

Houston General Plan: Work Program

Task	Responsible	April				May				June				July				August				September				October				November				December				January				February				March				April				May	August
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1-4	1-4								
Administration																																																							
Determine PC Subcommittee members	Staff																																																						
Determine Stakeholders	Staff																																																						
Determine Technical Advisory Committee	Staff																																																						
Schedule Kick off Event	Tonya																																																						
Host Kick off Event	Staff																																																						
Prepare RFP	Jennifer																																																						
Advertise RFP	Strat. Purchasing																																																						
Contract Preparation	Legal																																																						
Consultant Selection	Staff																																																						
Contract Negotiation	Strat. Purchasing/staff																																																						
Contract Approved by Council	Staff																																																						
Inventory																																																							
Determine method for gathering existing conditions																																																							
Determine method for extracting vision	Lynn																																																						
Determine method for extracting neigh. protection	Staff																																																						
Determine method for extracting growth & dev strategies	Staff																																																						
Determine method for extracting implementation strategies	Staff																																																						
Determine method for extracting performance indicators	Staff																																																						
Design database	Lynn/Muxian																																																						
Collect Data	Staff																																																						
Enter data in database	Staff																																																						
Accept Digital/Digitize plan boundaries	Staff																																																						
Archive plans: copy or scan to network	Staff																																																						
Analysis																																																							
Determine vision statement	Consultant/staff																																																						
Determine neighborhood protection strategies	Consultant/staff																																																						
Determine growth and dev strategies	Consultant/staff																																																						
Identify gaps in neigh. protection strategies	Consultant/staff																																																						
Identify gaps in growth and development strategies	Consultant/staff																																																						
Identify opportunities	Consultant/staff																																																						
Determine implementation strategies																																																							
Performance Indicators																																																							
Identify metrics using Inventory/Analysis materials	Consultant/staff																																																						
Calibrate baselines	Consultant/staff																																																						
Web interface																																																							
Outreach																																																							
Create working web page	Suzy																																																						
Communications Plan	Suzy/Margaret																																																						
Press releases	Suzy/Jennifer																																																						
Subcommittee Mtg	Staff/Consultant																																																						
Planning Commission	Staff																																																						
Quality of Life Committee	Staff																																																						
City Council	Staff																																																						
Stakeholder engagement	Staff																																																						
Public Meetings	Staff																																																						

- MEETINGS**
1. Kick off celebration
 2. Subcommittee kick off meeting
 3. Subcommittee: status report and vision
 4. Subcommittee and PC: status report and vision
 5. Stakeholder and public meetings to validate vision
 6. Presentation of final vision statement
 7. Present neighborhood enhancement strategies and growth and development strategies:
 8. Present web site w/archive of plans, searchable plan database, vision, strategies
 9. Council considers amendment to Chapter 33
 10. Presentation of implementation strategies and performance indicators

- 11. Presentation of implementation strategies and performance indicators
- 12. Council adopts GP as required by Chapter 33

|