

Project Schedule

Corridor Study Terms of Reference Policy - Project Schedule													
	September 30, 2013 - Version 3 (Updated Post Flood Delays)												
	Timeline												
Tasks	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14
Project Management													
Initial Report to Council (March 20)													
Project Charter & Project Plan													
• Identify Project team, roles and responsibilities													
• Develop scope, budget and contracting strategy													
Update Report to Council													
• On-boarding any new council members													
Milestone: Report/Presentation to T&T													
Regular Updates for Key Aldermen & all Council when appropriate													
Phase 1 - Engagement													
Engagement and communications plan													
• Obtain input from alderman, communications data & LUPP													
• Revisit engagement plan based on stakeholder feedback													
Preliminary stakeholder engagement													
• Identify internal & external stakeholders													
• Identify how, when and why stakeholder engagement can, should and will occur													
Engagement Part A - Understand the 'As Is'													
• Workshop 1, 2, & 3 (June 20, November 20, November 23)													
• Internally focused meetings													
• Report Back Sessions													
Public Engagement Feedback Report													
• Engagement process & results documented & summarized													
• Determine how engagement results/input is/isn't used in policy development													
NO ENGAGEMENT													
Engagement Part B - Shared Learning													
• Workshop 1, 2, & 3 (February 2014)													
• Set up of Stakeholder Advisory Committee													
Milestone: Update Presentation to T&T													
Engagement Part C - Process Building													
• Workshop 1, 2, & 3 (April 2014)													
• Focused meetings with Advisory Committee													
Phase 2 - Policy Development													
Literature & Case Study Review													
• Conduct best practice research with other jurisdictions													
• Produce annotated bibliography													
• Build principles from the research and input													
• Conduct C of C case study reviews of 5 projects													
Milestone: Literature & Case Study Review Document													
Policy Development													
• Adjust project plan based on stakeholder engagement													
• Complete a draft of the policy and review with stakeholders													
Milestone: Policy Document Draft													
Policy Delivery													
• Complete final policy & final stakeholder engagement													
• Provide T&T with draft/finalized policy for approval													
Milestone: Presentation of Policy to T&T													
• Provide Council with finalized policy for approval													
Milestone: Presentation of Policy to Council													