

Contract No. 03-507-MS					Proposed Timeline for Delaware's Auto Body Self-Certification Project											
ID	Task Name	Duration	Start	Finish	Predecessors	2nd Quarter		3rd Quarter		4th Quarter		5th Quarter				
						Apr	May	Jun	Jul	Aug	Sep	Oct	Nov			
1	Develop an informal statement of project objectives (e.g. what DNREC hopes to ach	2 days?	Tue 4/1/03	Wed 4/2/03												
2	Gather example compliance assistance materials and workbooks for the sector from	4 mons	Tue 4/1/03	Mon 7/21/03												
3	Gather example data collection materials from other ERPs, e.g., self-certification for	22.7 wks?	Tue 4/1/03	Fri 9/5/03												
4	Collect copies of existing compliance inspection forms from DNREC's media prograr	22.7 wks?	Tue 4/1/03	Fri 9/5/03												
5	Establish a group of stakeholders to provide feedback on the project	25 wks?	Tue 4/1/03	Mon 9/22/03												
6	Gather preliminary input from media programs on EBPIs based on their existing insp	22 wks?	Mon 4/7/03	Fri 9/5/03												
7	Define facility universe characteristics	19.4 wks?	Thu 4/24/03	Fri 9/5/03												
8	Identify an electronic or hard copy of the current list of auto body shops in any existir	19 wks?	Thu 5/1/03	Wed 9/10/03												
9	Review example P2 materials for the sector from other states (to identify P2 EBPIs)	19.6 wks?	Thu 5/1/03	Mon 9/15/03												
10	RFP Pre-bid meeting	1 day	Thu 5/1/03	Thu 5/1/03												
11	Contractor Proposals Due	1 day	Tue 5/20/03	Tue 5/20/03												
12	Evaluations of Contractor Proposals	1 mon?	Wed 5/21/03	Tue 6/17/03	11											
13	Start of contract	1 day	Tue 8/26/03	Tue 8/26/03												
14	Hire new Community Ombudsman	5.5 wks	Thu 8/28/03	Mon 10/6/03												
15	Revise/update work plan	3 wks	Thu 8/28/03	Wed 9/17/03	13											
16	Draft inspector checklist & EBPIs	3.5 wks	Thu 9/4/03	Mon 9/29/03	3FF,4FF,6FF,9FF,13,15FF											
17	Identify Facility Universe: develop database containing targeted facilities	10 wks	Thu 9/11/03	Tue 11/18/03	8,29FF+3 days,7											
18	Prepare work plan on IT/data tracking task with Bill Clarke	2.6 wks	Wed 9/17/03	Fri 10/3/03												
19	Delaware Meeting	1 day?	Fri 9/26/03	Fri 9/26/03												
20	Delaware reviews inspector checklist and EBPIs and give feedback to Tellus	14 days	Tue 9/30/03	Fri 10/17/03	16											
21	Greg Ondich and Kim Finch review and approve IT work plan	2 wks	Mon 10/6/03	Fri 10/17/03	18											
22	Develop a protocol for identifying informal auto body shops	2 wks	Mon 10/6/03	Mon 10/20/03	14											
23	Discussion with Kim and Tellus about EBPIs and statistical methodology	1 day	Fri 10/10/03	Fri 10/10/03												
24	Develop a statistical methodology (i.e. planning for sampling design and how i	8 wks	Mon 10/13/03	Thu 12/4/03	1,7,17FF+4 days,23											
25	Identify inspectors	2 wks	Wed 10/15/03	Tue 10/28/03												
26	Revise inspector checklist & EBPIs	2 wks	Mon 10/20/03	Fri 10/31/03	20,23											
27	Meeting with RI DEM	1 day	Mon 10/20/03	Mon 10/20/03												
28	Provide input on what data to track in database/Discuss automation	4 wks	Mon 10/20/03	Thu 11/13/03	21,26FF											
29	Have community group members go out and identify informal shops	3 wks	Mon 10/20/03	Fri 11/7/03	22,14											
30	Draft facility forms (e.g., self-certification, return-to-compliance plan, non-appli	1 mon	Sat 11/1/03	Thu 11/27/03	3,13,26											
31	Database for data collected during inspections	4 wks	Sat 11/1/03	Thu 11/27/03	28FF+2 wks											
32	Stakeholders Update (Paint Distributors, auto body shops, etc)	1 day?	Mon 11/3/03	Mon 11/3/03												
33	Develop ERP Marketing Strategy	2 wks	Tue 11/4/03	Mon 11/17/03	32											
34	Prepare preliminary brochure for distribution during baseline inspections	1 wk	Tue 11/18/03	Mon 11/24/03	33											
35	Draft outline/ sample section for compliance assistance workbook	3 wks	Fri 11/28/03	Thu 12/18/03	2,30,26											
36	Develop a procedure for handling inspection data collection/entry (QA/QC)	2 wks	Fri 11/28/03	Thu 12/11/03	31											
37	Generate random sample	3 days	Fri 12/5/03	Tue 12/9/03	17,24											
38	Prepare inspector training	2 wks	Fri 12/12/03	Thu 12/25/03	16,36,37,25,34											
39	External review of facility forms and compliance assistance workbook sample	3 wks?	Fri 12/19/03	Thu 1/8/04	35,30											
40	Inspector training	1 day	Fri 12/26/03	Fri 12/26/03	38											
41	Debrief meeting	5 hrs	Mon 12/29/03	Mon 12/29/03	40											
42	Baseline Inspections (Includes most data entry)	2 mons	Fri 1/2/04	Thu 2/26/04	40,41											
43	Finalize facility forms	2 wks	Fri 1/9/04	Thu 1/22/04	39,32											
44	Develop data base for data collected through self-certification forms	3 wks	Fri 1/23/04	Thu 2/12/04	28,43											
45	Develop web-based reporting system	4 wks	Fri 1/23/04	Thu 2/19/04	28,43											
46	Develop Complete Compliance Assistance Workbook	2 mons	Fri 2/20/04	Thu 4/15/04	48FF+3 wks,39,32											
47	Follow up on Non-Compliant Facilities	1 mon	Fri 2/27/04	Thu 3/25/04	42											
48	Analysis of Baseline Inspection Data	1 mon	Fri 2/27/04	Thu 3/25/04	42											
49	Develop final ERP Brochure	2 wks	Fri 3/26/04	Thu 4/8/04	33,42,48											
50	Assist in ERP Marketing	1 mon	Fri 3/26/04	Thu 4/22/04	33,42,48											
51	Prepare and conduct workshops for auto body shops to educate them about E	1 mon	Fri 3/26/04	Thu 4/22/04	48,33											
52	Create fact sheets based on results of baseline inspections	4 wks	Fri 4/2/04	Thu 4/29/04	48,46FF+2 wks,39,32											
53	Distribute facility forms and compliance assistance materials	2 wks	Fri 4/30/04	Thu 5/13/04	43,46,52,50,51											
54	Auto body shops fill out compliance certification forms	1.5 mons	Fri 5/14/04	Thu 6/24/04	53,45											
55	Data entry for self-certification forms (if not submitted on line)	2 wks	Fri 6/25/04	Thu 7/8/04	54,44,45											
56	Analysis of self-certification forms	1 mon	Fri 7/9/04	Thu 8/5/04	55											
57	Post certification inspections	1.5 mons	Fri 8/6/04	Thu 9/16/04	56											
58	Follow up on non-compliant facilities	1 mon	Fri 9/17/04	Thu 10/14/04	57											
59	Analysis of post-certification inspections	1 mon	Fri 10/15/04	Thu 11/11/04	58											
60	Review of program results	3 mons	Fri 11/12/04	Thu 2/3/05	59											
61	Submit final report to EPA	1 day?	Fri 2/4/05	Fri 2/4/05	60											
Tellus Institute																
Bold tasks with red task bars indicate those tasks to be undertaken by the contractor. Task bars in blue are those to be undertaken by DNREC. Task bars in teal represent external stakeholder engagement.																
(Kim out of office: 10/3-7, 10/13-17, 11/7-17)																
Oct 2, 2003																



