# PSAP Consolidation Committee

## Public Safety Answering Point (PSAP) Consolidation Lead Planner / Project Manager

March 15, 2023

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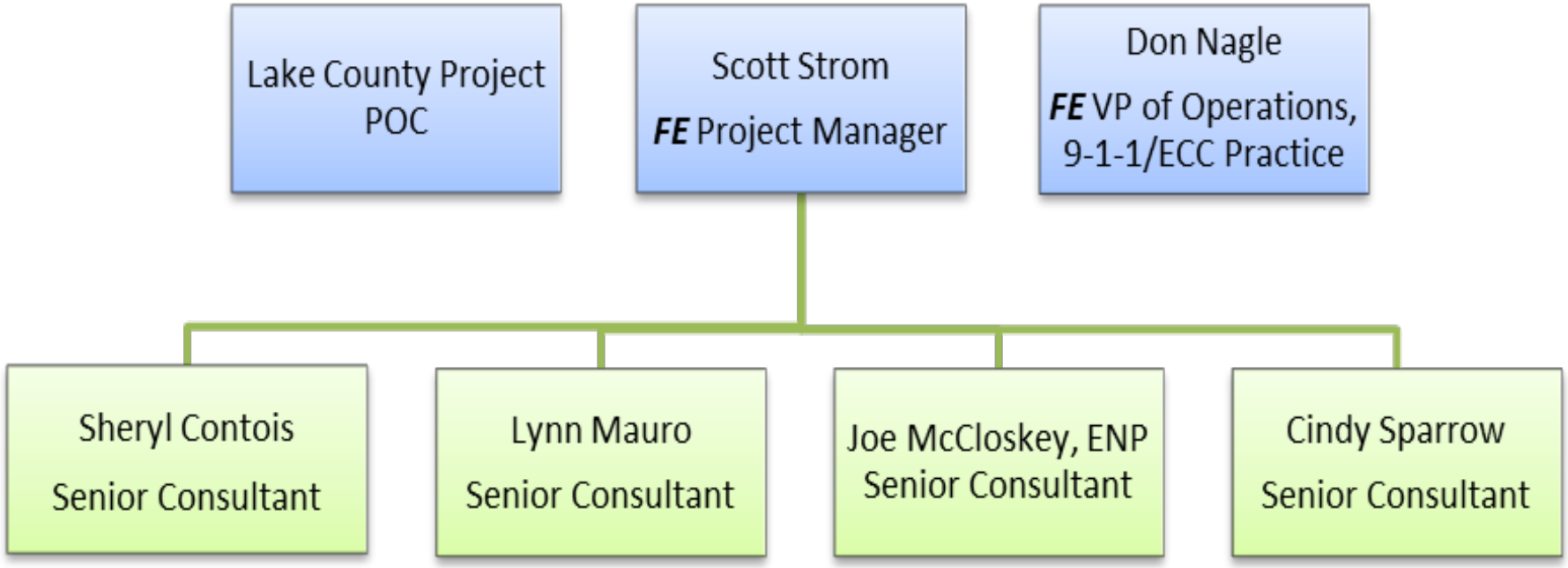
# Project Team

- **Scott Strom,** PMP, Project Manager
- Project Team



# Primary Objective

- Write a comprehensive Implementing IGA, along with detailed implementation and migration plan
- Provide planning leadership, project management, and subject matter expertise
- Solicit input from existing and future partners on the draft Implementing IGA to foster collaboration, consensus, and buy-in

# Project Approach

**Task A—Project Work Plan & Timeline**

- Draft Project Work Plan and Initiation Meeting
- Deliverable A1: Work Plan and Timeline

**Task B—Options & Recommendations by Area**

- Task B.1—Governance Analysis
- Task B.2—Operations/Scope of Services Analyses
- Task B .3—Staffing/Personnel
- Task B .4—Cost Sharing Model/Finances
- Task B.5—Technology
- Task B.6—Facility
- Task B.7—Legal
- Task B.8—Support Functions
- Task B.9—Executive Director Position Description
- Task B.10—Detailed Consolidation and Transition Timeline
- Task B.11—(J) ETSB Support
- Task B.12—Recommendations Report & Presentation

**Task C—Implementing IGA and Supporting Documents & Plans**

- Deliverable C1: First Draft of Implementing IGA
- Deliverable C2: Presentation on First Draft
- Deliverable C3: Second Draft of Implementing IGA
- Deliverable C4: Presentation on Second Draft
- Deliverable C5: Final Implementing IGA for approval
- Deliverable C6: Presentation on Final Implementing IGA

**Task D—Final Report and Transition Plan**

# Task A – Project Work Plan and Timeline

## Focal Points

- Project Objective(s)
- *FE* Project Team
- Project Scope of Work / Approach
- Project Communications (reporting and control)
- Project Schedule

## Deliverable Outcome

- *Approved work plan with timeline*

# Task B – Options and Recommendations by Area

## Focal Points

- Governance
- Operations/Scope of Service
- Staffing/Personnel
- Cost Sharing Model/Finances
- Technology
- Facility
- Legal
- Support Functions (HR, payroll, finance)
- Executive Dir. Position Description
- Detailed Consolidation and Transition Timeline
- (J)ETSB support
- Library of SOPs, Guidelines, and Policies (Option G)

## Deliverable Outcome

- *Report(s) and presentation(s) to the PSAP Consolidation Committee on the coordination, collaboration, options, and consensus on the preferred options/recommendations*

# Task C – Implementing IGA and Supporting Documents

## Focal Points

- The Implementing IGA provides the comprehensive implementation and migration plans, documents, and step-by-step guide to consolidating the partnering PSAPs

## Deliverable Outcome

- *1st Draft and Presentation of Implementing IGA*
- *2nd Draft and Presentation of Implementing IGA*
- *Final Implementing IGA (with supporting plans and documents) for approval*

# Task D – Final Report and Transition Plan

## Focal Points

- Develop an organized and detailed final report including all documentation, data, references, examples, options, alternatives, recommendations, and sample documents

## Deliverable Outcome

- *Final comprehensive report on the project to include an executive summary PowerPoint*

# Project Schedule (Proposed)

| Task Name | Duration | Start | Finish |
|---|---|---|---|
| ***Lake County Consolidation Project*** | **189 days** | **Mon 2/20/23** | **Tue 11/14/23** |
| **A. Work Plan and Initiation Meeting** | **21 days** | **Mon 2/20/23** | **Mon 3/20/23** |
| Plan for and lead Project Initiation Meeting; Finalize Plan | 18 days | Mon 2/20/23 | Wed 3/15/23 |
| ***Deliverable A: Project Work Plan*** | 0 days | Mon 3/20/23 | Mon 3/20/23 |
| **B. Options and Recommendations** | **83 days** | **Tue 3/21/23** | **Mon 7/17/23** |
| Data Collection / Information Gathering | 20 days | Tue 3/21/23 | Mon 4/17/23 |
| Analysis (11 Areas), Meetings, Working Group Discussions | 40 days | Tue 4/18/23 | Tue 6/13/23 |
| Report and Timeline Development and Reviews | 23 days | Wed 6/14/23 | Mon 7/17/23 |
| ***Deliverable B: Options and Recommendations Report Presentation*** | 0 days | Mon 7/17/23 | Mon 7/17/23 |
| **C. Implementing IGA and Supporting Documents** | **65 days** | **Tue 7/18/23** | **Tue 10/17/23** |
| Workshops, Preparation, and Review of Implementing IGA | 30 days | Tue 7/18/23 | Mon 8/28/23 |
| ***Deliverable C1 & C2: Draft 1 Implementing IGA Presentation*** | 0 days | Mon 8/28/23 | Mon 8/28/23 |
| Workshops, Preparation, and Review | 25 days | Tue 8/29/23 | Tue 10/3/23 |
| ***Deliverable C3 & C4: Draft 2 Implementing IGA Presentation*** | 0 days | Tue 10/3/23 | Tue 10/3/23 |
| Revisions and Finalization | 10 days | Wed 10/4/23 | Tue 10/17/23 |
| ***Deliverable C5 & C6: Final Implementing IGA Presentation*** | 0 days | Tue 10/17/23 | Tue 10/17/23 |
| **D. Final Report and Transition Timeline** | **20 days** | **Wed 10/18/23** | **Tue 11/14/23** |
| Compile Report and Finalize Timeline | 15 days | Wed 10/18/23 | Tue 11/7/23 |
| Prepare Executive Summary and PowerPoint | 5 days | Wed 11/8/23 | Tue 11/14/23 |
| **Deliverable D: Final Report and Transition Timeline Presentation** | 0 days | Tue 11/14/23 | Tue 11/14/23 |
| **G. Library of SOPs, Guidelines, Policies for New PSAP** | **63 days** | **Tue 4/18/23** | **Mon 7/17/23** |
| Discussions, SOP/Policy Development, Document Updates | 63 days | Tue 4/18/23 | Mon 7/17/23 |
| ***Deliverable G: Discrepancies and Recommendations Report*** | 0 days | Mon 7/17/23 | Mon 7/17/23 |

# Project Communication

| *Information* | *Correspondent* | *Recipient* | *Frequency* | *Method* |
|---|---|---|---|---|
| *Kickoff Meeting* | *FE Team* | *PCC Project Representatives* | *Once at the beginning of the project* | *On-site* |
| *Monthly Status Reports* | *FE Team* | *PCC Project Representatives* | *Monthly* | *Monthly – Written and Via Teleconference* |
| *Invoice Review* | *FE Project Mgr.* | *PCC Project Representatives* | *Scheduled as the situation dictates* | *Email or Phone* |
| *Questions / Comments for FE* | *PCC Representative* | *FE PM / Senior Consultant* | *Anytime* | *Email or Phone* |
| *Team Huddle Call* | *FE Project Mgr.* | *FE Team* | *Bi-Weekly* | *FE Huddle Call* |

# Thank You

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