

Ellsworth Strategic Transportation and Recreation Center

Work plan (Rev 2/01/08)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. STAR Committee and Public Involvement												
1: Recruit committee members												
2: Prepare agenda and minutes												
3: Public notices, press releases, news, website												
4: Facilitate meetings				Scope				Prelim		Final		
5: Respond to information requests												
2. Literature Review (Study comparables)												
1: Gather information on comparable facilities												
2: Review design consideration												
3: Report findings to committee												
3. Program Planning (Identify Center functions)												
1: Survey potential facility sponsors												
2: Facilitate stakeholder scoping sessions												
3: Prepare and revise Program Description												
4. Demand Analysis and Forecasting												
1: Conduct demand survey of customer base												
2: Construct demand model												
3: Test a variety of scenarios for growth												
4: Indicate potential cost and revenue centers												
5: Prepare final report												
5. Location analysis and Mapping												
1: Identify site selection criteria												
2: Identify potential facility locations												
3: Conduct field survey with GPS												
4: Create GIS base maps and overlays												
5: Summarize site strengths and weaknesses												
6: Outline environmental analysis requirements												
7: Rank site alternatives												
6. Systems Planning												
1: Transit System												
2: Excursion Rail System												
3: Traffic System												
4: Sidewalk, Bikeway and Trail System												
5: Park and Ride System												
6: Information System												
7: Chamber of Commerce System												
8: Environmental System												
7. Business Plan												
1: Identify public-private ownership, operations and finance												
2: Indicate potential cost and revenue centers												
3: Prepare implementation schedule												
4: Prepare pro-forma finance and budget docs												
8. Preliminary Landscape / Architectural Design												
1: Survey existing similar facility designs												
2: Prepare foot print maps												
3: Test design concepts with stakeholder												
4: Prepare simple 3-D renderings of facilities												
5: Final Design Recommendations												