MAYOR'S COMMITTEE ON ACCESS FOR ALL (A4A)

DRAFT PROJECT TIMELINE SEPTEMBER 2014 – JUNE 2015

Activity	Milestone	Key Contact(s)	Deadline	Completed
Stamford ADA Assessment	Research possible resources to assist (e.g., Josh Saftie) and identify related costs			
	Finalize template and available outside resources			
	Conduct field work and interviews			
	Gather pertinent data and records			
	Synthesize findings and compile recommendations			
	Present findings and recommendations to Mayor/administration			
Training & Networking	Attend ADA Coordinator Training	A. LiVolsi	10/22/14	
	Identify necessary trainings for internal administrative/governmental bodies and staff members and conduct, as needed			
	Conduct 2-3 informational meetings with Stamford organizations/businesses about A4A priorities and needs	All other Committee members	12/31/14	

Activity	Milestone	Key Contact(s)	Deadline	Completed
Customer Service	Develop stop-gap process to field ADA-related complaints and/or suggestions for improvement from *public*			
	Develop stop-gap process to field ADA-related complaints and/or suggestions for improvement from *city employees*			
	Identify process to utilize now until assessment results are available to provide A4A input to *current projects* within the City and community that will have ADA-related impact (e.g., construction, sidewalk repair, etc.)			
Publicity	Draft press release and talking points for Mayor/designee			
	Develop plan for publicizing internally to all city employees			
	Design A4A logo for use on all communications	F. Mercede		
	Execute above announcements		10/28/14	