

**2018-19 WRAP Workplan Development Guidance and Schedule**

**January 8, 2018**

Each Work Group will please:

1. Review the 2018-19 WRAP Workplan Proposed Timeline & Tasks Outline along with the Gantt Template
	1. main Google Folder: https://drive.google.com/drive/folders/1Yhv\_xsq5PqzyvCBupJBPT9OluyV6KPVs?usp=sharing
2. Review the User Guide for updating the WG Appendices and Gantt Chart in Google Folder
3. Under your Work Group’s Detailed Workplan (Appendix), make your 2018-2019 Updates to your 2017 workplan narrative and task deliverables table, including:
	1. Task deliverables table updates (include deliverable, source, funding, timeline)
		1. Progress on 2017 tasks
		2. Any 2017 tasks being carried forward to 2018-2019
		3. All 2018-2019 tasks from the Master List that apply to your Work Group
		4. Other regional analysis tasks/activities from the Master List and others you have identified
		5. The tasks listed under the Gantt Chart for your Work Group and your table should match
	2. Update task-descriptive narratives as needed
4. Under your Work Group’s section in the Gantt Chart, list:
	1. Any 2017 tasks being carried forward to 2018-2019
	2. All 2018-2019 tasks from the Master List that apply to your Work Group
	3. Other regional analysis tasks/activities from the Master List and others you have identified
	4. Include cost estimate and identify if contractor or other work group support in columns A-H
		1. Mark the appropriate time period in the timeline
5. Under your Work Group’s Detailed Workplan (Appendix), make your 2018-2019 Updates to your 2017 workplan narrative and task deliverables table, including:
	1. Task deliverables table updates (include deliverable, source, funding, timeline)
		1. Progress on 2017 tasks
		2. Any 2017 tasks being carried forward to 2018-2019
		3. All 2018-2019 tasks from the Master List that apply to your Work Group
		4. Other regional analysis tasks/activities from the Master List and others you have identified
		5. The tasks listed under the Gantt Chart for your Work Group and your table should match
	2. Update task-descriptive narratives as needed
6. Goal to complete first draft of #1 through #4 by January 30
	1. WRAP Board completes initial review of Engagement Principles by Jan. 31st
7. Next TSC / WG Co-Chairs’ call February 5 (*time to be confirmed on Jan. 8th call*)
	1. next WRAP Board call Feb. 7th
	2. plan is to consider adoption of Engagement Principles
8. February 6-15 follow-up calls (as needed) to coordinate between Work Groups
9. Second draft completed by February 22nd
10. Target date to approve Workplan is March 7th Board Call