Government offices closed for Labor Day	
September 14, 2022	Members	FY23 Work Plan Master Calendar Development	CAMPO	Present the updated FY23 Master Work Plan Management Calendar to the TPAC and subcommittee members	At TPAC Meeting and attached to subcommittee september agendas
September 14, 2022	Members	FY24 Work Plan Development	CAMPO & GoTriangle	FY24 Wake Transit Work Plan call for projects opens and the TPAC receives kickoff presentation	At TPAC meeting GoTriangle updates project funding requests forms and instructions in sharepoint and presents financial information, CAMPO presents scope and schedule information
September 22, 2022	Members	FY23 and Prior Year Work Plan Amendments	CAMPO and GoTriangle to prepare materials	Joint Budget & Finance and Planning & Prioritization Subcommittee Meeting to review and produce scope and financial disposition for FY23 or prior year Work Plan amendment requests, if applicable	Joint subcommittee meeting
October 12, 2022	Members	FY23 and Prior Year Work Plan Amendments	CAMPO to prepare materials	TPAC reviews and recommends approval of FY23 or prior year Work Plan amendment requests	At TPAC meeting

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October 14, 2022	Members	FY24 Work Plan Development	Project Sponsors	FY24 Wake Transit Work Plan project funding requests are due - submit through sharepoint	CAMPO collects and compiles the submissions
October 25, 2022	Members	FY24 Work Plan Development	CAMPO	Present FY24 project funding requests and proposed scope and budget changes; discuss project readiness and prioritization of projects, if necessary, with Planning & Prioritization subcommittee members	Joint B&F and P&P meeting
October 25, 2022	Members	FY22 Wake Transit Progress Report	GoTriangle	Review the basic financial statements and individual fund statements drafted for the annual progress report, review other componets as needed	Joint B&F and P&P meeting
October 27, 2022	Members	FY22 Wake Transit Progress Report	GoTriangle	Review updated formatting, graphics, written content, etc. and provide feedback to finalize	CE Subcommittee Meeting
October 31, 2022	Members	FY23 and Prior Year Quarterly Reporting	Project Sponsors	Submission deadline for FY23/1st quarter reimbursement and project reporting deliverables	
November 3, 2022	Lead Agency	FY23 and Prior Year Work Plan Amendments	CAMPO to prepare materials	CAMPO TCC reviews Work Plan and any applicable TIP amendment requests for recommendation to Executive Board	CAMPO TCC Meeting
November 11, 2022	Members	Holiday		Government offices closed for Veteran's Day	
November 15, 2022	Members	FY22 Wake Transit Progress Report	GoTriangle	Present complete draft FY22 Wake Transit Progress Report to Community Engagement, Budget & Finance, Planning & Prioritization Subcommittee members	Joint meeting of CE, B&F and P&P
November 16, 2022	Lead Agency	FY23 and Prior Year Work Plan Amendments	CAMPO to prepare materials	CAMPO Executive Board approves Wake Transit Work Plan and applicable TIP amendment requests	CAMPO Board Meeting
November 16, 2022	Lead Agency	FY23 and Prior Year Work Plan Amendments	CAMPO to prepare materials	GoTriangle Board of Trustees approves Wake Transit Work Plan amendment requests	GoTriangle Board Meeting
November 17, 2022	Members	FY24 Work Plan Development	CAMPO & GoTriangle	Discuss available funding, funding scenario options, choices and trade-offs for requested FY24 and future year project requests	Joint B&F and P&P meeting
November 24 &25	Members	Holiday		Government offices closed for Thanksgiving	
November 30, 2022	Lead Agency	FY23 and Prior Year Quarterly Reporting	GoTriangle	Send the FY23/1st Quarter Financial and Project Status Report to the TPAC	Send to CAMPO to post on TPAC webpages and to include with next TPAC meeting agenda
December 2, 2022	Members	FY23 and Prior Year Work Plan Amendments	Project Sponsors	Deadline to Submit Amendment Requests for FY23/Q3 Cycle due to CAMPO	

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December 8, 2022	Members	FY22 Wake Transit Progress Report	GoTriangle	Review changes and gather community engagement member feedback, as needed, to finalize the FY22 Wake Transit Progress Report	At special CE meeting
December 14, 2022	Members	FY22 Wake Transit Progress Report	GoTriangle	Provide final FY22 Wake Transit Progress Report to TPAC as information	At TPAC meeting, posted to TPAC and GoForwardNC.org web pages
December 14, 2022	Lead Agency	Wake Transit Tracker Update	CAMPO	Complete a financial update to the Wake Transit Tracker to reflect the audited totals included in the FY22 Annual Report	Updated with NTD data once available
December 15, 2022	Members	FY24 Work Plan Development	CAMPO	Discuss and recommend projects for inclusion in draft FY24 Work Plan with Budget & Finance and Planning & Prioritization subcommittee members	Joint B&F and P&P meeting
December 15, 2022	Members	FY23 and Prior Year Work Plan Amendments	CAMPO and GoTriangle to prepare materials	Joint Budget & Finance and Planning & Prioritization Subcommittee Meeting to review and produce scope and financial disposition for FY23 or prior year Work Plan amendment requests, if applicable	Joint B&F and P&P meeting
December 15, 2022	Lead Agency	FY22 Wake Transit Progress Report	GoTriangle	Submit final FY22 Wake Transit Progress Report to CAMPO and Wake County	Send to CAMPO and Wake County
December 23, 26, 27	Members	Holiday		Government offices closed for Christmas	
January 2, 2023	Members	Holiday		Government offices closed for New Year's Holiday	
January 13, 2023	Lead Agency	FY24 Work Plan Development	CAMPO	Distribute Draft FY24 Work Plan (all except appendix) to GoTriangle community engagement team	
January 16, 2023	Members	Holiday		Government offices closed for Martin Luther King Jr Birthday	
January 18, 2023	Members	FY23 and Prior Year Work Plan Amendments	CAMPO to prepare materials	TPAC reviews and recommends approval of FY23 or prior year Work Plan amendment requests	At TPAC meeting (3rd week of month)
January 25, 2023	Members	FY24 Work Plan Development	CAMPO	Distribute complete Draft FY24 Work Plan to TPAC	At TPAC Meeting
January 26, 2023	Members	FY24 Work Plan Development	GoTriangle	Share draft FY24 Work Plan communications plan and materials with Community Engagement Subcommittee for feedback	At CE Subcommittee meeting
January 31, 2023	Members	FY23 and Prior Year Quarterly Reporting	Project Sponsors	Submission deadline for FY23/2nd quarter reimbursement and project reporting deliverables	
February 2, 2023	Lead Agency	FY23 and Prior Year Work Plan Amendments	CAMPO to prepare materials	CAMPO TCC reviews Work Plan and any applicable TIP amendment requests for recommendation to Executive Board	CAMPO TCC Meeting
February 15, 2023	Lead Agency	FY23 and Prior Year Work Plan Amendments	CAMPO to prepare materials	CAMPO Executive Board approves Wake Transit Work Plan and applicable TIP amendment requests	CAMPO Board Meeting

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February 15, 2023	Members	FY24 Work Plan Development	CAMPO & GoTriangle	Present the Draft FY24 Wake Transit Work Plan and TPAC releases it for 30-day public comment period	At TPAC meeting
February 20, 2023 - March 22, 2023	Members	FY24 Work Plan Development	GoTriangle	30-day public review and comment period for the draft FY24 Wake Transit Work Plan	GoTriangle to collect and email comments to CAMPO weekly
February 22, 2023	Lead Agency	FY23 and Prior Year Work Plan Amendments	CAMPO to prepare materials	GoTriangle Board of Trustees approves Wake Transit Work Plan amendment requests	GoTriangle Board Meeting
February 28, 2023	Member	FY23 and Prior Year Work Plan Amendments	Project Sponsors	Deadline to Submit Amendment Requests for FY23/Q4 Cycle due to CAMPO	
February 28, 2023	Lead Agency	FY23 and Prior Year Quarterly Reporting	GoTriangle	Send the FY23/2nd Quarter Financial and Project Status Report to the TPAC	Send to CAMPO to post on TPAC webpages and to include with next TPAC meeting agenda
March 2, 2023	Gov. Board	FY24 Work Plan Development	CAMPO	Provide a progress update to the CAMPO TCC on FY24 Work Plan development and upcoming activities leading to adoption	
March 15, 2023	Gov. Board	FY24 Work Plan Development	CAMPO	Provide a progress update to the CAMPO Executive Board on FY24 Work Plan development and upcoming activities leading to adoption	
March 15, 2023	Members	FY24 Work Plan Development	Project Sponsors	Due date for updated/modified FY24 Work Plan funding requests	GoTriangle to update forms and Sharepoint instructions as needed; CAMPO to collect and compile the submissions
March 22, 2023	Gov. Board	FY24 Work Plan Development	CAMPO	Provide a progress update to the GoTriangle Board of Trustees on FY24 Work Plan development and upcoming activities leading to adoption	
March 28, 2023	Member	FY23 and Prior Year Work Plan Amendments	CAMPO and GoTriangle to prepare materials	Joint Budget & Finance and Planning & Prioritization Subcommittee Meeting to review and produce scope and financial disposition for FY23 or prior year Work Plan amendment requests, if applicable	Joint subcommittee meeting
March 28, 2023	Members	FY24 Work Plan Development	CAMPO & GoTriangle	Discuss financial and project updates to the draft Work Plan in preparation of developing the recommended FY24 Work Plan	Joint B&F and P&P meeting
March 31, 2023	Lead Agency	Wake Transit Tracker Update	CAMPO	Complete a mid-year update of the Tracker focused on incorporating approved Work Plan amendments and updating the performance goal and project information included in the dashboard	waketransittracker.com

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April 5, 2023	Members	FY24 Work Plan Development	CAMPO	Distribute the recommended FY24 Wake Transit Work Plan to TPAC including agreement groupings and reporting deliverables	
April 7, 2023	Members	Holiday		Government offices closed for Good Friday	
April 19, 2023	Members	FY24 Work Plan Development	CAMPO & GoTriangle	TPAC reviews 30-day engagement summary and the recommended FY24 Wake Transit Work Plan including agreement groupings and reporting deliverables, 14-day engagement strategy, and materials before releasing it for a 14-day public comment period	At TPAC Meeting (3rd week of month)
April 19, 2023	Member	FY23 and Prior Year Work Plan Amendments	CAMPO	TPAC reviews and recommends approval of FY23 or prior year Work Plan amendment requests	At TPAC meeting (3rd week of month)
April 28, 2023	Members	FY23 and Prior Year Quarterly Reporting	Project Sponsors	Submission deadline for FY23/3rd quarter reimbursement and project reporting deliverables	
May 1, 2023 - May 14, 2023	Members	FY24 Work Plan Development	CAMPO & GoTriangle	14-day public review and comment period for the recommended FY24 Wake Transit Work Plan	GoTriangle to collect and email comments to CAMPO weekly
May 4, 2023	Lead Agency	FY23 and Prior Year Work Plan Amendments	CAMPO to prepare materials	CAMPO TCC reviews Work Plan and any applicable TIP amendment requests for recommendation to Executive Board	CAMPO TCC Meeting
May 17, 2023	Lead Agency	FY23 and Prior Year Work Plan Amendments	CAMPO to prepare materials	CAMPO Executive Board approves Wake Transit Work Plan and applicable TIP amendment requests	CAMPO Board Meeting
May 24, 2023	Lead Agency	FY23 and Prior Year Work Plan Amendments	CAMPO to prepare materials	GoTriangle Board of Trustees approves Wake Transit Work Plan amendment requests	GoTriangle Board Meeting
May 25, 2023	Lead Agency	FY24 Work Plan Development	GoTriangle	Draft FY24 Work Plan Engagement summary report due to CAMPO	
May 26, 2023	Members	FY23 and Prior Year Work Plan Amendments	Project Sponsors	Deadline to Submit Period of Performance (POP) Amendment Requests to CAMPO	
May 29, 2023	Members	Holiday		Government offices closed for Memorial Day	
May 31, 2023	Lead Agency	FY23 and Prior Year Quarterly Reporting	GoTriangle	Send the FY23/3rd Quarter Financial and Project Status Report (including annual art funding report) to the TPAC	Send to CAMPO to post on TPAC webpages and to include with next TPAC meeting agenda
June 1, 2023	Gov. Board	FY24 Work Plan Development	CAMPO	CAMPO TCC reviews and recommends adoption of the FY24 Wake Transit Work Plan Operating and Capital Budgets to CAMPO Executive Board	

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June 9, 2023	Lead Agency	FY24 Work Plan Development	CAMPO & GoTriangle	GoTriangle staff finalize and submit the FY24 Work Plan Engagement Summary Report, CAMPO to finalize FY24 Work Plan and presentation	For use at CAMPO and GoTriangle board meetings
June 14, 2023	Members	FY23 and Prior Year Work Plan Amendments	CAMPO to prepare materials	TPAC reviews and recommends approval of Period of Performance (POP) Amendment Requests	At TPAC meeting
June 19, 2023	Members	Holiday		Government offices closed for Juneteenth	
June 21, 2023	Gov. Board	FY24 Work Plan Development	CAMPO	CAMPO Executive Board adopts the FY24 Wake Transit Work Plan Operating and Capital Budgets	
June 28, 2023	Gov. Board	FY24 Work Plan Development	CAMPO	GoTriangle Board of Trustees adopts the FY24 Wake Transit Work Plan Operating and Capital Budgets	
July 31, 2023	Members	FY25 Work Plan Development	GoTriangle	Conduct the annual Wake Transit Engagement Activities After-Action Review event in July of each year inviting interested TPAC and Community Engagement Subcommittee members to attend and participate	Scheduled by GoTriangle
August 3, 2023	Lead Agency	FY23 and Prior Year Work Plan Amendments	CAMPO	CAMPO TCC reviews Work Plan/POP and any applicable TIP amendments for recommendation to Executive Board	CAMPO TCC Meeting
August 16, 2023	Lead Agency	FY23 and Prior Year Work Plan Amendments	CAMPO	CAMPO Executive Board approves Wake Transit Work Plan/POP and applicable TIP amendment requests	CAMPO Board Meeting
August 23, 2023	Lead Agency	FY23 and Prior Year Work Plan Amendments	CAMPO	GoTriangle Board of Trustees approves Wake Transit Work Plan/POP amendment requests	GoTriangle Board Meeting
August 31, 2023	Lead Agency	Wake Transit Tracker Update	CAMPO	Complete the primary annual update of the Tracker to reflect the information adopted in the annual Work Plan and any approved amendments since the mid-year update	waketransittracker.com
August. 26, 2023	Members	FY23 and Prior Year Work Plan Amendments	Project Sponsors	Deadline to Submit Amendment Requests for <u>FY24/Q2</u> Cycle due to CAMPO	
September. 30, 2023	Lead Agency	FY23 and Prior Year Work Plan Amendments	CAMPO	Update FY23 and applicable prior year Work Plans with approved FY23 amendments by September 30th	CAMPO post Updated Work Plans to TPAC pages and send to GoTriangle for GoForwardNC website