TASK	June/July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov
Phase I: Information Gathering																	
Kickoff Meeting																	
Physical Assessment																	
Demographic Study																	
Technology Audit																	
Second Steering Committee Meeting - Ed Tech																	
Design Committee Meetings																	
Division-Wide Education Specifications																	
Conduct Programming Interviews																	
Technology Instructional Use																	
Develop Preliminary Architectural Space Program																	
Space Utilization Documents																	
Third Steering Committee Meeting																	
School Board Future Learning Work Session																	
Monthly Project Status Meeting (concurrent where possible)																	
Phase II a): Master Plan Development																	
Existing Site Analysis																	
Develop Alternatives																	
Fourth Steering Committee Meeting																	
Detailed Development of Preferred Alternatives																	
Site-Specific Educational Specifications																	
Technology Basis of Design																	
Finalize Architectural Program																	
Fifth Steering Committee Meeting																	
Preparation of Final Report																	
Monthly Project Status Meeting																	
Phase II b): Public Information & Feedback																	
Public Information Sessions																	
School Board Work Session																	
Phase III: Procurement																	
Research PPEA Best Practices																	
Develop Criteria Package & RFP																	
RFP Issued																	
Proposal Response Period																	
Evaluation of Proposals																	