

ID	Task Name	Apr '07				May '07				Jun '07				Jul '07				Aug '07				Sep '07							
		25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	
1	<b>Launch project</b>																												
2	Kickoff meeting																												
3	Establish project management/reporting																												
4	Build report outline																												
5	<b>Manage project</b>																												
6	Prepare and review status reports																												
7	Conduct review meetings																												
8	Address project management issues																												
9	<b>Inventory Telecommunications</b>																												
10	Identify service and infrastructure providers																												
11	Contact providers																												
12	Obtain buy-in from providers and resolve issues																												
13	Develop data collection instrument																												
14	Collect infrastructure, service and location information																												
15	Collect City infrastructure and location information																												
16	Tabulate and reconcile infrastructure information																												
17	Summarize results and update report																												
18	<b>Map Telecommunications</b>																												
19	<b>Assist city GIS staff to map existing telecommunications infrastructure</b>																												
20	Determine capacity and capability of GIS systems/staff																												
21	Agree on data format and data-entry processes																												
22	Assist staff with data entry, resolve problems																												
23	<b>Implement business survey</b>																												
24	Develop newsletter article																												
25	Develop survey instrument																												
26	Review w/Taskforce and obtain approval																												
27	Distribute surveys																												
28	Tabulate/analyze survey data																												
29	Summarize results and update report																												
30	<b>Implement community survey</b>																												
31	Identify survey recipients																												
32	Develop survey instrument																												
33	Review w/Taskforce and obtain approval																												
34	Distribute surveys																												
35	Tabulate/analyze survey data																												

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36	Summarize results and update report																											
37	<b>Meetings with business</b>																											
38	Identify focus group participants																											
39	Prepare focus group materials																											
40	Schedule meetings/invite participants																											
41	Conduct meetings																											
42	Document results and update report																											
43	<b>Community meetings</b>																											
44	Identify focus group participants																											
45	Prepare focus group materials																											
46	Schedule meetings/invite participants																											
47	Conduct meetings																											
48	Document results and update report																											
49	<b>Online community forum</b>																											
50	Develop online forum approach and strategy																											
51	Establish online forum technology infrastructure																											
52	Recruit initial forum members (from task force and larger community)																											
53	Conduct moderated "kick off" panel discussion																											
54	Publicize forum and invite broader participation																											
55	Document results and update report																											
56	Manage ongoing forum activities and conversations																											
57	<b>Determine the need for additional broadband infrastructure and the market potential driven by these needs.</b>																											
58	Determine alternatives for improving services																											
59	Open dialogue on critical infrastructure concerns.																											
60	Assess whether any other significant technology infrastructure improvements within the city are called for																											
61	Assess level of ubiquity and competitiveness of broadband services																											
62	Identify desirable technology investments.																											
63	<b>Develop a high level strategy to address broadband services throughout Eden Prairie.</b>																											
64	Outline alternative business/organizational models																											
65	Determine the strategic advantage that such infrastructure would provide for Eden Prairie.																											
66	<b>Determine regulatory and public policy impact</b>																											
67	Determine whether market competition enhances or conflicts with the City's interests																											
68	Assess economic advantage (to the City) of proposed solutions																											
69	Determine whether there are any conflicts with statutes or regulations																											

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70	<b>Prepare an interim and a final presentation to the Eden Prairie City Council on the te</b>																										
71	Prepare and deliver a final report																										
72	<b>Serve as staff for the technology task force.</b>																										
73	May - Orientation, Role of Community; Task force discussion on goals and vision																										
74	June - Discusion of telecommunications inventory																										
75	July - Review of Community Input; revisit vision and goals																										
76	August - Review and Discussion of Strategy Alternatives																										
77	September - Adoption of Vision, Goals and Strategies and Final Report																										