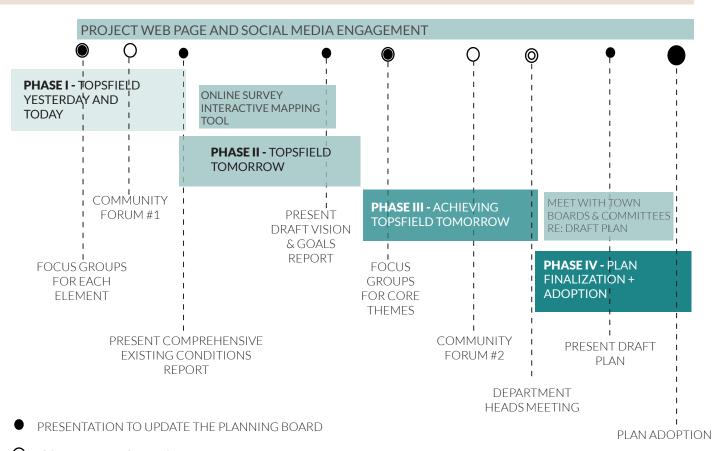
PROJECT SCHEDULE

Our schedule for completing the Topsfield Master Plan spans a total of 18 months, with anticipated adoption by February 2023 (assuming kick off in September 2022). Upon selection, our team would work closely with Town staff and the Master Plan Committee to prepare a detailed project schedule and work plan – including an integrated community engagement plan – that would lay out the schedule of project meetings, public events, milestones, and consultant deadlines. The proposed project schedule is structured around a four-phased approach: Phase I - Topsfield Yesterday and Today; Phase II - Topsfield Tomorrow; Phase III - Achieving Topsfield Tomorrow; and Phase IV - Plan Finalization and Adoption.

2022 2023

9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12 1 2

ONGOING - PROJECT MANAGEMENT MAINTAINING SHARED ASANA PROJECT WITH UP TO 2 CLIENT REPS, REGULAR MASTER PLAN COMMITTEE MEETINGS, PUBLIC PRESENTATIONS, AND REGULAR TEAM CALLS



- COMMUNITY FORUM OR VIRTUAL ALTERNATIVE
- FOCUS GROUPS
- O DEPARTMENT HEADS MEETING
- PUBLIC HEARING