

## Bridge Tower Museum Project Matrix (Revised January 2014)

<b>NECESSARY TASKS</b>	<b>TIMELINE</b>	<b>COST</b>	<b>Person(s) in Charge</b>
1. Clean Museum	<i>completed</i>	Cleaning Supplies.	Volunteer Landmarks Commissioners
2. Purchase & Install Locking System	<i>completed</i>	\$750	Com Dev Staff, Adam Alix, Building Superintendent.
3. Determine desired design for Museum signage.	<i>completed</i>	Volunteer time.	Com Dev Staff, Volunteer Landmarks Commissioners
4. Receive quotes for museum signage.	<i>completed</i>	Staff time.	Com Dev Staff & Comm. Grade.
5. Purchase museum signage & banners	<i>completed</i>	\$TBD.	Com Dev Staff & Comm. Grade
6. Evaluate & Determine Displays to Retain & Discard	<i>completed</i>	Volunteer time.	Volunteer Landmarks Commissioners
7. Remove Display Box	<i>completed</i>	Volunteer time.	Volunteer Landmarks Commissioners
8. Determine status of video equipment.	<i>completed</i>	Volunteer & staff time.	Volunteer Landmarks Commissioners, City Staff
9. Contact High School, FVTC or UW Fox for assistance with video updating.	<i>completed</i>	Volunteer time.	Volunteer Landmarks Commissioners
10. Determine content & format for new video.	<i>completed</i>	Volunteer time.	Volunteer Landmarks Commissioners
11. Develop, Shoot, & Edit Video.	<i>completed</i>	Student time & equipment rental, if any.	UW Fox Valley & Fox Valley Tech Club
12. Determine type of equipment needed to display video	<i>completed</i>	Volunteer and staff time.	Volunteer Landmarks Commissioners, City Staff (IT?)
13. Receive quotes for Audio/Video Equipment.	<i>completed</i>	Staff time.	Com Dev staff
14. Acquire Audio Video Equipment	Near Complete	Display & technical equipment donated by ReBoot & Fox Valley Tech Club; Display mount ordered.	Com Dev Staff
15. Paint Ceiling Black ; board up window where screen to be mounted & paint black.	March 2014	Time & materials	DPW Staff
16. Build bench(es) using recycled metal grading from old bridge.	Feb 2014?	Time	DPW Staff; Com Dev will make request.
17. Replace existing fan with one of an industrial look	March 2014	Time & materials	DPW Staff; Com Dev Staff to purchase fan.
18. Contact Schools to make aware of opening for potential year end field trips	March 2014	Time	Com Dev Staff
19. Install Audio/Video Equipment	April 2014	Volunteer & Staff Time	Fox Valley Tech Club & City Staff

20. Develop Press Release & Contact Media	April 2014	Staff time.	Com Dev Staff
21. Install Signage & banners.	April 2014	Staff time	Public Works - Mike Bursack & Tim Jacobsen
22. Plan Ribbon Cutting/Grand Re-opening Event	April 2014	Volunteer Time.	Volunteer Landmarks Commissioners & Com Dev Staff.
23. Open museum to public for pre-determined hours.	May 2014	Volunteer time.	Volunteer Landmarks Commissioners