

Facility Management Blueprint Process
DRAFT Work Plan – REVISED 04/10/2012

1. Facility Management Blueprint Overview developed (i.e., key goals, scope of work, suggested projects, preliminary schedule). DOD briefing on the Process. September, 2011
2. Meetings with department managers (initial meetings to request list of facility needs. Field trip with Deputy Mayor, Finance Director, Council budget staff. October, 2011
3. Follow-up meetings with department managers to review lists of facility needs). November, 2011
4. Presentation/discussion of facility planning process and department facility needs with City Council November 16, 2011
5. OFS leadership planning meeting January 13, 2012
6. OFS leadership planning meeting February 16, 2012
7. Meeting with CP Lantry, Z. Iverson to prep for 4/18 Council update March 29, 2012
8. Briefing with Paul Williams on overall planning efforts and to prep for DOD briefing April 4, 2012
9. DOD briefing on process and upcoming meetings with departments April 5, 2012
10. OFS leadership planning meeting Week of April 9th, 2012
11. Council update on plan by OFS/Real Estate April 18, 2012
12. Follow-up meetings with department managers to provide schematic drawings and cost estimates for options to meet facility needs April / May