

Homestead-Munhall-West Homestead Implementable Comprehensive Plan	September 2020	October	November	December	January 2021	February	March	April	May	June	July	August	September	October	November	December	January 2022	February
Tasks																		
Understanding the community's needs																		
1. Meet with steering committee for kickoff meeting/workshop		SC1																
2. Prepare online questionnaire and post for eight weeks																		
3. Work with steering committee on publicity																		
4. Review prior planning efforts																		
5. Tour community with staff																		
6. Conduct key stakeholder interviews																		
7. Meet with steering committee				SC2														
8. Prepare presentation and facilitate public meeting					Public 1													
9. Help committee prepare for local event or pop-ups																		
10. Meet with steering committee to review input, focus areas. This includes participation by French Engineering.						SC3												
11. Consolidate issues into four to six key issue focus areas																		
12. Meet with steering committee to review and affirm key issue areas							SC4											
13. Update elected officials								Update 1										
14. Prepare presentation and facilitate public meeting. This includes participation by French Engineering.									Public 1									
15. Present progress to planning commissions									PC 1									
"Drilling down" for solutions																		
1. Work on each area of focus:																		
A. Research background data, including mapping																		
B. Photograph the community																		
C. Review best practices																		
D. Convene focus group																		
French Engineering will conduct studies and analysis for traffic-related area of focus.																		
2. Meet with steering committee to update/discuss focus areas											SC5							
3. Develop strategies for implementation. French Engineering will participate in this aspect of planning, in collaboration with Pashek+MTR.																		
4. Conduct more interviews related to implementation																		
5. Meet with steering committee to review progress. This includes participation by French Engineering.												SC6						
6. Continue to develop implementation detail																		
7. Meet with steering committee to review draft plan															SC7			
8. Update elected officials															Update 2			
9. Compile report. French Engineering will participate in this aspect of planning, in collaboration with Pashek+MTR.																		
10. Prepare presentation and facilitate public meeting / celebration. This includes participation by French Engineering.																Public 3		
11. Revise the draft plan																		
12. Distribute plan report for official reviews																		
13. Meet with steering committee to review comments (if needed)																	SC8?	
14. Present the plan to planning commission																	PC2	
15. Present plan at public hearing and adoption by elected officials																		
16. Deliver digital copies of final report																		

*NOTE: Dark green shading denotes participation by French Engineering