

Project Scope & Deliverables Workgroup: Workback Schedule (DRAFT) | July 2026 - December 2026

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SCOPE (Steven Mott, CAMPO Staff)				DELIVERABLES (Paul Kingman, GoTriangle TDA Staff)				
#	Task / Action	Who	Target Date	Notes	Task / Action	Who	Target Date	Notes
PHASE 1: Internal Prep & Draft Materials								
1	Internal planning meeting: finalize WG timeline and approach	CAMPO Staff	8-Jul-26	Align on WG structure, materials outline, and communication plan	Internal planning meeting: finalize WG timeline and approach	GoTriangle TDA Staff	8-Jul-26	Align on WG structure, materials outline, and communication plan
2	Develop draft scope templates by project category	CAMPO Staff	By July 15, 2026	Tailored to specific project categories; ready for member review	Develop inventory of existing deliverables by project category to get pre-meeting feedback on desired deliverables changes	GoTriangle TDA Staff	By July 15, 2026	Identify existing deliverables requiring update (use FY27 as a template; can be done at meeting through discussion)
3	Distribute draft scope materials to WG members	CAMPO Staff	July 15–22, 2026	All PD members with FY27 & possible FY28 Work Plan projects invited to join; distributed 1–2 weeks ahead of July 29 meeting	Distribute draft deliverables materials to WG members & interested PD members	GoTriangle TDA Staff	July 15–22, 2026	distribute alongside scope materials
PHASE 2: Work Group Meeting #1 & Initial Feedback								
*	WORK GROUP MEETING #1	All WG Members	July 29, 2026 @ 3:00 PM	Review draft scope templates & deliverables; gather initial member feedback	WORK GROUP MEETING #1	All WG Members	July 29, 2026 @ 3:00 PM	Review draft scopes templates & deliverables; gather initial member feedback
5	Compile scope feedback from Meeting #1; revise scope draft materials	CAMPO Staff	Aug 1–14, 2026	Incorporate member comments on project scopes	Compile deliverables feedback from Meeting #1; revise deliverables draft	GoTriangle TDA Staff	Aug 1–14, 2026	Incorporate member comments for FY 2028 deliverables
6	Distribute revised scope materials to WG members	CAMPO Staff	~Aug 15, 2026	1–2 weeks before August meeting	Distribute revised deliverables materials to WG members	GoTriangle TDA Staff	~Aug 15, 2026	distribute alongside revised scope materials
PHASE 3: Work Group Meeting #2 & Refinement								
*	WORK GROUP MEETING #2	All WG Members	Late August 2026	Review revisions; discuss outstanding items; aim for near-final consensus	WORK GROUP MEETING #2	All WG Members	Late August 2026	Review revisions; discuss outstanding items; aim for near-final consensus
8	Finalize scope templates based on WG consensus	CAMPO Staff	Aug–Sept 2026	Majority of scope work targeted for completion by end of September	Finalize deliverables templates based on WG consensus	GoTriangle TDA Staff	Aug–Sept 2026	Finalize FY 2028 deliverables by end of September
9	Distribute final/near-final scope package (if 3rd meeting needed)	CAMPO Staff	~Sept 15, 2026	1–2 weeks before September meeting	Distribute final/near-final deliverables package (if 3rd meeting needed)	GoTriangle TDA Staff	~Sept 15, 2026	distribute alongside final scope package
PHASE 4: Final WG Sign-Off & Approval Workflow								
*	WORK GROUP MEETING #3 / Final WG Sign-Off	All WG Members	Late Sept / Oct 2026	Confirm recommended scopes & deliverables; note items with no change recommended	WORK GROUP MEETING #3 / Final WG Sign-Off	All WG Members	Late Sept / Oct 2026	Confirm recommended scopes & deliverables; note items with no change recommended
11	WG recommendations presentation to PD Subcommittee	CAMPO Staff	Nov-Dec 2026	Key approval checkpoint per WG Identification Worksheet	WG recommendations presentation to PD Subcommittee	GoTriangle TDA Staff	Nov - Dec 2026	PD Subcommittee presentation; Informational
12	TPAC presentation	CAMPO Staff	January 2027	Per WG Identification Worksheet approval requirements	TPAC presentation	GoTriangle TDA Staff	Dec 2026 - Jan 2027	TPAC presentation; Informational
*	Work Group formally concludes	All Parties	Dec 31, 2026	Per WG end date on Identification Worksheet	Work Group formally concludes	All Parties	Dec 31, 2026	Per WG end date on Identification Worksheet
Post-WG Activity: FY 2028 Work Plan Activities & Related Content Updates								
13	Integrate approved scopes into FY 2028 Work Plan project sheets	CAMPO Staff	December 2026 - January 2027	Inform funding agreement details and quarterly reporting requirements	Review Project Sheets for accuracy during draft & recommended Work Plan review periods	GoTriangle TDA Staff	April 2027	TPAC presentation; Approve FY 2028 Sample Project Agreements and Groupings-Deliverables
14	Integrate approved deliverables into FY 2028 Work Plan project sheets (if decided to include per WG, PD, TPAC recommendation or guidance)	CAMPO Staff	December 2026 - January 2027	Inform funding agreement details and quarterly reporting requirements	Integrate approved deliverables into FY 2028 Work Plan reporting templates post-agreement groupings and reporting deliverables & Work Plan (FY28) adoption.	GoTriangle TDA Staff	July 2027 - August 2027	approved deliverables into FY 2028 Work Plan project agreements and reporting templates