|  |  |  |
| --- | --- | --- |
| Task | Deliverable | Schedule |
| Finalize 2018-2019 WRAP Workplan and Budget for all Work Group Tasks and Activities including WRAP Projects | 2018-2019 WRAP Workplan | Target Board Approval March 7, 2018 |
| Provide Oversight and Coordinate Activities Conducted Under Grants, Cooperative Agreements, and WRAP Projects | Monthly Calls of TSC Co-Chairs and WRAP Staff | On-going Monthly |
| Provide Monthly Status Updates to Board of Work Group Progress and Activities Conducted Under Grants, Cooperative Agreements, and WRAP Projects | TSC Co-Chair and WRAP Staff Participation in Monthly Board Calls | On-going Monthly |
| Provide Oversight, Direction, and Coordination for Work Groups and WRAP Staff and Their Projects and Tasks | TSC Co-Chair and WRAP Staff Participation in All Work Group Calls and Meetings  Arrange and Schedule Meetings as Needed | On-going As Needed |
| Work with Work Groups to Develop and Finalize Individual Work Group Workplans | 2018-2019 WRAP Workplan | On-going as Needed Until Board Approval of Workplan |
| Develop Monthly Status Reports based on Monthly Calls with Work Group and Project Leads | Monthly Status Reports to Board | On-going Monthly |
| Conduct Periodic Interaction with Work Group Co-Chairs and Membership, and Contractors Performing Support Tasks | TSC Co-Chair and WRAP Staff Participation in Work Group and Contractor Calls and Meetings  Arrange and Schedule Meetings as Needed | On-going Monthly and As Needed |
| Develop 2018-2019 Workplan and Review Work Group Workplans, Budgets, Projects, and Deliverables | 2018-2019 WRAP Workplan | On-going as Needed Until Board Approval of Workplan |
| Coordinate with WESTAR Committees and Work Groups to Ensure WRAP Workplan Provides Needed/Requested Support | TSC Co-Chair and WRAP Staff Participation in WESTAR Committee and Work Group Calls and Meetings  Arrange and Schedule Meetings as Needed | On-going Monthly and As Needed |
| Maximize Coordination Within WRAP and Leverage Work of Other Partner Organizations. Network with Other Organizations with Common Interests and Needs | TSC Co-Chair and WRAP Staff Conduct Outreach, Host and Attend Technical Conferences and Produce Topical White Papers |  |
| Provide Overall Coordination of all WRAP Projects, Allocate Resources and Staff Time to Ensure Timely Completion of Workplan Tasks. Conduct Comprehensive Budget Tracking for Administrative Subcommittee. Prepare Quarterly Reports Linking Work Products with Progress | TSC Co-Chair and WRAP Staff Participation in WESTAR Committee and Work Group Calls and Meetings, WRAP Workgroup Calls and Meetings  Budget Reports to Administrative Subcommittee  Quarterly Reports to Board Linking Work Products and Progress | On-going Quarterly and As Needed |
| Conduct Mid-Course Review, Addressing Scheduling Issues, Identifying and Proposing New Tasks and Opportunities for Collaboration, Prepare Addendum to Workplan | Addendum to Workplan | Late 2018 to Early 2019, As Needed |
| Post Board-Approved Workplan and Status Reports of WRAP Work Group and Projects to WRAP Website | Posting to WRAP Website | On-going As Needed |

In 2018-2019, the TSC will:

* 1. Oversee finalization of the 2018-2019 workplan and budget for Board approval. All WRAP Work Groups’ tasks and activities, as well as WRAP projects are to be documented in this workplan.
  2. Coordinate among and provide oversight for the activities conducted under grants, cooperative agreements, and other Board-authorized WRAP projects.
  3. Provide monthly status updates to WRAP Board during monthly WRAP meetings of Work Group progress and the activities conducted under grants, cooperative agreements and other Board-authorized WRAP projects.
  4. Provide oversight, direction and coordination for the Work Groups and staff, and their projects and tasks by:
     1. Working with the WRAP Work Groups on development and finalization of their individual Work Group Workplans;
     2. Establishing monthly status reports, with Work Groups and WRAP project leads reporting progress to the TSC during monthly TSC meetings;
     3. Ensuring periodic interaction with the Work Groups’ Chairs and members and with the contractors operating any projects; and
     4. Developing the 2018-2019 WRAP Workplan and reviewing the associated annual Work Group Workplans, budgets, projects and deliverables.
  5. Coordinate with WESTAR committees and work groups to ensure activities conducted in WRAP projects, under the auspices of the TSC and WRAP Work Groups, provide needed support.
  6. Maximize coordination within WRAP and leverage work of other related partner organizations through outreach, hosting and attending technical conferences and producing white papers to network with other organizations with common interests and needs.
  7. Provide overall coordination of all projects conducted under the auspices of WRAP, allocating resources and staff to ensure timely completion of tasks, comprehensive budget tracking for the Administrative Subcommittee, and preparation of quarterly reports linking work products with progress.
  8. Conduct mid-course review of 2018-2019 WRAP Workplan to address scheduling issues, identify and propose new tasks and opportunities for collaboration. Prepare addendum to Workplan for Board approval, as needed.
  9. Post WRAP Board-approved Annual WRAP Workplan and status reports of the WRAP Work Groups and WRAP projects to the WRAP website.