

## Memo

To: Town Council, Town Manager, Town Attorney  
Cc: Town Clerk  
From: Tom Babcock  
Date: July 29, 2009  
Subject: Master Project Plan

At the July 13, 2009 meeting I was assigned the task to work on a Master Project Plan for use by Town Council. The objective of this effort is to provide project detail to help keep Town Council and Staff informed and focused. This document will be used to track progress and identify critical milestones.

The first step in developing the Master Project Plan is to compile a list of projects/activities for Town Council to follow. For the 2009/10 budget year, projects and activities need to be prioritized. The document needs to be flexible since at times resources such as staff, time and money may be limited. Unplanned projects/activities may need to be added to the list during the year.

I am requesting a work session on August 13, 2009 or August 19, 2009. Attached are documents to be used. An hour of meeting time should be necessary to complete this task.

The steps to be followed are:

1. Review projects on the Project Prioritization Worksheet.
2. Agree on Project Prioritization Criteria. (See suggestions provided)
3. Agree on how to “score” the projects/activities.
4. Compile the ranking of projects.

The product of this work session will provide information for developing a Master Project Plan.