

APPENDIX A - PROJECT BENCHMARKS AND EXPECTED DATES OF COMPLETION

Task Number	Task	Description	Percent of Project
1.0	Work Plan	Develop a final project plan and schedule	5%
2.0	Literature Review	Collect and assess information on ITS technology and the State's CVISN planning and implementation documents	15%
2.1		Research and collect literature, create bibliographies, including summaries of findings, lessons learned significant institutional and operational issues.	
2.2		TAC review and comment	
2.3		Revise and submit final technical memorandum	
3.0	Survey/Interview Stakeholders	Interview key stakeholders	25%
3.1		Develop stakeholder database	
3.2		TAC review of stakeholder database	
3.3		Revise database	
3.4		Develop survey mechanism	
3.5		TAC review of survey mechanism	
3.6		Revise survey mechanism	
3.7		Schedule interviews/surveys	
3.8		Interview stakeholders	
3.9		Summarize findings	
4.0	Inventory CVISN/ITS Service Applications	Identify and collect available applications by technological and functional groups. Arrange for demonstrations applicable to ADOT	15%
4.1		(1) Inventory and classify existing ITS technologies. (2) List additional contacts from ITS America exhibitors and other forums	
4.2		TAC review of the inventory	
4.3		Revise inventory and set up demonstrations	
4.4		Present findings to TAC and demonstration of applications	
5.0	Recommend Package of CVISN/ITS Devices, Equipment, and Software	Recommend CVISN/ITS packages	15%
5.1		Prepare list of CVISN/ITS package	
5.2		TAC reviews list of packages	
5.3		Revise list of packages	

Task Number	Task	Description	Percent of Project
5.4		Finalize recommendations	
6.0	Implementation Plan	Develop schedule and budget for recommended CVISN/ITS packages	10%
6.1		Develop Implementation Plan outline submit to Project Mgr./Project Leader	
6.2		Develop Draft Implementation Plan	
6.3		TAC reviews Draft Implementation Plan	
6.4		Revise and finalized Implementation Plan	
7.0	Final Report	Prepare a report documenting data findings, recommendations and implementation plan.	10%
7.1		Develop Final Report outline submit to Project Mgr./Project Leader	
7.2		Develop Final Report	
7.3		TAC review of the Final Report	
7.4		Revise and submit Final Report	
8.0	Presentation	Present final findings and recommendations	5%
8.1		Identify audience/location for presentation by ADOT	
8.2		Develop draft presentation of project findings	
8.3		Review of presentation by ADOT representatives	
8.4		Finalize presentation	
8.5		Present findings to appropriate audience	

Task	Description	Action	Completion Date
Work Plan	Complete Work Plan		8/30/2002
Literature Review	Research and collect literature, create bibliographies, including summaries of findings, lessons learned significant institutional and operational issues.	Submit to Technical Advisory Committee (TAC)	10/4/2002
	Submit final technical memorandum Deliverable: a chapter or section documenting the findings of this task that is acceptable to the TAC and that will be suitable for inclusion in the final report.		10/8/2002
Survey/Interview Stakeholders	Develop stakeholder database	TAC review of stakeholder database	9/13/2002
	Develop draft survey mechanism	TAC review of survey mechanism	9/13/2202
	Summary of responses from surveys Deliverable: a chapter or section documenting the findings of this task that is acceptable to the TAC and that will be suitable for inclusion in the final report		10/31/2002
Inventory CVISN/ITS Service Applications	Identification and collection of available applications, breaking down the technologies into functional groups.	TAC review of the inventory	10/31/2002
	Present final findings and arrange for demonstrations of components and systems that may be beneficial to ADOT Deliverable: a chapter or section documenting the findings of this task that is acceptable to the TAC and that will be suitable for inclusion in the final report	Present to TAC	Week of 12/02/2002
Recommend Package of CVISN/ITS Devices, Equipment, and Software	Provide alternatives and recommendations of CVISN/ITS packages	TAC Review	12/20/2002
	Final CVISN/ITS package recommendations Deliverable: a chapter or section documenting the findings of this task that is acceptable to the TAC and that will be suitable for inclusion in the final report	Present to ADOT and key stakeholders	1/7/2003
Implementation Plan	Implementation Plan outline to Project Mgr. Project Leader	Submit to Project Mgr./Project Leader	1/7/2003
	Submit draft Implementation Plan	TAC reviews Draft Implementation Plan	1/21/2003

	Submit final Implementation Plan Deliverable: a chapter or section documenting the findings of this task that is acceptable to the TAC and that will be suitable for inclusion in the final report		2/7/2003
Final Report	Final Report outline	Submit to Project Mgr./Project Leader	1/7/2003
	Submit Draft Final Report	To TAC for review	1/21/2003
	Submit Final Report Deliverable: a chapter or section documenting the findings of this task that is acceptable to the TAC and that will be suitable for inclusion in the final report		2/7/2003
Presentation	Provide draft presentation for ADOT representatives	ADOT representatives review presentation	1/14/2003
	Present Findings Deliverable: Presentation to appropriate audience	Present findings to appropriate audience	2/7/2003 or later