

PROJECT PLAN

PHASE 1

Phase one should take approximately 4 months to complete. With this in mind, set a target date for the completion of this phase. Once the completion date is determined, set target start/completion dates for each of the actions items.

Target Completion Date (Phase 1):

 ACTION ITEM	Target Start Date	Actual Start Date	Target Completion Date	Actual Completion Date
Step 1				
Contact SBS				
Step 2				
Determine if a BID is right for your neighborhood				
Statement of need				
Step 3				
Assemble a steering committee				
Step 4				
Hold first steering committee meeting				
1. Select steering committee chairperson	-	-	-	-
2. Agree on a vision for district	-	-	-	-
3. Define tentative boundaries	-	-	-	-
4. Identify resource needs and funding sources	-	-	-	-
Step 5				
Develop database				
Step 6				
Prepare survey				
Distribute survey				
Collect survey and record results				
Step 7				
Determine services & improvements				
Determine scope and cost				
Determine first year budget				
Determine assessment formula				
Submit district plan to SBS				
Obtain mock run of billing				

PHASE 2

Phase two should take approximately **3-4** months to complete. In addition to setting targets dates for action items in this phase, targets should also be set for property owner (PO) and assessed value (AV) support.

Target Completion Date (Phase 2):

 ACTION ITEM	Target Start Date	Actual Start Date	Target Completion Date	Actual Completion Date
Step 8				
Set date for first public meeting				
Prepare and distribute information packages				
Target Support Level: PO _____% AV _____%				
Step 9				
Advertise the meeting				
Prepare for first public meeting				
Hold first public meeting				
Target Support Level: PO _____% AV _____%				
Step 10				
Send out notice of second public meeting				
Hold second public meeting				
Target Support Level: PO _____% AV _____%				
Step 11				
Prepare and submit documentation binders to SBS				