

# PROJECT SCHEDULE

## Broken Arrow Parks and Recreation Master Plan Update

TASK DESCRIPTION		Duration	PHASE ONE 2018			PHASE TWO 2019						
			April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
<b>Ph 1 Project Initiation and Project Management</b>												
1	Project Initiation Meetings, 1/2 day Tour (2 mtgs)	1 Day										
2	Project Management	All										
<b>Ph 2 Pre-Planning</b>												
1	Preparation of Base Mapping	4 Wks										
2	Review Relevant Studies	4 Wks										
3	Demographic & Community Profile (1 conf. call)	4 Wks										
<b>Ph 3 Stakeholder and Public Engagement</b>												
1	Master Plan Steering Committee Meeting (3 mtgs)	3 Days			*			*		*		
2	Stakeholder Meetings w/ Key Entities (3 mtgs)	1 day			*							
3	Establish Goals and Objectives (1 conf. call)	4 wks										
4	Citywide Public Meetings (2 mtgs)	2 days			*			*				
5	Web Survey - in coordination w/ comp plan (2 conf. calls)	6 wks										
<b>Ph 4 Parks &amp; Open Space Assessment and Recommendations</b>												
1	Assessment of parks and facilities (1 conf. call)	8 wks										
2	Level of Service (1 conf. call)	4 wks										
3	Parks & Open Space Needs Assessment (1 mtg)	8 wks										
4	Parks & Open Space Recommendations & Strategies (1 mtg, 1 conf. call)	4 Wks										
<b>Ph 5 Implementation Strategy</b>												
1	Cost Projections (1 conf. call)	4 wks										
2	Implementation and Action Plan (1 meeting)	4 wks										
<b>Ph 6 Report Preparation &amp; Final Plan Adoption</b>												
1	Report Review and Approval (1 conf. call, 4 mtgs)	12 wks									*	*
2	Master Plan Publishing	4 wks										
<b>Total Weeks</b>		<b>44 wks</b>										

**IN-PERSON MEETINGS:** meeting timeframes will be coordinated with the Comprehensive Plan and may vary to coincide.

April 2018: Project Initiation Mtgs with Staff

June 2018: Steering Committee Kick-Off, Stakeholder Mtgs, Public Meeting (in coordination with Comp Plan Public Meeting #2)

September 2018: Steering Committee Recommendations Review, Public Meeting (in coordination with Comp Plan Public Meeting #3)

November 2018: Steering Committee Final Review Meeting

December 2018 - January 2019: Approval Meetings