

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

**January 8, 2018 – Feb. 5 update**

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
	5. Mark the appropriate time period for each task in the timeline

**-------> you are here…**

1. **v1 draft of #1 through #4 by Feb. 5th**
	1. WRAP Board completes initial review of Engagement Principles by Jan. 31st
2. Review and update WG membership roster for February 5 TSC/WG Co-Chairs’ call
3. Next TSC / WG Co-Chairs’ call February 5 at 1:30 pm PST/ 2:30pm MST
	1. next WRAP Board call Feb. 7th
	2. plan is to consider adoption of Engagement Principles
	3. review updated membership rosters
4. February 6-21 follow-up calls scheduled to date - for each WG and to coordinate as needed between WGs
	* TDWG Feb. 7th at 1000 AM MST
	* RTOWG Feb. 12th at 200 PM MST
	* OGWG Feb. 13th at 1200 PM MST
	* FSWG Feb. 21st at 200 PM MST
5. Second draft completed by February 22nd
6. Board review and approval draft by March 1st
7. Target date to approve Workplan is March 7th Board Call