

Bridge Tower Museum Project Matrix

To Do for Matrix Completion:

- Identify any tasks to be added or revised.
- Assign timeline for each task based on personnel availability & costs
- Landmark commissioners sign up for individual tasks.

NECESSARY TASKS	TIMELINE	COST	Person(s) in Charge
1. Clean Museum		Cleaning Supplies.	Volunteer Landmarks Commissioners
2. Purchase & Install Locking System		\$750	Com Dev Staff, Adam Alix, Building Superintendent.
3. Determine desired design for Museum signage.		Volunteer time.	Com Dev Staff, Volunteer Landmarks Commissioners
4. Receive quotes for museum signage.		Staff time.	Com Dev Staff
5. Purchase & Install museum signage.		\$TBD.	Adam Alix, Building Superintendent.
6. Evaluate & Determine Displays to Retain & Discard		Volunteer time.	Volunteer Landmarks Commissioners
7. Determine Theme for New Display(s), if needed		Volunteer time.	Volunteer Landmarks Commissioners
8. Secure materials for new displays		Volunteer time; printing & misc. costs TBD.	Volunteer Landmarks Commissioners
9. Install new displays		Volunteer & staff time & minor mounting fixtures.	Volunteer Landmarks Commissioners & City Staff.
10. Open museum to public for pre-determined hours.		Volunteer time.	Volunteer Landmarks Commissioners

OPTIONAL TASKS	TIMELINE	COST	Person(s) in Charge
1. Determine status of video equipment.		Volunteer & staff time.	Volunteer Landmarks Commissioners, City Staff (IT?)
2. Contact High School and/or FVTC for assistance with new video.		Volunteer time.	Volunteer Landmarks Commissioners
3. Determine content & format for new video.		Volunteer time.	Volunteer Landmarks Commissioners
4. Develop, Shoot, & Edit Video.		Student time & equipment rental, if any.	High School and/or FVTC students.
5. Determine type of equipment needed to display video		Volunteer and staff time.	Volunteer Landmarks Commissioners, City Staff (IT?)
6. Receive quotes for Audio/Video Equipment.		Staff time.	Com Dev & IT Staff.
7. Purchase & Install Audio/Video Equipment.		\$TBD.	Com Dev & IT Staff.