Project Schedule

CORA Signage Project

8/31 is the last day to submit an invoice.

Target Timeframe	
Target Completion	
Task in Progress	
Task Complete	

		2024	2025									
		Dec	Jan	Feb	March	April	May	June	July	August	Sept	Oct
TASK	**RESPONSIBLE**											
Project Team Kickoff	Staff (facilitate mtg), CG, KELT, BB (attend mtg)	3-Dec										
CDAC Kickoff	Staff (create agenda, staff mtg), BB (facilitate, intro, present process), CG (intro, present process), CDAC (note taker)	3-Dec										
First public info meeting	Staff (staff mtg), BB (create agenda, intro, outline process, facilitate), CG (intro, outline process), CDAC (note taker, promote mtg)		1/7/2025									
Second CDAC mtg to review BB's analysis and recommendations	Staff (prep for mtg, create agenda), BB (create agenda, share first draft of signage plan), CG (share first draft of signage plan), CDAC (note taker)			2/4/2025								
Delivery of PHASE 1 ANALYSIS & RECOMMENDATIONS (what signs needed, destinations, info needed, create action plan for info collection) document to CDAC	BB & CG (deliver plans to Staff for CDAC review at 3/4/25 mtg), Staff (share plans with CDAC)			Late Feb								
Submit OCT-FEB PROGRESS REPORT	Staff				3/1/2025							
BB & CG to present final PHASE 1 ANALYSIS & RECOMMENDATIONS and draft of Wayfinding & Interpreative COMPREHENSIVE SIGNAGE PLANS (providing interpretive concepts, proposed designs, samples and prototype, discuss plan of action) to CDAC	Staff (prep for mtg, create agenda), BB & CG (Review Phase I Analysis & Recommendations report & present concepts for signs, create work plan for CDAC), CDAC (note taker)				3/4/2025							

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TASK	**RESPONSIBLE**											
Collect/create content for signs	Staff (work with BB & CG on timing of info needed, collect, draft and share signage content with BB & CG to work with)											
Second public info meeting - present COMPREHENSIVE SIGNAGE PLANS	Staff (staff mtg), BB (create agenda, present/facilitate), CG (present/facilitate), CDAC (note taker, promote mtg)					4/1/2025						
Present updated COMPREHENSIVE SIGNAGE PLANS to CDAC	Staff (staff mtg, create agenda), BB & CG (present/facilitate), CDAC (note taker, promote mtg)						5/6/2025					
Third Public Meeting - Committee Meeting to present FINAL PACKAGES	Staff (staff mtg, create agenda), BB & CG (present/facilitate), KELT (Attend, answer any Qs),CDAC (note taker, promote mtg)							6/3/2025				
Draft, Issue, Award FABRICATION RFP	Staff, CDAC											
SIGN CREATION, INSTALL & CLOSE OUT	Staff											
VISITOR DATA COLLECTION	Staff										Due 9/30	
Submit MAR - SEPT PROGRESS REPORT - DUE 9/30	Staff											