

Brandon University Campus Master Plan Schedule & Work Plan																																				
	August				September					October				November				December				January			February			March								
Week Ending	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3	10	17	24	3	10	17	24	31	
PHASE I: Background Reconnaissance, Project Vision and Principles (July)																																				
Preliminary Team Meeting: Project Coordination and Management (teleconference)																																				
Document and Policy Review																																				
Base Mapping and Existing Conditions Analysis																																				
Prepare for Engagement Events																																				
Working Committee Meeting: Project Kick-off and Site Visit																																				
Stakeholder Interviews																																				
Advisory Committee Meeting #1 & Stakeholder Workshop #1: Vision and Principles																																				
Prepare Summary of Emerging Themes																																				
Project Management (includes bi-weekly conference calls and progress reports)																																				
Deliverables: Summary of Emerging Themes																																				
PHASE II A: Preliminary Concept Development (August - September)																																				
Opportunities and Constraints Analysis																																				
Working Committee Meeting: Review Opportunities and Constraints Analysis (teleconference)																																				
Identify Preliminary Framework Approaches (growth strategy, built form, open space, movement)																																				
Develop Preliminary Concept Plan																																				
Working Committee Meeting: Review Preliminary Concepts (teleconference)																																				
Refine Preliminary Concept Plan(s)																																				
Prepare for Engagement Events																																				
Advisory Committee Meeting #2: Review Preliminary Concepts, Identify Preferred Direction																																				
Stakeholder Workshop #2: Review Preliminary Concepts, Identify Preferred Direction																																				
Public Open House #1: Present Preliminary Concepts and Workshop Outcomes																																				
Consolidate Workshop Outcomes, Prepare Preferred Concept Plan																																				
Project Management (includes bi-weekly conference calls and progress reports)																																				
Deliverables: Opportunities and Constraints Analysis, Preliminary Concept Plan(s), Preferred Concept Plans																																				
PHASE III: Draft Master Plan (October - November)																																				
Prepare Draft Master Plan & Frameworks (Growth Strategy, Built Form, Open Space, Movement)																																				
Working Committee Meeting: Review Draft Plan Frameworks & Prep for Engagement Events (teleconference)																																				
Refine Draft Master Plan & Frameworks																																				
Prepare for Engagement Events																																				
Advisory Committee Meeting #3: Review Draft Master Plan																																				
Stakeholder Workshop #3: Review Draft Master Plan																																				
Public Open House #2: Present Draft Master Plan																																				
Prepare Draft Master Plan Report																																				
Project Management (includes bi-weekly conference calls and progress reports)																																				
Deliverables: Draft Master Plan, Draft Plan Frameworks																																				
PHASE IV: Final Master Plan (December - January)																																				
Client Review Draft Master Plan																																				
Refine Draft Master Plan																																				
Prepare Implementation and Phasing Strategy																																				
Working Committee Meeting: Review Refined Draft Master Plan																																				
Steering Committee Meeting: Present Refined Draft Master Plan (teleconference)																																				
Incorporate Comments into Final Draft Plan																																				
Prepare for Presentation to Board of Governors																																				
Board of Governors Presentation: Final Draft Master Plan																																				
Address Final Revisions and Submit Final Master Plan																																				
Project Management (includes bi-weekly conference calls and progress reports)																																				
Deliverables: Implementation and Phasing Strategy, Final Master Plan																																				

Work Plan Tasks

- Work Plan Tasks (Blue square)
- Working Committee Meeting (Light Blue square)
- Engagement Event (Orange square)
- Project Management (Olive square)
- Final Presentation(s) (Red square)
- Approximate Deliverable Timing (Orange dot)

Base Material Required. Need by first week in October

October 12/13 Stakeholder Interviews

Deliver Summary after interviews

November 28-29

November 28-29

November 28-29

January End (week of the 23rd)

January End (week of the 23rd)

January End (week of the 23rd)

March End (week of the 20th)

March End (week of the 27th)