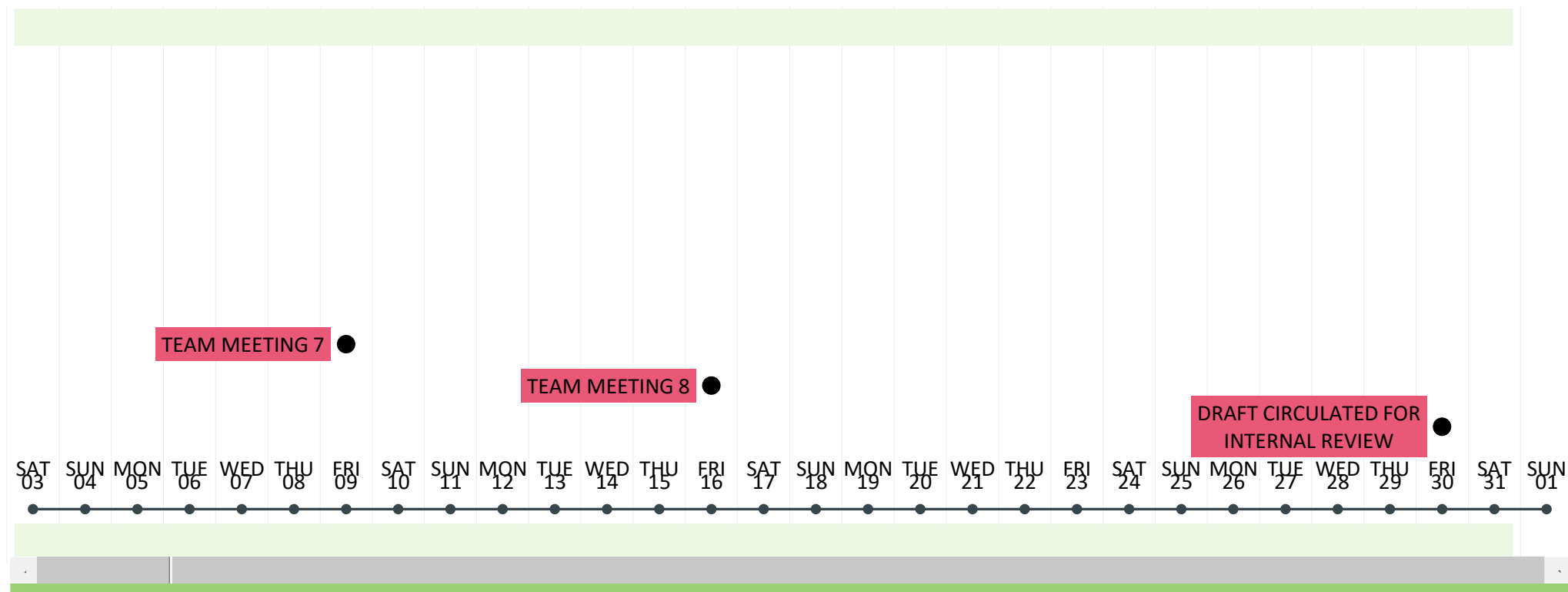


SFR DESIGN MANUAL PROJECT TIMELINE



ENTER START DATE:

8/20/2020

ACTIVITY	START	END	NOTES
Project Start	8/20/2020	11/3/2020	Project timeline is presented. Old SFR Manual Passed out to team for initial review. Team comments due by end of week.
Team Meeting 1	8/28/2020	8/28/2020	1 hour weekly meetings begin. Time TBA. Team review of individual notes.
Team Meeting 2	9/4/2020	9/4/2020	Identify areas of change, team "wishlist", review example Manuals
Team Meeting 3	9/11/2020	9/11/2020	Identify content to "borrow" from example Manuals, start draft outline
Team Meeting 4	9/18/2020	9/19/2020	Outline due, start drafting, send out for team review
Team Meeting 5	9/25/2020	9/25/2020	1st Draft Due, team review, send comments for next meeting
Team Meeting 6	10/2/2020	10/2/2020	Review revisions, choose and finalize graphics, charts, etc.
Team Meeting 7	10/9/2020	10/9/2020	2nd Draft Due, team review, send comments for next meeting
Team Meeting 8	10/16/2020	10/16/2020	Final Draft Due, team review, send final comments

ACTIVITY	START	END	NOTES
Draft Circulated for Internal Review	10/23/2020	10/30/2020	Comments incorporated, external stakeholders identified
Draft Circulated for External Review (2 times)	11/2/2020	11/16/2020	Comments incorporated
Draft and Staff Report due in Legistar (or PM for PC review)	12/11/2020	12/11/2020	1st Final Draft to be presented to City Council (or PC)
Present to MCC	12/31/2020	12/31/2020	Any and all changes incorporated