Project Management Plan: Project Schedule

	Apr '22		May '22					Jun '22				Jul '22				Aug '22				Sep '22				Oct '22				Nov '22				Dec '22				Jan '23				Feb '23				Mar '23				Apr '23				May '23			
Week		25	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	27	6	13	20	27	3	10	17	24	1	8	15	22	29
Task 1: Project Management Strategy, Communications Strategy, and ITS Vision/Goals Memo																																																									
NTP		X																																																							
1.1 PM Kick-off Meeting																																																									
1.2 Monthly PM Briefings (virtual)																																																									
1.3 Project Management & Communications Strategies																																																									
1.4 SCDOT Coordination Meeting																																																									
1.5 Core Team Meeting #1																																																									
1.6 Regional ITS Architecture Educational Mini-Presentation																																																									
1.7 Working Draft ITS Vision/Goals Memo																																																									
Task 2: Regional Baseline Inventory																																																									
2.1 Preliminary Regional Baseline Inventory																																																									
2.2 Stakeholder Workshop #1																																																									
2.3 Final Regional Baseline Inventory																																																									
2.4 Gap Assessment																																																									
2.5 Core Team Meeting #2																																																									
Task 3: Regional ITS Architecture																																																									
3.1 Kick-off Presentation Slides																																																									
3.2 Draft Regional ITS Architecture Website and Document																																																									
3.3 Stakeholder Workshop #2																																																									
3.4 One-on-One Meetings																																																									
3.5 Revised Regional ITS Architecture and Document																																																									
Review of Revised Regional ITS Architecture and Document																																																									
3.6 Follow-up Meetings																																																									
3.7 Core Team Meeting #3																																																									
3.8 Final Regional ITS Architecture Website and Document																																																									
Task 4: Data Governance Best Practices Report																																																									
4.1 Summary of Existing and Planned Data Interconnects																																																									
4.2 Draft Data Governance Best Practices Document																																																									
Review of Draft Best Practices Document																																																									
4.3 Core Team Meeting #4																																																									
4.4 Final Data Governance Best Practices Document																																																									
Task 5: Regional ITS Deployment Guide																																																									
5.1 Draft Project List																																																									
5.2 Draft Regional ITS Deployment Guide Website																																																									
5.3 Draft Pilot Project Deployment Guides																																																									
5.4 Revised Regional ITS Deployment Guide Website																																																									
5.5 Video-Based User Guides																																																									
5.6 Stakeholder Workshop #3 - Training Session																																																									
Review of Draft Final Products																																																									
5.7 Draft Final Regional ITS Deployment Guide Website																																																									
5.8 Optional: Core Team Meeting #5																																																									
5.9 Final Regional ITS Deployment Guide Website (+final V/G Memo)																																																									
5.10 Project Close-Out Meeting																																																									