

Meeting Objectives

1. Discuss the next steps for Draft 2025 Workplan once the public comment period closes on April 15th.

Discussion Topics

- I. **Agenda Overview**
- II. **Discuss Next Steps for [Draft Workplan](#)**

Lead Sponsor Power Concerns:

The concern raised about Lead Sponsors potentially holding excessive power has been addressed. The edits align with the existing BPM guidelines to alleviate these concerns.

Ownership of Concept in BPM 301:

Ownership extends until the concept is submitted through the Change Request Form by December 31st. Any discussions on ownership of BPMs are managed by the PRC. The Lead Sponsor does not automatically lead the task force but may do so, with the task force deciding on leadership. There is no need to specify ownership transfer to the PRC in the draft proposal, as the PRC maintains control over the entire process.

Withdrawing a Concept:

If a task force determines that a concept is no longer necessary or has been superseded by higher priorities, they will propose its withdrawal to the PRC. The PRC will decide whether the concept should be withdrawn, and no further action will be taken if approved.

Overall:

The edits clarify that the PRC retains control over the concept throughout its development, and any withdrawal proposal remains subject to the PRC's decision.

Next Steps After Receiving All Comments:

The Workplan is open for comments until April 15th. Once received, all comments will be presented to the PRC, which will review and revise the Workplan as needed. An appendix will be added, summarizing the comments, how they were addressed, and any resulting changes. After the board reviews the Workplan in June for Q2 approval, task forces will be established. This process will begin in three months, with an effort to align it with existing BPM guidance.

BPM 302 - Setting Up Task Forces:

BPM 302 outlines the process for developing high-level concepts through task forces. It covers the PRC's role in nominating task force participants, reviewing the pool of interested individuals, and selecting the task force roster. The lead sponsor will be a member, and the remaining members may include individuals from the PRC, COSR, or subject matter experts (SMEs). The goal is to balance diverse perspectives while maintaining an appropriately sized task force for efficiency.

Task forces will be supported by WPP but will have autonomy in determining leadership, decision-making processes, and meeting schedules. The task forces are expected to be self-governing, with support from SPP/WPP when requested. Once a task force develops a concept into a proposal, it will follow the same process as BPMs and NTFPs. Leadership must provide monthly updates to the PRC during the development phase, and the PRC can give direct feedback.

Before the concept goes out for comment, WPP and SPP will conduct a feasibility review, evaluating time, staffing, and costs associated with implementation.

Proposal Review Process:

Refer to slide 4 in the 2025_3_19 RPC Workplan Process – Next Steps PowerPoint for details on the Proposal Review Process. The focus now should be on preparations for July.

Task Force Nomination Process:

There is a need to define the nomination process for task forces. While it's clear where the process begins, further decisions are needed on how to structure the process. If a task force needs additional resources, the question is whether they can engage SMEs without consulting the PRC or if approval is required. While the task force has discretion in its decision-making, PRC involvement is key for initial

membership decisions. The current BPM does not prevent task forces from bringing in SMEs as needed, either formally or informally. However, considerations around budget and resource allocation, such as consulting fees or additional SPP/WPP staff, will need to be addressed as the process evolves. Will need to be thinking about what is needed in July.

III. **Next Steps**

- a. April 2nd/16th: Next PRC Meeting
 - i. PRC decided to cancel the PRC meeting on April 2nd. The next meeting will be April 16th.
- b. April 15th: Public comment period for draft workplan ends

PROGRAM REVIEW COMMITTEE

March 19th, 2025

2025 Workplan Development – Next Steps

PRC 2025 WORKPLAN DEVELOPMENT

- » Detailed **Level of Effort Review**: **WPP** and **SPP** to develop a draft schedule based on Sponsor/Task Force overlap
- » PRC to develop draft **2025 Workplan** by March 15
- » **Comment** period until April 15
- » Revise and distribute to **WPP Board** by May 15
- » **Board** to consider in June
- » Implementation begins July
- » Deadline for **Concepts** to be considered for **2026 Workplan**: December 31st 2025

Activity/Milestone	Deadline	Process Owner
Final Day to Submit Change Request Forms	December 31	Lead Sponsor
Concept Compilation Delivered to PRC	January 15	Program Administrator
PRC Prioritization of Concepts	January 15 - February 1	PRC
Level of Effort Review	February 1 - February 15	Program Administrator/Program Operator
Completion of Draft Workplan	February 15 - March 15	PRC
Stakeholder Comment Period	March 15 - April 15	Stakeholders
Revision of Workplan	April 15 - May 15	PRC
Distribution to the Board	May 15	Program Administrator
Board Approval of Workplan	June	Board

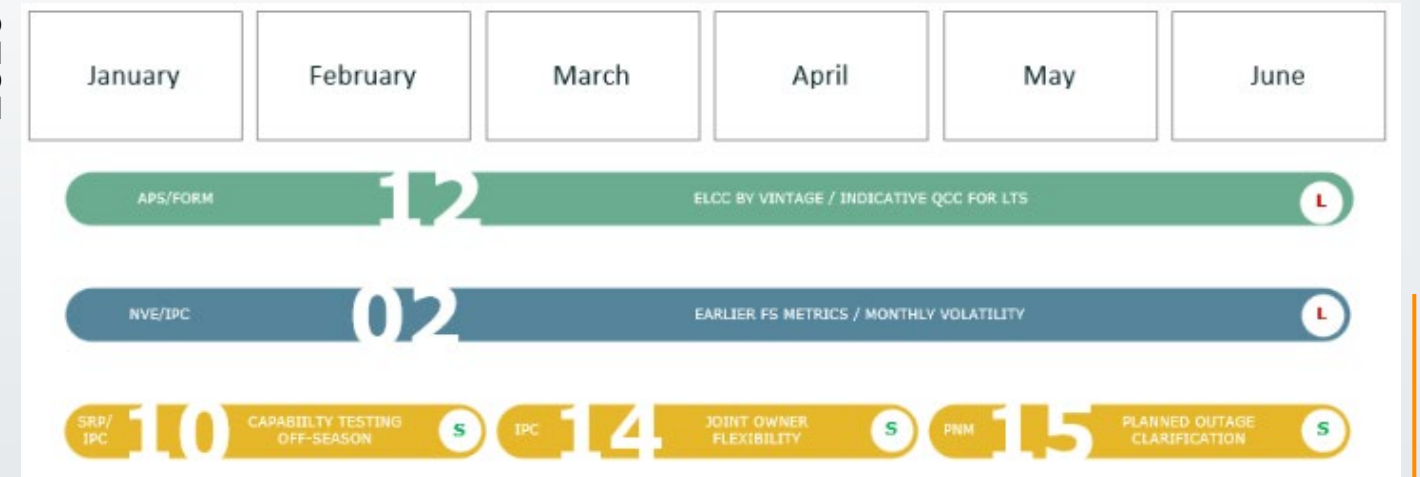
2025 DRAFT WORKPLAN – TASK FORCES

- » **BPM 302 §3.1** Task Force Creation
- » PRC takes nominations & selects Task Force membership
- » Sponsor is member of Task Force
- » Remainder may include PRC members or other SMEs
- » Balance diversity of perspectives & size to prioritize efficiency
- » Each Task Force decides its own decision-making processes, leadership structure, and meeting frequency
- » PA support administrative functions and collaborates with SPP on input

2025



2026



PROPOSAL REVIEW PROCESS

