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|   | **Task (ITN*America*)** | **Estimated task completion date** | **Task Description** |
| 1 | Form steering committee & sign MOU  | April 22, 2011 | The ITN*Everywhere* Tompkins County Community Group steering committee was formed; ITN*America* received signed MOU’s. |
| 2 | Introductory meeting with steering committee members (remote) | March 14, 2011 | ITN*America* provided a brief introduction and overview of the ITN*Everywhere* project to the steering committee. |
| 3 | Conduct survey with steering committee members  | May 16, 2011 | ITN*America* conducted a survey between May 6 and May 16, 2011 with all steering committee members (n=10). The survey included 10 questions to help us better understand each member's role and involvement in the project, as well as their concerns and objectives. |
| 4 | 1st Meeting with steering committee members (remote) | May 17, 2011 | ITN*America* held a kick-off meeting with steering committee members. The agenda included an overview of the ITN*Everywhere* work that’s been done to-date and a brainstorming activity around the barriers and challenges to collaboration and coordination of transportation options in Tompkins County. ITN*America* emailed a copy of the final slide set, including notes from the brainstorming activity, to all steering committee members. |
| 5 | 2nd Meeting with steering committee (remote) | Oct. 17, 2011 | ITN*America* will hold a remote meeting with the steering committee to review and discuss the timeline and details of the work plan.  |
| 6 | Establish a “Working Group” of transport providers to focus on Collaboration & Coordination | Week of Jan. 16, 2012 | The Working Group will include 6-10 individuals, members from within and outside the steering committee, and will focus on collaboration & coordination from the perspective of transportation providers. The steering committee will develop a list of potential transit organizations and contacts. Potential Working Group members will be decision makers with high level knowledge about their organizations, people who can speak with authority for their organizations. ITN*America* will draft a letter to serve as an introduction to the project; steering committee members will follow up with personal phone calls to potential Working Group members. |
| 7 | 1st Meeting with Working Group (remote) | Week of Feb. 6, 2012 | The initial meeting with transportation providers, held remotely on or before the week of February 6, will be 30-45 minutes in length. ITN*America* will pose questions to the Working Group around collaboration & coordination, which will lay the groundwork for the follow-up, in-person meeting between ITN*America* and Working Group.  |
| 8 | 3rd Meeting with steering committee (remote) | Week of Feb. 27, 2012 | ITN*America* will hold a remote meeting with the steering committee on or before the week of February 27, to provide a project update and discuss logistics for the September site visit for the Working Group meeting and Focus Groups.  |
| 9 | 2nd Meeting with Working Group (Ithaca on-site) | Week of Mar. 19, 2012 | ITN*America* will facilitate an onsite group discussion, approximately two hours in length, with transit providers in Tompkins County on or before the week of March 19. Overall, the discussion will provide responses to the following questions: What does it mean to Collaborate & Coordinate in this community with these providers? What do you want the collaboration & coordination to look like? |
| 10 | Focus groups with potential end users of service (Ithaca on-site) | Week of Mar. 19, 2012 | ITN*America* will facilitate two or more focus groups with potential end users in Tompkins County on or before March 19, 2012. Steering committee members will assist ITN*America* with the development of a focus group discussion guide and the recruitment of the focus group participants. Overall, the discussions will provide consumer based responses to the following questions: What would be useful to you in the coordination effort? What do you want the collaboration & coordination to look like? |
| 11 | Develop software mock-ups and community survey | Week ofApr. 23, 2012 | The software architecture will build upon ITN*America*’s current development of the ITN*Rides* v2 software system as a Service Oriented Architecture in the cloud. Funded by grants from the Tufts and MetroWest Health Plan Foundations, as well as by Microsoft, it is being developed on Microsoft’s Windows Azure cloud platform. ITN*America* will build prototypes to prove out the capacity of the ITN*Rides* Web Services to support the functionality required by ITN*Everywhere*. ITN*America* will prototype User Interfaces (UI) for some of the ITN*Everywhere* functionality, to test for usability. |
| 12 | Present software mockups to transport providers & consumers (Ithaca on-site) | Week ofMay 21, 2012 | ITN*America* will use UI prototypes to support role playing of Use Cases to support market research. This will gauge users’ responses to different features of the ITN*Everywhere* system. Software mockups will be presented to transit providers and consumers onsite in Tompkins County. |
| 13 | 3rd Meeting with Working Group (Ithaca on-site) | Week ofMay 21, 2012 | ITN*America* will be onsite to present software mock-ups to individuals and will facilitate a follow-up group discussion with the Working Group. |
| 14 | Community Survey with potential end users concludes | June 30, 2012 | Steering committee members will assist ITN*America* with the development of survey questions and a marketing plan for survey data collection in Tompkins County, for both paper and electronic formats. The survey will include specific questions for people with special needs. A preliminary analysis of focus group results and software mockup presentation results will help inform the survey questions. Survey data collection will end by June 30, 2012. |
| 15 | 4th Meeting with steering committee  | Week ofJune 25, 2012 | ITN*America* will provide a project update to the steering committee by the week of June 25, 2012. |
| 16 | Conduct landscape analysis  | July 16, 2012 | ITN*America* will compile census data, summarize existing transport programs, identify gaps, inventory unused private capacity, and summarize legal and policy issues. ITN*America* will create a realistic use case or hypothetical situation with an organization in Tompkins County that is willing to share a vehicle, thus enabling ITN*America* to research specific insurance issues related to ITN*CommunityTransport*. |
| 17 | Analysis of research results | Aug. 20, 2012 | ITN*America* will complete an analysis of results of the focus groups, community survey, and software mockup presentations by August 20, 2012. |
| 18 | 4th Meeting with Working Group (remote) | Sept. 6, 2012 | ITN*America* will hold a final meeting remotely with Working Group members. A summary of research results will be presented to the Working Group. |
| 19 | Develop final report | Sept. 21, 2012 | ITN*America* will draft a final report to the Tompkins County steering committee by September 21, 2012. The report will identify the transportation gaps that exist in Tompkins County and the role that ITN*Everywhere* will play in addressing those unmet needs.  |
| 20 | 5th Meeting with steering committee (remote) | Oct. 8, 2012 | ITN*America* will hold a final meeting remotely with steering committee members to discuss recommendations and next steps.  |