

CAR-LESS CA Task Chart

Task completed
Current task
Ongoing task

Tier 1:

Tasks	Steps	Who	Target Date	Date Accomplished	Notes
1 Project Planning and Management - Overall Project and Tier 1	Identify partners and contacts	Rec. Solutions	Ongoing	N/A	
	Organize meetings and documents	Rec. Solutions	Ongoing	N/A	
	Create vision statement, guiding principles, project organizational structure, phasing framework, goals and objectives	Core Team	Jan-2012	Jan-2012	
		Extended Team	Jan-2012	Jan-2012	
	Write Agreements/ MOU's	Rec. Solutions	Jan-2012		
	Allocate budget	Rec. Solutions	Jan-2012		
	Submit quarterly reports	Rec. Solutions	quarterly	Jan-2012	
2 Identify Target Population Recreation and ATS Preferences	a) Compile data	CSU Faculty	Sep-2012		listening sessions to be held over the summer
		FLMA's	Aug-2012		
	b) Comments, suggestions, modifications	Extended Team	Sep-2012		
	c) Technical Memo: literature review of recreation preferences	CSU Faculty	Oct-2012		
3 Identify Target <u>Neighborhoods</u> through filters	a) Create filters	Core Team	Feb-2012	Feb-2012	
	b) Comments, suggestions, modifications	Extended Team	Mar-2012	Mar-2012	
	c) Map Neighborhoods	Volpe	Apr-2012	Apr-2012	
	d) Technical Memo: discussion of filters used to define & map viable destinations and underserved neighborhoods and how/why chosen	CSU Faculty	Jun-2012		Nina and Ben to collaborate on technical discussion of filters
		Volpe/ TRIP TAC	Jul-2012		
4 Identify Target <u>Destinations</u> through filters	a) Create filters	Core Team	Feb-2012	Feb-2012	
	b) Comments, suggestions, modifications	Extended Team	Mar-2012	Mar-2012	
	c) Map target destinations	TripTac	Sep-2012		target destinations cannot be mapped until target neighborhoods are determined
5 Map ATS		TripTac	Jul-2012		
6 Identify and Prioritize <u>Corridors</u>	a) Create filters	Core Team	Mar-2013		
	b) Comments, suggestions, modifications	Extended Team	Mar-2013		
	c) Technical Memo: discussion of filters and how/why chosen	TripTac	May-2013		
7 Map corridors		Volpe/TripTac	Mar-2013		
8 Proof of Concept Field Tests		CSU- Students	Fall 2012		
	Technical Memo engaging the next generation recreation professionals: discussing student engagement & standard metrics	CSU Faculty	Mar-2013		
9 Develop Action Plans for Tier 2	a) ATS Gap-analysis action plan	Rec. Solutions	May-2013		
	b) Action Plan to encourage use of existing ATS	Rec. Solutions	May-2013		
10 Write Phase 1/Tier 1 Final Report: including prioritized listing of ATS corridors linking target neighborhoods with target destinations, summary of collaborative approach, lessons learned and action plan for Tier II: Corridor Planning	a) Write DRAFT Report	Rec. Solutions	Jun-2013		
	b) Comments, suggestions, modifications	Core Team	Jul-2013		
	c) Comments, suggestions, modifications	Extended Team	Jul-2013		
	d) Write FINAL Report	Rec. Solutions	Aug-2013		

NOTE: Tech memos shall document the processes employed throughout the project and include methodologies, precedents, and background information sufficient to clearly discuss the topic at hand. (10 - 20 pages)