

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

Framework for Review of Work Plan Project Reporting Deliverables

Following is a summary of the framework developed by the TPAC Planning and Prioritization Subcommittee to summarize and review reporting deliverables submitted on a quarterly basis by Wake Transit Work Plan project sponsors over the course of each fiscal year. The intent of the framework is to determine how the reported information will be used to inform decision making through the annual Wake Transit Work Plan development process. While the framework addresses the summarization and review of all project reporting deliverables, special emphasis is given to the bus service performance metrics reported for bus operations projects that will be evaluated against the Service Guidelines and Performance Measures adopted by the Wake Transit governing boards.

For Bus Service Project Reporting Deliverables:

- 1) By the end of each month that follows the end of each quarter, project sponsors report bus service performance metrics through their project progress reports.
- 2) Within 60 days following the end of each quarter, GoTriangle staff will compile and summarize the bus service performance metrics reported by project sponsors on a template developed in coordination with the Planning and Prioritization Subcommittee.
- 3) The template will document service performance metrics on a rolling basis that covers up to six quarters of reported data for each bus operations project, with the actual number of quarters covered depending on the date of inception of the particular project.
- 4) On a quarterly basis, GoTriangle staff will hand over the summarized data in the established template to CAMPO staff for distribution to the Planning and Prioritization Subcommittee.
- 5) While the subcommittee will receive the data for each quarter, the subcommittee does not plan to review or discuss the data on a quarterly basis.
- 6) To coincide with the annual Wake Transit Work Plan development schedule, prior to the Planning and Prioritization Subcommittee meeting held in June of each year, GoTriangle staff will compile and summarize bus service performance data for all prior quarters of operation through the third quarter of each fiscal year.
- 7) CAMPO staff and/or GoTriangle staff will indicate on an established template the performance of each bus service project relative to the Service Guidelines and Performance Measures adopted by the Wake Transit governing boards, and CAMPO staff will prepare the summarized data and evaluation data for a structured review by the Planning and Prioritization Subcommittee at its June meeting.
- 8) At the Planning and Prioritization Subcommittee meeting scheduled for August of each year, CAMPO staff will lead discussions regarding any recommended changes to bus service projects based on the evaluation of data collected relative to the targets set in the adopted Service Guidelines and Performance Measures. Any recommendations made may be used to inform project funding requests submitted in September/October for the next fiscal year Wake Transit Work Plan.

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For All Other Project Reporting Deliverables:

- 1) By the end of each month that follows the end of each quarter, project sponsors submit reporting deliverables for all Wake Transit-funded projects.
- 2) Within 60 days following the end of each quarter, GoTriangle staff compiles the reporting deliverables into a summary quarterly report.
- 3) To coincide with the annual Wake Transit Work Plan development schedule, prior to the Planning and Prioritization Subcommittee meeting held in June of each year, GoTriangle staff will compile the third quarter report for the respective fiscal year, which will also include cumulative reporting for the first two quarters of the fiscal year.
- 4) CAMPO staff will prepare the summarized information reflected in the third quarter report for a structured review to be conducted jointly by the Planning and Prioritization and Budget and Finance Subcommittees at a meeting held in June each year.
- 5) At a joint Planning and Prioritization/Budget and Finance Subcommittee meeting scheduled for July or August of each year, CAMPO staff will lead discussions regarding any recommended scope, funding, or schedule changes to existing or future programmed projects based on project progress and performance. Any recommendations made may be used to inform project funding requests submitted in September/October for the next fiscal year Wake Transit Work Plan.