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## **9.0 Schedule, Meetings, and Deliverables**

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The objective of this task is to ensure that a broad cross-section of stakeholders with both technical and non-technical levels of expertise participates in and guides the study to ensure that the results have credibility throughout the community.

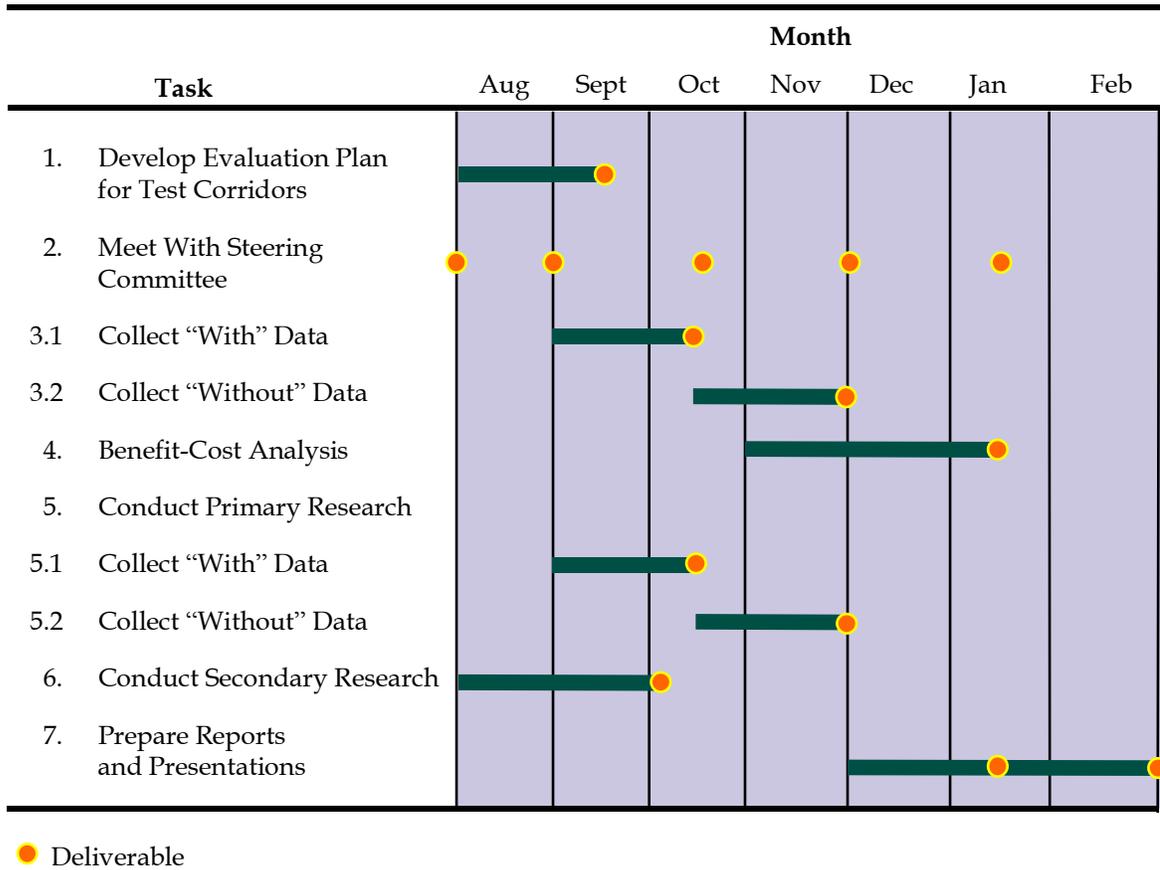
### ■ 9.1 Project Schedule

The project schedule and key task deliverables are shown in Figure 9.1. As shown in the schedule, CS is committed to meeting Mn/DOT's legislatively mandated deadline of reporting the results of the study to the legislature by February 1, 2001.

The schedule proposed in Figure 9.1 is extremely aggressive and requires that Mn/DOT be an active partner with the CS team in facilitating the review and approval of project milestone submittals.

We are developing the Evaluation Plan (Task 1) during the months of August and September. The secondary research (Task 6) also may begin immediately and will be completed by early October. We have allocated September and the first half of October for the preparation and conduct of "with ramp metering" data collection, including both traffic field data (Task 3) and survey data (Task 5). It is desirable to have these two distinct data sources temporally linked. After meter shutdown, data collection will be prepared for and conducted in the second half of October and November (Tasks 3 and 5). Preparations for the cost/benefit analysis (Task 4) will begin in November and be completed by January. The draft report and legislative presentation (Task 7) will be completed by mid-January, in time for Mn/DOT and committee review and comment such that the documents will be ready for delivery to the legislature by February 1. The final report will be completed by March 1 following receipt of comments from the legislature.

**Figure 9.1 Project Schedule**



## ■ 9.2 Meetings

The CS team will meet with the committees at eight critical milestones in the project, including:

- Kickoff meeting;
- Evaluation strategy: Recommendation for the study period, corridor selection, corridor criteria and metering shut down;
- Completion of evaluation plan;
- Completion of "With ramp metering" data collection;
- Completion of "Without ramp metering" data collection;

- Completion of “top-down” overview of draft study report;
- Completion of cost/benefit analysis and draft report; and
- Completion of the secondary research.

Upon request of Mn/DOT’s project manager, the CS team will participate in as many as four additional meetings, including:

- One additional set of advisory and technical committee meetings; and
- Two media briefings: The CS team will serve principally as an information resource to State/Advisory/Technical committee designated spokespeople, and be expected to provide hard copy hand-outs detailing their involvement in the study, the study design/process, and/or its results.

The CS team will supply the following materials for the meetings and presentations. An electronic and hardcopy version of all materials will be provided to the project manager.

- Presentation materials;
- Hard copy hand-outs to all attendees;
- Drafts of technical memoranda in advance of the meetings; and
- Meeting minutes.

## ■ 9.3 Reports and Presentations

The objective of this task is to produce a set of clear and concise reports and presentation materials that will successfully communicate the key findings of the study to both technical and non-technical audiences.

The CS team will prepare a draft report for review by the committees at the completion of all other task activities. The report will:

1. Be highly graphical, readable, and understandable to a wide variety of audiences;
2. Include all appropriate supporting statistical data in technical appendices, resulting in a complete accounting of the study and analysis techniques;
3. Be produced in Microsoft (MS) Office;
4. Include an Executive Summary for non-technical audiences, a detailed technical analysis, and supporting appendices; and
5. Incorporate comments received on the task-specific technical memoranda.

The CS team will present a top-down summary of the evaluation results to the committees which accurately present the conclusion and supportive finding to the ramp metering study. CS will produce a final report, based on review and input received from the committees. This report will be delivered in a format suitable for posting on the Internet. CS will also prepare a PowerPoint presentation for use by the State and/or members of both committees. The presentation, and any accompanying graphics must be suitable for on-line media. The CS team will work closely with the State to explore particularly useful presentation formats and materials suitable to the intended audiences.

Deliverables include:

1. 75 copies of the Draft Final Ramp Metering Evaluation Report including an Executive Summary and supporting appendices along with an electronic copy to the Mn/DOT project manager. Due date is January 5, 2001.
2. 75 copies of the Final Ramp Metering Evaluation Report, plus one unbound camera-ready original and an electronic file in a format that is consistent with current State standards. Due date is January 24, 2001.
3. PowerPoint presentation suitable for legislative presentation. Due date is January 24, 2001. An electronic and hardcopy version of all materials will be provided to the project manager. An electronic and hardcopy version of all materials will be provided to the project manager.