Proposed Project Schedule 2020
Luna Community College Master Plan

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
		April				May				June					July				August					September				October			
		6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	5	12	19	26
Step 1: Initiate / Organize Project																															
1.1	Scoping and Project Planning																														
1.2	Kickoff Meeting																														
Step 2: Inventory / Analysis																															
2.1	**Identify and document program and enrollment factors**																														
	Interviews																														
	Web-based survey																														
	Identify potential changes in campus educational programs																														
	Conduct a demographic / economic scan of the College service area to identify population and trends.																														
	Review LCC enrollment projections with respect to the demographic / economic scan.																														
2.2	**Identify campus site and facilities issues**																														
	Prepare campus base map																														
	Assess Facility and Infrastructure Condition																														
	Identify and document classroom utilization and capacity																														
2.3	**Project space requirements**																														
2.4	**Identify existing and potential financial capital resources**																														
2.5	**Conduct Review Workshop**																														
Step 3: Synthesize / Develop Strategies																															
3.1	Review, update long-range development goals																														
3.2	Identify gaps between existing conditions and desired future state.																														
3.3	Identify potential development strategies.																														
3.4	Identify and prioritize capital improvement projects and potential funding strategies.																														
3.5	Develop a high-level implementation roadmap.																														
3.6	Conduct Review Workshop																														
Step 4: Prepare Master Plan Document																															
4.1	Prepare draft master plan																														
4.2	Prepare final master plan																														
4.3	Review/Presentation - Board																														