appendix h: critical path plan

STAPLETON COMMUNITY ARTS CENTER C			013				014			2	015			2016 2017							
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q	
Planning and design	4.	42	40	q .		42	40	ч.	ч.	42	40	u .	ч.	42	QU.	u .	4 .	42	40	4	
Team formation																					
Architectural contract																					
Sub-consultants in place																					
Planning and design phases																					
Schematic design			-																		
Design development																					
Contract documents																					
Bid period																					
Construction																					
Commissioning																					
			_		_		_		_		_				-				-		
inancing plan					-																
Capital campaign																					
Private fundraising feasibility																					
MCA financing capacity																					
Ongoing Funding					-				-												
MCA funding model and approvals																					
Private sector annual campaign plan and execution																					
SCFD preparation and application																					
luman Resources																					
Staff Development																					
Conduct Executive Director search																					
Hire Executive Director																					
Pre-opening personnel																					
Personnel necessary for day-to-day operations																					
Resident Arts Organizations																					
Develop resident application guidelines																					
Accept resident applications													CD								
Year 1 scheudling with resident organizations													ž								
Narketing & Ticketing													OPENING								
Define ticketing system needs					_								ц Ш								
Develop ticketing system RFP (as required)													ö								
Ticketing system in place																					
Marketing strategy																					
PR plan																					
Launch marketing/PR campaign																					
ood Services					-		-														
Develop concessionaire/cafe RFP					-																
Develop preferred caterer guidelines									-												
Select concessionaire (as required)																					
Select preferred caterers																					
Facility Use Policy			_		_		_		_		_				_				-		
Booking policy																					
Rental rate schedule (resident, nonprofit + commercial users)																					
							-														
Rental agreement form																					
Insurance plan																					
Write technical specs																					
Maintenance plan																					
Capital replacement plan																					
Safety procedures																					
Train staff																					
Accept resident rentals																					
Opening plan and bookings																					
Accept all rentals																					
Contractors in place																					