

From: [Wert, Brian M](#)
To: [Cook, Alena R](#); [Anthony Prinz](#); [Beau Mills](#); [Lukasina, Chris](#); dgraham@hccog.org; [Weaver, Derrick G](#); [Cox, Drew](#); janet.robertson@lumberrivercog.org; [Myers, Jason S](#); [White, Julie A \(NCDOT\)](#); [Karyl Fuller](#); [Stroud, Jeremy D](#); [Kim Denton](#); [Johnson, Benjamin L](#); [Gibbs, Mark T](#); [Matthew Day](#); [Michael Kelly](#); [Burke, Neil](#); [Ivey, Stephen P](#); [Jeffers, Saman T](#); [Chola, Benard](#); [Lee, Sarah E](#); [Tristan Winkler](#); [Meyer, Tyler](#); [Vicki Eastland](#)
Cc: ["Maddie Shea"](#); [Warren Miller](#); [drew](#); [Brown, Richard H](#); [Brumfield, Ryan M](#)
Subject: Summary of Workgroup Process Improvement Recommendations
Date: Tuesday, July 30, 2024 5:03:25 PM
Attachments: [WG_ProcessImp_FinalMemo_61424.pdf](#)
[WG_ProcessImp_FinalMemo_61424.pdf](#)
[image001.png](#)

Dear Workgroup Members,

As we concluded the P7.0 process, several members expressed a need to review and improve our overall process. In response, the SPOT Office convened a Process Improvement Subcommittee to evaluate our methods and identify potential enhancements for future Workgroup cycles. Subcommittee participation was open to all Workgroup members, and the opportunity to participate was initially solicited in August 2023.

The Subcommittee met monthly from October 2023 to May 2024. Below is a summary of the recommendations developed during these meetings. We plan to discuss these at Orientation in August and begin to implement some of the recommendations.

1. **Developed Workgroup Vision Statement:** *We aim to continually enhance the statewide prioritization process by collaboratively refining the system to select the best transportation infrastructure solutions.*
2. **Clarified Roles and Expectations:** Defined roles and expectations for all Workgroup stakeholders to ensure clarity and efficiency (detailed on page 3).
3. **Schedule and Cadence of Meetings:** Established a recommended schedule for P8.0 meetings to improve preparation and follow-up
4. **Role of Facilitator:** Outlined the facilitator's role in supporting effective and inclusive meetings
5. **Decision-Making Structure:** Developed a structured approach for decision-making to handle both routine and complex decisions
6. **Meeting Documentation Procedure:** Recommended a new documentation process to ensure accurate and accessible meeting records, which will use a virtual whiteboard to reduce length of meeting notes
7. **Workgroup Handbook:** Created a living handbook to provide a comprehensive reference for all Workgroup activities and processes

A memo summarizing these recommendations is attached. The living handbook can be found at this [link](#).

We look forward to discussing these recommendations at Orientation (Aug 29) and working together to implement these improvements. Special thanks to our subcommittee members for their continued efforts: Ryan Brumfield, Neil Burke, Drew Cox, David Graham, Pat Ivey, Karyl Fuller, Chris Lukasina,

Tyler Meyer, and Tristan Winkler.

Please feel free to reach out about these items if you have any questions prior to the Orientation meeting.

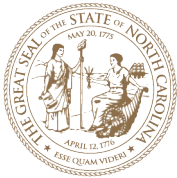
Best regards,

Brian M. Wert, PE
SPOT Office
SPOT Manager
North Carolina Department of Transportation

919 707 4657 office (Webex)
336 317 2157 cell

1 S. Wilmington St. (Delivery)
P2 Ground Level – Art Museum Annex
Raleigh, North Carolina 27699-1534

1534 Mail Service Center (Mail)
Raleigh, North Carolina 27699-1534



Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.