

Tasks	Responsible	2017 (cont)			2018											
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FY19 Workplan																
Project Call																
Project Review																
March SWG - Draft Workplan -	SWG						3/14									
All Project Revisions due (send to maureendevlin@durhamnc.gov; DOTransitProjects@gotriangle.org)	Project Sponsors						3/16									
All Carryforward balances sent to SWG Admin + SWG Members	GoTriangle						3/20									
Revised Draft Workplan sent to SWG (with Carryforward balance included)	SWG Admin						3/29									
April SWG (Review of Draft Workplan + Other Items)	SWG							4/11								
Draft Workplan -Finalized								4/11								
Public Comment - 21 Days								4/12 to 5/3								
May SWG (Approval of Draft Workplan + Quarterly Reporting)									5/16							
Approval at Boards									2.5 hours							
Adoption-GoTriangle Budget									5/16							
											6/27					
Meetings and Boards																
SWG					1/25	2/14 2/20	3/14	4/11	5/16	6/13						
MPO (Tech)									5/23							
MPO (Board)						2/28	3/14			6/13						
GoTriangle										6/27						
Durham County Commissioners -Work Planas Info Item*									5/10							
Durham County Commissioners -Quarterly Reporting						2/8				6/4						
Orange County Commissioners - Work Plan as Info Item*									5/4							
Orange County Commissioners - Quarterly						2/4				6/5						
<i>*County Boards only see plans, do not adopt</i>																
Invoicing and Reporting																
Q1 invoices due at GoTriangle				31-Oct												
Q1 reporting				30-Nov												
Q1 Payments to Transit Partners				15-Dec												
Q2 invoices due at GoTriangle					31-Jan											
Q2 reporting					28-Feb											
Q2 Payments to Transit Partners					15-Mar											
Q3 invoices due								30-Apr								
Q3 reporting due at GoTriangle									5/11/18							
Q3 Payments to Transit Partners										15-Jun						
Q4 invoices due at GoTriangle											31-Jul					
Q4 reporting											30-Aug					
Q3 Payments to Transit Partners											15-Sep					
Q1 invoices due at GoTriangle													31-Oct			
Q1 reporting														30-Nov		
Q1 Payments to Transit Partners															15-Dec	

2018 SWG Calendar		
Agenda Item Due	Agenda Posted	Meeting (Joint)
5-Mar	9-Mar	14-Mar
2-Apr	6-Apr	11-Apr
7-May	11-May	16-May
4-Jun	8-Jun	13-Jun
2-Jul	6-Jul	11-Jul
30-Jul	3-Aug	8-Aug
3-Sep	7-Sep	12-Sep
1-Oct	5-Oct	10-Oct
5-Nov	9-Nov	14-Nov
3-Dec	7-Dec	12-Dec

New Item:

Payment to Transit Partners

GoTriangle Cycle per Sfreeman: All Q reporting is done by 3rd week after Quarter + 30 day period