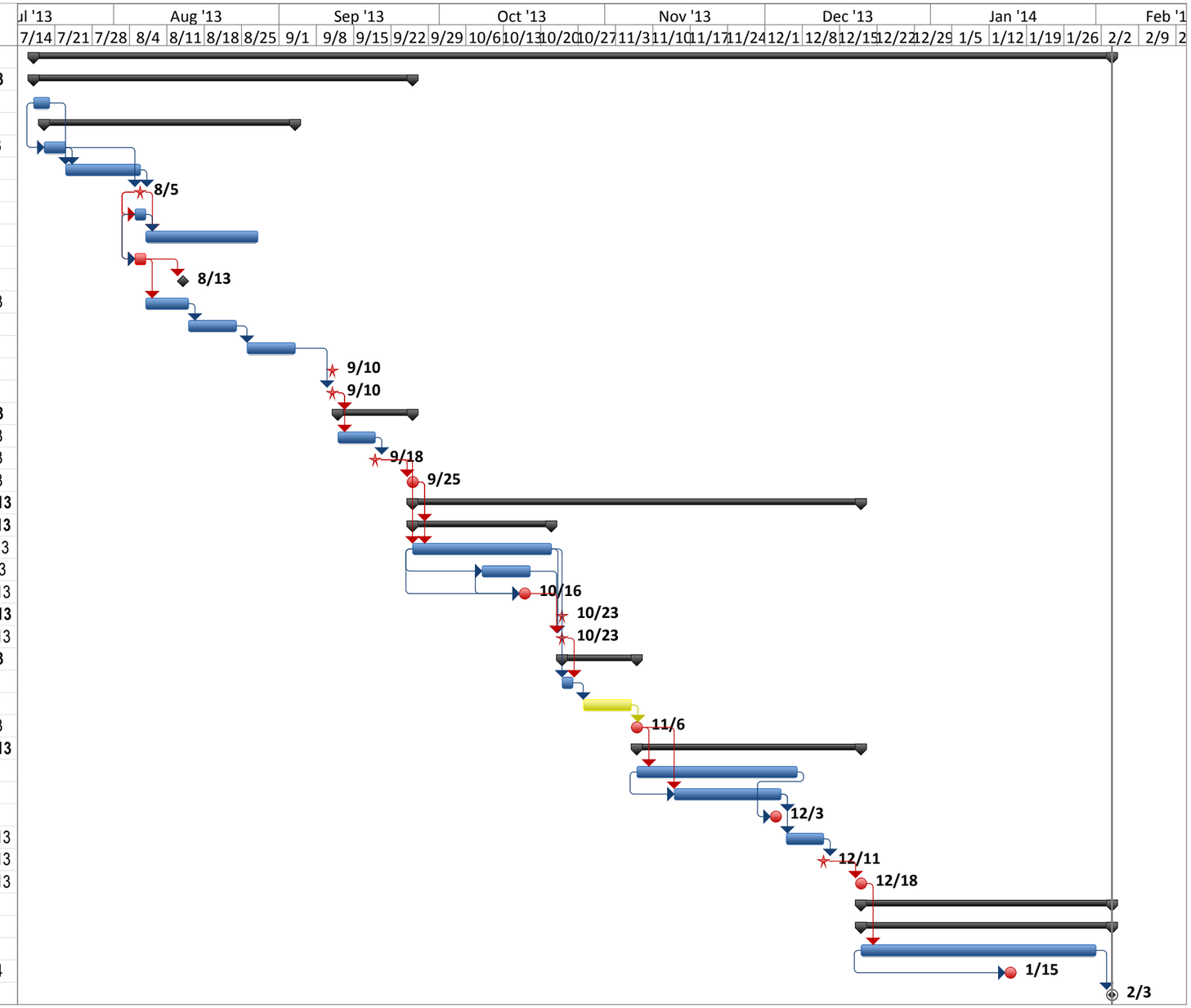
Town of Atherton
Master Plan

DRAFT PROJECT SCHEDULE

HMC Architects

ID	Task Name	Duration	Start	Finish
1	**Town of Atherton Master Plan**	**139 days**	**Wed 7/17/13**	**Mon 2/3/14**
2	**Phase 1: Data Collection & Assessment**	**50 days**	**Wed 7/17/13**	**Wed 9/25/13**
3	Authorization to Proceed/Mobilization	3 days	Wed 7/17/13	Fri 7/19/13
4	**Task 1: Background Research/Analysis**	**32 days**	**Fri 7/19/13**	**Tue 9/3/13**
5	Prep for Kickoff	2 days	Fri 7/19/13	Mon 7/22/13
6	Review Existing Data/Documents/Reports	10 days	Tue 7/23/13	Mon 8/5/13
7	Kickoff Meeting	0 days	Mon 8/5/13	Mon 8/5/13
8	Tour Site/Photograph Existing Surroundings	2 days	Mon 8/5/13	Tue 8/6/13
9	Analyze Site / Prepare Traffic Analysis	15 days	Wed 8/7/13	Tue 8/27/13
10	User Group / Staff Interviews	2 days	Mon 8/5/13	Tue 8/6/13
11	Agency Meetings	0 days	Tue 8/13/13	Tue 8/13/13
12	Update Space Needs Program	6 days	Wed 8/7/13	Wed 8/14/13
13	User / CCAC Review of Program Update	7 days	Thu 8/15/13	Fri 8/23/13
14	Finalize & Document Space Needs Program	6 days	Mon 8/26/13	Tue 9/3/13
15	**Task 2: CCAC Design Meeting #1**	**0 days**	**Tue 9/10/13**	**Tue 9/10/13**
16	Prep Workshop / Review Analysis Materials w/ CCAC	0 days	Tue 9/10/13	Tue 9/10/13
17	**Task 3: Community Workshop #1: Vision & Goals**	**10 days**	**Thu 9/12/13**	**Wed 9/25/13**
18	Finalize Workshop Plan	5 days	Thu 9/12/13	Wed 9/18/13
19	Public Workshop #1	0 days	Wed 9/18/13	Wed 9/18/13
20	Follow Up Meeting w/ CCAC	0 days	Wed 9/25/13	Wed 9/25/13
21	**Phase 2: Concept / Options Development**	**58 days**	**Thu 9/26/13**	**Wed 12/18/13**
22	**Task 4: Master Plan Alternatives**	**18 days**	**Thu 9/26/13**	**Mon 10/21/13**
23	Develop Master Plan Options (3 Alternatives)	18 days	Thu 9/26/13	Mon 10/21/13
24	Develop Option Costs for Comparison	7 days	Wed 10/9/13	Thu 10/17/13
25	Progress Meeting w/ CCAC	0 days	Wed 10/16/13	Wed 10/16/13
26	**Task 5: CCAC Design Meeting #2**	**0 days**	**Wed 10/23/13**	**Wed 10/23/13**
27	Prep Outreach Mtgs / Review Analysis Materials w/ CCAC	0 days	Wed 10/23/13	Wed 10/23/13
28	**Task 6: Outreach Meetings: Master Plan Alternatives**	**10 days**	**Thu 10/24/13**	**Wed 11/6/13**
29	Finalize Mtg Materials/Schedules	2 days	Thu 10/24/13	Fri 10/25/13
30	*Neighborhood Outreach (5 Evening/Wknd Mtgs)*	*7 days*	*Mon 10/28/13*	*Tue 11/5/13*
31	Follow Up Meeting w/ CCAC & City Council	0 days	Wed 11/6/13	Wed 11/6/13
32	**Task 7: Refinement & Community Workshop #2**	**28 days**	**Thu 11/7/13**	**Wed 12/18/13**
33	Develop Preferred Alternative(s)	20 days	Thu 11/7/13	Fri 12/6/13
34	Develop Costs & Phasing Strategies	12 days	Thu 11/14/13	Tue 12/3/13
35	Progress/Workshop Prep Meeting w/ CCAC	0 days	Tue 12/3/13	Tue 12/3/13
36	Finalize Workshop Plan	5 days	Thu 12/5/13	Wed 12/11/13
37	Public Workshop #2	0 days	Wed 12/11/13	Wed 12/11/13
38	Follow Up Meeting w/ CCAC	0 days	Wed 12/18/13	Wed 12/18/13
39	**Phase 3: Final Documentation**	**31 days**	**Thu 12/19/13**	**Mon 2/3/14**
40	**Task 8: Prepare Final Master Plan**	**31 days**	**Thu 12/19/13**	**Mon 2/3/14**
41	Prepare Final Master Plan Drawings & Narratives	30 days	Thu 12/19/13	Fri 1/31/14
42	City Council Presentation	0 days	Wed 1/15/14	Wed 1/15/14
43	Final Master Plan Report Delivered to Town	0 days	Mon 2/3/14	Mon 2/3/14