



High Priority Action Item Report

1. Project Name	Facility Maintenance Plan	
2. Project Status	COMPLETE	3. Target Completion Date: 9/1/12
4. Project Manager	Michael Baker, Deputy Village Manager	

Project Plan

5. Project Purpose & Deliverable	The purpose of this project is to develop a plan for the long-term maintenance of the Village’s major facilities to be incorporated in the 2013-2017 Community Investment Program. This project will result in plans and recommended actions for adequately and effectively maintaining the facilities over a 10 to 15 year period of time.
6. Milestones & Major Activities (timeframe)	<ul style="list-style-type: none"> • Define project scope (Jan 2012) • Release professional services RFP to provide project support(Feb 2012) • Develop plans and recommendations (Mar – Jun 2012) • Complete preliminary report (June 2012) • Complete final report & incorporate recommendations in CIP (Sep 2012)

Progress Update (updated as of 1/1/13)

7. Recent Progress	
8. Upcoming Work	
9. Status explanation (for yellow or red)	

Status Indicator Key	<p> Green: <i>On-track</i> – no issues likely to affect project scope, schedule and/or budget. Successful project completion is expected.</p> <p> Yellow: <i>At-risk</i> - known or potential issues are likely to affect project scope, schedule and/or budget. Successful project completion still achievable.</p> <p> Red: <i>Critical</i> – significant unresolved issues will impact project scope, schedule and/or budget. Successful project completion unlikely without substantial changes or additional resources.</p>
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