

Attachment B

TPAC Subcommittee Work Task List

Fiscal Year **FY20**

Subcommittee **Public Engagement & Comms**

Time Period **February-July**

Task Type	Description	Task Month(s)	Lead Agency(s)		Subcommittee Partnership(s)			
			CAMPO	GoTriangle	Process	B&F	P&P	PE&C
Specialized	Finalize the PE&C related Lead Agency Operating Guidelines	February		x				
Tracking/Oversight	Receive presentation of findings of the Community Attitudinal Survey	February-March		x				
Recurring/Annual	Review Public Engagement Policy for update recommendations to Governing Boards at their June meetings	February-May	x	x				
Recurring/Annual	Finalize the list of Work Plan plans, programs and projects that will need individual PE Plans in the next fiscal year	February-June		x				
Recurring/Annual	Adopt a schedule to receive Public Engagement Plan presentations from project sponsors	February-June		x				
Recurring/Annual	Continuously disseminate information back to agencies and provide calendar information to the Lead Agency	February-July		x				
Tracking/Oversight	Receive regular process updates for current Wake Transit PE&C activities	February-July		x				
Specialized	Host a Wake Up Wake County Map Experience event for TPAC members	March	x	x				
Specialized	Finalize Subcommittee flier template and first draft	March-May		x				
Specialized	Draft a Comment Response Procedure for Wake Transit related public comments and media coverage	March-May		x				

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			CAMPO	GoTriangle	Process	B&F	P&P	PE&C
Recurring/Annual	Provide feedback and support for the Wake Transit dashboard/map development process	March-June	x					
Specialized	Communicate with TDM partners to determine Wake Transit PE&C support needs and include in Communications Plan	April-June		x				
Recurring/Annual	Hear Annual Work Plan PE&C progress presentation before it goes to TPAC	April & July		x				
Specialized	With PE&C Lead Agency, develop the initial Wake Transit Communications Plan and FY21 Communications Strategy	April-July		x				
Specialized	Determine content needs for Toolkit and Guidebook, complete their development in conjunction with Communications Strategy	April-July		x				
Recurring/Annual	Review and provide feedback on drafted Public Engagement Plans	May-June		x				
Recurring/Annual	Participate in after-action review and support needed revisions to annual Work Plan Public Engagement Plan	June-July		x				
Recurring/Annual	Participate in after-action review meeting and support needed revisions to the annual Work Plan Public Engagement Plan	June-July		x				
Recurring/Annual	Draft the PE&C Subcommittee August-January Work Task List	July		x				