

WICHITA WRAPS

Objective	Task	Key Personnel	Key Objectives	Time Frame
1. Organization of city project management team	Project kick off meeting	<ul style="list-style-type: none"> City Team Leader Gregg Armstrong Jim Michael Sarah Goertz Elisabeth Skibba 	<ul style="list-style-type: none"> Develop final project approach Identify project management team members Develop project status reporting and expenditure reporting 	Completed within 10 days of notice to proceed
2. Identify and contact potential stakeholders	WRAPS presentation	<ul style="list-style-type: none"> City Team Leader Gregg Armstrong Jim Michael Elisabeth Skibba 	<ul style="list-style-type: none"> Schedule and conduct two WRAPS presentations to area business and community organizations 	45 days - concurrent with other tasks
	Surveys, interviews and questionnaires	<ul style="list-style-type: none"> Sarah Goertz Elisabeth Skibba 	<ul style="list-style-type: none"> Distribute and collect paper surveys and online surveys from organizations, citizens groups and individual stakeholders 	30 days - concurrent with other tasks
		<ul style="list-style-type: none"> City Team Leader Gregg Armstrong Jim Michael Sarah Goertz Elisabeth Skibba 	<ul style="list-style-type: none"> Review, compile and evaluate survey results Interview and select leadership team 	30 days - concurrent with other tasks
3. Leadership team meetings	Facilitate leadership team meetings	<ul style="list-style-type: none"> City Team Leader Jim Michael Gregg Armstrong Elisabeth Skibba 	<ul style="list-style-type: none"> Introductory meeting Watershed prioritization meeting WRAPS work plan meeting Review and comment 	20 days beginning after leadership team selection
	Draft work plan development	<ul style="list-style-type: none"> Gregg Armstrong Jim Michael 	<ul style="list-style-type: none"> Develop draft WRAPS work plan based on leadership team consensus Present draft to leadership team for approval 	10 days - concurrent with leadership team meetings
4. Establish information and educational resources	WRAPS Web site	<ul style="list-style-type: none"> Sarah Goertz 	<ul style="list-style-type: none"> WRAPS Web site and link to City of Wichita Web site 	Completed within 10 days of notice to proceed - updated weekly
	Public service announcement (PSA)	<ul style="list-style-type: none"> Sarah Goertz 	<ul style="list-style-type: none"> Develop awareness of WRAPS process through area newspaper, television and radio PSA's 	30 days - concurrent with objective 2 tasks.

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5. Sub-watershed identification	Identify and prioritize sub-watersheds within project area	<ul style="list-style-type: none"> • Leadership team • Jim Michael • Gregg Armstrong 	<ul style="list-style-type: none"> • GSI project staff will identify critical sub-watersheds and present pertinent issues to leadership team for discussion and prioritization 	<p>Watershed identification to begin at notice to proceed</p> <p>Prioritization concurrent with Object 3 tasks</p>
6. Identify previous and on-going work	Identify previous projects and review and compile available information	<ul style="list-style-type: none"> • City Team Leader • Select City Staff • Gregg Armstrong • Jim Michael 	<ul style="list-style-type: none"> • Identify and evaluate previous studies and projects pertinent to the watershed • Compile information for presentation to leadership team 	Initiated at notice to proceed, 30 days to be completed concurrent with other objectives
	Present information to leadership team	<ul style="list-style-type: none"> • Gregg Armstrong • Jim Michael 	<ul style="list-style-type: none"> • Facilitate discussion of previous work, relevance to WRAPS project 	5 days - concurrent with objective 3 meetings
7. WRAPS project report and action plan	Prepare final WRAPS development project report and action plan to initiate watershed assessment and planning projects	<ul style="list-style-type: none"> • City Team Leader • Leadership Team • Gregg Armstrong • Jim Michael 	<ul style="list-style-type: none"> • Final document will include watershed assessment and planning projects that will be implemented as a part of the Phase II and Phase III of the WRAPS process 	Completed within 90 days of project initiation

