

PROJECT TIMELINE

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
PHASE 1: PROJECT INITIATION												
Task 1.1: Kickoff Meeting	1											
Task 1.2: Public Engagement Framework	•	2										
Task 1.3: Communications Strategy and Branding	•	3										
PHASE 2: ASSESSMENT AND ANALYSIS												
Task 2.1: Document Review	•	•										
Task 2.2: Cultural Asset Inventory and Mapping	•	•	•	4								
Task 2.3: Creative Economy Analysis	•	•	•	•								
Task 2.4: Needs Assessment				•	•	5						
PHASE 3: COMMUNITY ENGAGEMENT AND VISIONING												
Task 3.1: Stakeholder Engagement Infrastructure	•	•										
Task 3.2: Community Input Sessions		6	•	•	•							
Task 3.3: Focus Groups and Interviews			7	•	•							
Task 3.4: Community Survey			8	•	•	9						
PHASE 4: STRATEGY DEVELOPMENT												
Task 4.1: SWOT Analysis					•	10						
Task 4.2: Strategic Framework						•	•	11				
Task 4.3: Revenue Analysis and Funding Strategy							•	•				
Task 4.4: Implementation Planning							•	•	12			
PHASE 5: PUBLIC ART MASTER PLAN												
Task 5.1: Public Art Collection Assessment	•	•	•									
Task 5.3: Public Art Vision and Goals Development			•	•								
Task 5.3: Strategy Development				•	•	•						
Task 5.4: Implementation Guidelines						•	•					
Task 5.5: Administrative Framework							•	•	•			
Task 5.6: Maintenance and Conservation Strategy								•	13			

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
PHASE 6: REPORT PRODUCTION												
Task 6.1: Draft Plan Development									●	14	15	
Task 6.2: Final Plan Production										●	16	
Task 6.3: Presentations											●	●
Presentation Slide Deck												17
Cultural Affairs Commission Presentation												18
City Council Presentation												19

SUMMARY OF DELIVERABLES

1. Kickoff Meeting Agenda and Briefing Materials
2. Project Charter
3. Communications Roadmap and Basic Branding Elements
4. Digital Cultural Asset Maps and Database
5. Summary Assessment and Analysis Slide Deck
6. Community Input Session Facilitation and Materials
7. Focus Group and Interview Facilitation and Agendas
8. Survey Instrument
9. Stakeholder Outreach Summary Slide Deck
10. SWOT Analysis
11. Strategic Framework
12. Implementation Plan
13. Draft Public Art Master Plan Component (Word Format)
14. Draft Community Cultural Equity Plan (Word Format)
15. Online Community Review Platform
16. Final Community Cultural Equity Plan with Public Art Master Plan Component (PDF)
17. Presentation Slide Deck
18. In-Person Cultural Affairs Commission Presentation
19. In-Person City Council Presentation