

PROJECT IMPLEMENTATION SCHEDULE

	February-08	March-08	April-08	May-08	June-08	July-08	August-08	September-08	October-08	November-08	December-08	January-09	February-09	March-09
TASK 1: REVIEW REFERENCE DOCUMENTS & MATERIALS - \$500.00														
A. Examine & Analyze Available Existing Data														
B. Recommend Additional Documents & Materials to be Obtained														
TASK 2: REVIEW COMMITTEE MEETING MINUTES & ATTEND MEETINGS - \$750.00														
A. Review Minutes from Previous Committee Meetings														
B. Discuss any Questions or Concerns Regarding the Committee Meeting Minutes or the Committee's Focus with the Committee														
C. Attend Monthly Committee Meetings														
TASK 3: CREATE A COMMUNICATION PLAN - \$3,500.00														
A. Work With the Committee to Decide Which is the Best Way to Reach the Public and Keep Them Informed of the Status of the Project														
B. Work with the Committee on the Development of Communicative Tools such as Press Releases, Notices, Newsletters, and Fact Sheets														
C. Create a 12-Month Project Schedule														
D. Create a Project Budget														
E. Work With the Committee to Write a Survey														
F. Administer the Survey and Compile Results														
TASK 4: DOCUMENT POTENTIAL FUNDING STRATEGIES & SOURCES - \$500.00														
A. Identify Possible Funding Resources														
B. Assist the Committee with the Inventory of Possible Funding Resources														
C. Work with the Committee to Decide Which Funding Sources to Pursue														
TASK 5: CREATE DIGITAL DRAFT PLAN NARRATIVES & MAP - \$4,500.00														
A. Draft Plan Narratives														
B. Create a Regional Map														
C. Work with Jo Daviess County GIS Department to Create Maps														
TASK 6: CONDUCT & DOCUMENT FIVE (5) OPEN MEETINGS - \$2,500.00														
A. Prepare Public Notice for 5 Open Meetings														
B. Send Direct Invitations to the Plan Stakeholders														
C. Facilitate the Meetings														
D. Document Received Public Input at the Meetings														
E. Provide Documented Public Input to the Committee														
TASK 7: MAKE PRESENTATION OF THE DRAFT PLAN NARRATIVES & MAP - \$1,000.00														
A. Present the Draft Plan Narratives to the Jo Daviess County Planning Commission/Zoning Board, Development & Planning Committee, and the Jo Daviess County Board														
B. Document Any Commentary Received														
C. Provide Documented Commentary to the Committee														
TASK 8: PRESENT FINAL PLAN - \$1,500.00														
A. Present Final Plan to the County Residents at the five (5) Open Meeting Locations														
B. Present Final Plan to the Jo Daviess County Development & Planning Committee and Jo Daviess County Board for Approval														
TASK 9: CREATE & PRODUCE FINAL PLAN AND MAPS - \$4,750.00														
A. Find a Publisher to Print the Final Document and Maps														
B. Create a Digital Version of the Plan on a CD to Provide to the Committee														
C. Provide a Narrative Portion of the Plan in a Word Document to the Committee														