

Action Item	Estimated Time (Month)																		Person Resources
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Write and Deliver Budget Report	■	■																	CoS Project Team
Write RFP to Secure Consultant to design and deliver Rapid Deployment Routes			■	■															CoS Project Team
Gather Background Data			■	■															CoS Project Team
Post Tender					■														CoS Project Team, Procurement
Award Tender						■													Procurement
<b>Functional Design/Detailed Design/Contract Admin</b>																			
Data collection / Information Gathering							■												External Consultant Team, CoS Project Team
Develop Engagement Plan							■												
Develop Communications Plan							■												
Functional Design								■											
Targeted Stakeholder Discussions (Internal)									■	■	■								
Targeted Stakeholder Discussions (External)										■	■	■							
Detailed Design											■								
Develop Monitoring Plan											■								
Tender Document Preparation												■							
Oversee Installation													■	■	■	■	■	■	
<b>Installation of Rapid Network</b>																			
Procure materials													■	■					
Install materials														■	■	■	■	■	Sign Shop, Electronics Shop
Community & Stakeholder Engagement															■	■	■	■	External Consultant Team, CoS Project Team, Engagement, Communications
Monitoring															■	■	■	■	CoS Project Team, Engagement, Communications
Ongoing Adjustments															■	■	■	■	CoS Project Team, Sign Shop, Electronics Shop

CoS Project Team: Transportation AT Planning, Transportation AT Engineering, Engagement, Communications

Targeted Internal Stakeholders: Transit, Roadways and Operations, Sign Shop, Electronics Shop, Detours, Utility Collection, Emergency Services (FIRE, EMS, SPS), Urban Design (if in a BID area), Parking Services (if in a paid parking or residential parking permit area), BRT (if near BRT route), DEED Team (if in or near DEED area).

Targeted External Stakeholders: varies by route. Limited to property owners or occupants with unique needs (schools, senior care centres, etc).