VMC - Master Plan Work Plan and Schedule

13-Sep-21

	Task & Deliverables	week #	pre-contract	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
0.0	**Start-Up, Management & Communications (How will the VMC Master Plan team work together?)**																																						
0.1	Consultant selection																																						
0.2	Contract & scope negotiation																																						
0.3	Contract signed/Notice to Proceed																																						
0.4	Project team; identify & organize																																						
0.5	Develop VMC Master Plan Goal Statement																																						
0.6	Define internal & external communications plan																																						
0.7	coordination meetings (w/ COV PM as needed)																																						
0.8	Providence Administration Team *(2-3 meetings)*										*Existing Facility*								*Finance & Options*				*Facility Options*																
0.9	Providence Community Advisory Council (2-4 meeting for brief status)					*Set Goals*																																	
0.10	City Council updates (2-3) *(agenda focus)*																								*Facility Options*						*Review preferred direction*								
Deliverables																																							
	Digital meeting summaries with presentations materials			ongoing																																			
	VMC Master Plan Goal Statement																														*Final Document*								
	Compiled Master Plan Document (from below tracks)																																						
1.0	**Physical Facility Evaluation (Up to 7 service lines or programs)**																																						
1.1	Provide VMC information request list																																						
1.2	Gather base facilities information																																						
1.3	Receive information on upcoming projects																																						
1.4	Review base information																																						
1.5	Review zoning and comprehensive plan																																						
1.6	Summarize facility opportunities & issues																																						
Deliverables																																							
	Facility Conditions Report																																						
2.0	**Program & Operational Evaluation (for up to 7 service lines or programs)**																																						
2.1	Review operations with clinical/support staff																																						
2.2	Identify success and needs improvement areas																																						
2.3	Identify potential operational changes																																						
2.4	Summarize current and desired operations																																						
Deliverables																																							
	Operations & Space Program Report																																						
3.0	**Financial/Business Analysis (What are community needs and how can VMC be financially viable?)**																																						
3.1	Request and gather base information																																						
3.2	Review base info, summarize, discuss w/ VMC																																						
3.3	Request additional financial/volume info.																																						
3.4	Draft financial/business/service priorities																																						
3.5	Assess feasibility of priorities (3-4 service lines or programs)																																						
3.6	Receive input from Facility Master Plan																																						
3.7	Reassess feasibility of priorities																																						
3.8	Provide/review Draft Feasibility Report																																						
3.9	Finalize Financial Feasibility Report																																						
Deliverables																																							
	Interim & Draft Financial Feasibility Reports																																						
	Final Financial Feasibility Report																																						
4.0	**Facility Master Plan (How do we achieve the future goals?)**																																						
4.1	Develop Facility Goals																																						
4.2	Validate space program needs (Program outline by Providence)																																						
4.3	Develop range of facility options																																						
4.4	Review options and costs with VMC																																						
4.5	Select preferred options																																						
4.6	Refine options																																						
4.7	Review options and costs with VMC																																						
4.8	Finalize options and costs																																						
4.9	Provide/review draft Facility Master Plan																																						
4.10	Finalize Facility Master Plan																																						
Deliverables																																							
	Facility Master Plan																																						
	Project Cost Estimates																																						

Key/Legend
- *meetings*
- *optional meeting*
- *deliverable; final*
- *deliverable; draft*