# Work Group Status Report Guidance

19 July 2018

# Purpose

The TSC is requesting WRAP Work Groups use the attached power point template to report progress on implementing the 2018-2019 WRAP Workplan for the monthly TSC/Co-Chairs calls. This will assist the TSC in preparing briefings for the WRAP Board and will be posted to the WRAP Website as a resource for WRAP members.

# Process

Each Work Group will prepare or update slides that will be compiled by the TSC into a single presentation for the monthly calls. The TSC should receive the slides no later than the Monday before the scheduled monthly call.

During the scheduled monthly call, the co-chairs from each Work Group will give an update introducing their group and summarizing recent accomplishments and plans for the coming month.

The TSC patterned this approach after that used for the quarterly update on the National Inventory Collaborative developing the 2016 emissions modeling platform. This Collaborative has eleven work groups, and this process has helped facilitate the Collaborative update calls. The following sections describe the template slides and their content.

## Administrative Information

Each Work Group will edit an administrative slide identifying the co-chairs, call schedule, and website. In addition, this slide will list the Work Group’s current tasks and projects worked on during the preceding month. Included in the slide deck is an additional slide for the administrative information for the subcommittees of the Regional Haze Planning Work Group.

## Task/Project Status Reports

On the task status report slides, each Work Group will report on the approach, status, milestones, and coordination and next steps (see detailed descriptions below) for each current task/project listed in the administrative slide. Note that the RHPWG reports on Workplan status by task. Included in the template are an example from the June Collaborative update call and an example from the TSC for the RHPWG Monitoring Data Analysis task.

### Approach

Under the approach bullet, the Work Group will list the approaches and accomplishments for the past month’s tasks/project. This is also a good place to mention significant challenges or impediments encountered.

### Status

Here’s where the Work Group reports the status of their tasks/projects, including any work products, deliverables, or web postings.

### Milestones

Task/project milestones, accomplished or pending, can be listed here.

### Coordination and Next Steps

List any coordination with other Work Groups, Subcommittees, and consultants accomplished by the Work Group over the preceding month as well as expected upcoming coordination needed to complete the Work Group’s tasks/projects. List the next steps that will be undertaken in the coming month or two.

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