

Project Schedule: Workshop Documentation
Designing and Operating Intersections to
Meet the Needs of All Users

ITEM	DESCRIPTION	COMPLETION BY
1	Select Advisory Committee Members	10/15/03
2	Email the following items to Advisory Committee: 1) Project background, objectives and rules of thumb 2) Advisory Committee Membership 3) Schedule 4) Case Studies (Philadelphia (2), Boston and Tucson 5) References 6) Information on Washington DC Workshop	10/28/03
2	Request Comments from Advisory Committee	11/07/03
3	ITE collates comments	11/14/03
4	Michael King incorporates comments on the learning objectives, rules of thumb, and case studies into the November 21, 2003 presentation at Washington Metropolitan Council of Governments	11/15/03-11/20/03
5	Real Intersection Design Course sponsored by the Washington Metropolitan Council of Governments	11/21/03
6	Michael King develops first draft of Reference Notebook including (1) Seminar slides, (2) Instructor Notes and (3) Annotated Bibliography	12/15/03
7	Comments on Seminar Documentation due from Advisory Committee	01/09/04
8	Michael King incorporates comments into 2 nd Draft of Seminar Materials	01/23/04
9	Michael King Develops Executive Summary PowerPoint presentation (30 minutes)	02/09/04
10	Pre-test Workshop Materials at ITE Spring Technical Conference, Irvine. Maximum 36 people for one day; determine if 2 nd seminar on following day is required	03/2004
11	Follow up email to participants, course evaluation	04/02/04
12	Advisory Committee Member comments on Irvine Course (if present)	04/09/04
13	Michael King incorporates comments into FINAL Seminar Materials (including summary PowerPoint Presentation)	04/23/04