

Sustainable Transport Solutions

Work Plan for 2013-2014

PO# 326513
St. Kitts-Nevis

Prepared (updated) by Dr. Leighton Naraine and Mr. Meshach Alford, March 12, 2013

N0.	Activity	Date	Output	OAS submission date	Comments
1.1.1	Work Plan <ul style="list-style-type: none"> Initiate meeting with project team and assign dates to activities 	02/27/2013	Meeting report	03/13/2013	
1.1.2	Update general work plan <ul style="list-style-type: none"> Derive action plan and assign tasks to each project team member 	03/12/2013	Revised work Plan	03/13/2013	
1.1.3	Develop implementation Plan	08/18/2013	Detailed plan	03/26/2013	
1.2	Capacity Building <ul style="list-style-type: none"> Develop detailed capacity building plan Conduct a capacity building workshop 1 (outline the planning process and strategies to develop detailed outline of individual tasks/duties) 	03/28/2013	Detailed plan	04/05/2013	
		04/11/2013	Workshop report	04/19/2013	

	<ul style="list-style-type: none"> Capacity building surveys and interviews workshop 2 	04/18/2013	Draft survey instrument and interview schedule	04/26/2013	
	<ul style="list-style-type: none"> Conduct capacity building workshop 3 (participants in workshop 1 will submit individual reports of tasks accomplished). 	05/13/2013	Workshop report	05/21/2013	
1.3	Database and training <ul style="list-style-type: none"> Statistical and GIS modeling team meeting 	03/28/2013	A final determination on the software specifications and requirements	04/05/2013	
1.4	Surveys and Interviews <ul style="list-style-type: none"> Develop survey design and survey/interview instruments Implement survey and interviews 	04/04/2013	Finalized survey instrument and interview schedule	04/12/2013	
		04/25/2013 to 06/27/2013		07/05/2013	
1.5	Transportation Plan <ul style="list-style-type: none"> Develop transportation plan element 	07/11/2013 to 08/15/2013	Detailed plan	08/23/2013	

1.6	Implementation <ul style="list-style-type: none"> Introduce transportation plan at town hall meeting Revise proposed plan with input of stakeholders and the general public. Establish a promenade and upgrade parking facilities 	08/22/2013	Report on stakeholder feed back	08/30/2013	
1.7.1	Monitoring <ul style="list-style-type: none"> Develop and implement monitoring framework 	09/05/2013	Revised Plan	09/12/2013	
1.7.2	Evaluation <ul style="list-style-type: none"> Develop and implement evaluation Framework 	09/12/2013 to 12/12/2013	Map and photos of Demonstration site	12/20/2013	
1.7.3	Outreach <ul style="list-style-type: none"> Identify a sample of commuters/stakeholders and measure change in preferences and behaviors over time 	08/22/2013 to 12/12/2013	Monitoring report	12/20/2013	
1.8	Final Report <ul style="list-style-type: none"> Submit report 	08/22/2013	Evaluation report	12/20/2013	
1.8	Final Report <ul style="list-style-type: none"> Submit report 	12/13/2013 to 01/10/2014	Detailed reach plan and report	12/20/2013	
1.8	Final Report <ul style="list-style-type: none"> Submit report 	12/13/2013 to 01/10/2014	Final report	01/17/2012	