Key - Task and Project Responsibilities														
Economic development analyst	(blue)													
GIS analyst	(green)													
Infrastructure specialist	(light yellow)													
Network specialist	(orange)													
Database developer	(pink)													
Executive committee/expert groups/subs	(purple)													

	Year 1				Year 2				Year 3				Deliverables and Performance Measures
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	

Broadband asset database

Task	Year 1 Q1	Q2	Q3	Q4	Year 2 Q1	Q2	Q3	Q4	Year 3 Q1	Q2	Q3	Q4	Deliverables and Performance Measures
Conduit inventory	▨	▨											
Wireless site inventory		▨	▨										
Existing right of way inventory			▨	▨									
Pole route survey				▨	▨								
An infrastructure specialist with knowledge of the three county region will work with public works, planning and information technology departments and related agencies to locate and document existing conduit paths, sites suitable for wireless facilities and public right of ways relevant to infrastructure deployment. The specialist will also collect existing documentation of utility pole routes and identify unmapped aerial assets.													Inventory of listed assets, with goal of capturing complete available data from 80% of local government jurisdictions, partial data from 10%, and scoping for further research from 10%.
Fiber route & node survey	▮												
A network specialist with knowledge of the three county region will collect existing documentation of fiber routes, accessible nodes and other information regarding similar outside plant facilities.													Same.
Conduit validation		▮	▮										
The network specialist will review conduit information developed by the infrastructure specialist and other available information and classify the conduit on the basis of suitability for additional fiber.													Classification of 90% of conduit identified.
Wireless facilities inventory				▮	▮								
The network specialist will review wireless site information developed by the infrastructure specialist, review available documentation on wireless facilities, for example shareable towers, and other information and develop an inventory of current and potential wireless assets, classified according to type and suitability for potential use.													Classification of 95% of facilities preliminarily identified.
Service provider briefings		▮			▮								
The network specialist will organize and conduct briefings regarding the fiber route, node, conduit and wireless facilities information collected for incumbent carriers, prospective CLECs, ISPs and other telecommunication service providers. Carriers will be invited to comment on and contribute to the findings.													Two rounds of briefings per year, beginning in the third quarter of the project, reaching 80% of potential service providers.
Map layer collection & review	▩												
A GIS analyst will contact GIS and similar departments at local agencies, and identify and collect existing map layers containing data relevant to broadband deployment. The analyst will review the material collected and create a combined, common map base.													An integrated, accessible GIS database containing relevant base layers from 100% of the region.
Map layer development			▩	▩	▩								
The GIS analyst will evaluate the information developed by the infrastructure and network analysts, create an architecture for depicting it and combine it with the previously developed map base.													Broadband map layers integrating 100% of pertinent broadband data collected.
Database architecture				▰	▰								
A database developer will create or source a database architecture for managing the asset information developed in the previous steps.													Database architecture capable of integrating 100% of pertinent broadband data collected.

Key - Task and Project Responsibilities													
Economic development analyst	██ (blue)												
GIS analyst	██ (green)												
Infrastructure specialist	██ (light yellow)												
Network specialist	██ (orange)												
Database developer	██ (magenta)												
Executive committee/expert groups/subs	██ (purple)												

	Year 1				Year 2				Year 3				Deliverables and Performance Measures
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Database development						██							
The database developer will create the initial database containing the asset information.													Database integrating 100% of pertinent broadband data collected.
Information access policy development	██	██											
The economic development expert group will take input from CCBC members and other interested parties and draft policies for classifying and accessing information developed by this project.													Policy setting out rules and procedures for identifying public information and managing sensitive information.
Expert group review		██		██		██		██		██			
The technical and economic development expert groups will review and comment upon progress made in the preceding six months.													Two meetings per year of each of the technical and economic development expert groups.
Model policy development													
General plans review	██												
Development ordinances/policies survey													
Trench, conduit & wireless ordinances/policies survey		██											
An economic development analyst will contact local planning, community development and public works departments and collect information regarding broadband planning in general plans, development ordinances and policies relating to broadband infrastructure, services, trench and conduit management and wireless sites.													Resource bank of planning data, with goal of capturing complete available data from 80% of local government jurisdictions, partial data from 10%, and scoping for further research from 10%.
Benchmark research and analysis			██										
The economic development analyst will research comparable policies in other jurisdictions, review statewide planning information and develop policy benchmarks for broadband planning.													Set of policy benchmarks for public agency broadband planning.
Model policy drafting			██	██									
The economic development analyst will draft model policies relating to broadband infrastructure and service development, incorporating benchmarks and best practices previously identified.													Draft of model policies meeting scope and specifications of identified benchmarks.
Model policy peer review					██								
The economic development analyst will circulate the draft model policy to relevant local agency staff and professional organizations for review and comment.													Review and comments by 80% of local jurisdictions.
Policy draft presentations & briefings						██	██						
The economic development analyst will organize and conduct briefings, presentations and meetings for local agencies, other interested parties and the public.													Briefings and presentations to representatives of 80% of local jurisdictions, three public presentations (one per county).
Service provider briefings							██		██	██			
The economic development analyst will initially work with the network specialist to brief carriers, CLECs, ISPs and other telecommunications service providers on draft policy, and will then continue to organize and conduct briefings on progress, and receive and consider comments made.													Two rounds of briefings per year, beginning in the third quarter of the project, reaching 80% of potential service providers.
Policy map layer development							██						

Key - Task and Project Responsibilities													
Economic development analyst	[blue]												
GIS analyst	[green]												
Infrastructure specialist	[yellow]												
Network specialist	[orange]												
Database developer	[pink]												
Executive committee/expert groups/subs	[purple]												

	Year 1				Year 2				Year 3				Deliverables and Performance Measures
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
The GIS analyst will incorporate information developed by the economic development analyst into the map base.													Map layers depicting 100% of pertinent policy and planning data collected.
Expert group review		[purple]		[purple]		[purple]		[purple]		[purple]			
The technical and economic development expert groups will review and comment upon progress made in the preceding six months.													Two meetings per year of each of the technical and economic development expert groups
Access and deployment support platform													
Public works workshop			[yellow]			[yellow]			[yellow]				
The infrastructure specialist will organize and conduct workshops for local public works staff and other interested parties to review information and database development, take comments and suggestions, and develop a sustainability strategy and program.													One workshop per year, reaching 80% of local jurisdictions.
Public works access & interface scoping							[yellow]						
The infrastructure specialist will develop an outline of infrastructure database access, maintenance and interface requirements for an integrated platform that will provide access to information relevant to supporting the development of broadband infrastructure and service.													Asset-related scope and requirements for Access & Deployment Support Platform.
Economic development workshop		[blue]				[blue]			[blue]	[blue]			
The economic development analyst will organize and conduct workshops for local economic development staff and other interested parties to review information and database development, take comments and suggestions, and develop a sustainability strategy and program.													One workshop per year in first two years and two in the third, reaching 80% of local jurisdictions.
Economic development access & interface scoping							[blue]						
The economic development analyst will develop an outline of database access, maintenance and interface requirements necessary for providing broadband resource tools to economic development staff, businesses, carriers and other interested parties. This information will be used to develop the integrated deployment support platform.													Policy-related scope and requirements for Access & Deployment Support Platform.
Access & interface peer review								[blue]					
Data set & map layer peer review								[blue]					
The economic development analyst will circulate the pre-release versions of the database access architecture, interface and data and map sets to relevant local agency staff and professional organizations for review and comment.													Review and comments by 80% of local jurisdictions and minimum of 10 other interested parties/stakeholders.
Platform beta									[blue]	[blue]			
A beta stage version of the integrated deployment support platform will be made available to local agencies, professional organizations and other interested parties for testing and evaluation. The economic development analyst will coordinate the test and collect and review the results.													Review and comments by 80% of local jurisdictions and minimum of 10 other interested parties/stakeholders.
Platform release												[blue]	
The economic development analyst will coordinate general release of the deployment support platform.													General release of platform to public and stakeholders.

Key - Task and Project Responsibilities

Responsibility	Color
Economic development analyst	■ (blue)
GIS analyst	■ (green)
Infrastructure specialist	■ (yellow)
Network specialist	■ (orange)
Database developer	■ (magenta)
Executive committee/expert groups/subs	■ (purple)

Task	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4	Deliverables and Performance Measures
Demographic & economic data collection								■(green)					
The GIS analyst will collect relevant demographic and economic information, and integrate it into map and database resources.													Map layers depicting 100% of available and pertinent demographic and economic data.
Broadband coverage data collection								■(green)					
The GIS analyst will collect information regarding broadband coverage and availability in the three county area, combine it with existing information already developed by the CCBC and incorporate it into map and database resources.													Map layers depicting 100% of available and pertinent broadband availability data.
Map layer revision & maintenance									■(green)	■(green)	■(green)	■(green)	
The GIS analyst will periodically review and update the map base, and maintain it.													Quartery reviews and updates of GIS data.
Access & interface design								■(magenta)					
Platform development									■(magenta)	■(magenta)			
The database developer will work with the economic development analyst and infrastructure and network specialists to design an access architecture and interface for the information developed, develop a database platform to support it and incorporate feedback from initial workshops and ongoing reviews by interested parties.													Platform architecture and interface meeting 95% of specifications developed in prior tasks.
Platform finalization											■(magenta)		
Through other project personnel and incorporating user-generated comments and information, the database developer will finalize the deployment support platform.													General release platform.
CASF partner development	■(purple)	■(purple)	■(purple)	■(purple)	■(purple)	■(purple)	■(purple)	■(purple)					
The CCBC, led by economic development agency members, will coordinate with the carrier briefing process and develop an ongoing program of identifying and prioritizing opportunities for CASF and other broadband grants and providing support to interested telecommunications service providers.													Minimum of quarterly liason with 95% of telecom service providers serving region.
Platform marketing									■(purple)	■(purple)	■(purple)		
The CCBC, led by economic development agency members, will incorporate the beta and final release versions of the deployment support platform into existing marketing efforts, and use the organization's ongoing outreach program to make others aware of its value and capabilities.													Platform evaluation and/or usage by 80% of carriers, 90% of economic development agencies and minimum of 25 other stakeholders.
Expert group review		■(purple)		■(purple)		■(purple)		■(purple)		■(purple)			
The technical and economic development expert groups will review and comment upon progress made in the preceding six months, and recommend prioritization of projects to the CCBC Coordinating Council and its members.													Two meetings per year of each of the technical and economic development expert groups
Broadband adoption support													
Public and member meetings	■(purple)	■(purple)	■(purple)	■(purple)	■(purple)	■(purple)	■(purple)	■(purple)	■(purple)	■(purple)	■(purple)		
The CCBC will continue its current program of holding update meetings with member and affiliated organizations, and members of the public. Appropriate publicity and geographic diversity will be employed to maximize participation.													Semi-annual public meetings, widely publicized and scheduled and located for maximum participation.

Key - Task and Project Responsibilities

Role	Color
Economic development analyst	(blue)
GIS analyst	(green)
Infrastructure specialist	(yellow)
Network specialist	(orange)
Database developer	(pink/magenta)
Executive committee/expert groups/subs	(purple)

	Year 1				Year 2				Year 3				Deliverables and Performance Measures
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Santa Cruz County scoping & design	■												
San Benito County scoping & design	■												
Staff from the Counties of Santa Cruz and San Benito will develop a plan for working with prioritized local communities to develop a public-facing broadband adoption program, for example the existing CETF Get Connected! program.													County-specific program templates and prioritized list of potential participants.
Santa Cruz County implementation		■											
San Benito County implementation		■											
Staff from the Counties of San Benito and Santa Cruz will begin implementation of the public-facing broadband adoption programs developed.													Minimum of one major program operational in both Counties.
Santa Cruz County operations			■	■	■	■	■	■	■	■	■		
San Benito County operations			■	■	■	■	■	■	■	■	■		
Staff from the Counties of Santa Cruz and San Benito will oversee the ongoing operation and progress of the programs.													Continuation of minimum of one major program in both Counties.
Monterey County coordination and assessment					■	■	■	■	■	■	■		
As the existing CCBC-sponsored broadband adoption program in Monterey County comes to a close, it will be assessed. Opportunities for cooperating with Santa Cruz and San Benito programs, creating follow-on programs in Monterey County and leveraging experience and resources will be evaluated and, as appropriate, pursued under this project.													Annual assessment of sustainable efforts in Monterey County and recommendations for follow-on programs and knowledge transfer to other programs.
Administration													
Executive committee oversight	■	■	■	■	■	■	■	■	■	■	■		
The executive committee will oversee and manage the programs and personnel associated with this project.													Ongoing compliance with fiscal agent requirements and CCBC policy, management responsibility for implementation of the above.
Financial management	■	■	■	■	■	■	■	■	■	■	■		
The City of Watsonville, as fiscal agent, will determine policies and procedures for financial and other relevant project management processes, oversee implementation, and report to the CPUC.													Compliance with all CPUC and other federal, state and local requirements, disbursement of funds.