Bridge Tower Museum Project Matrix (Revised January 31, 2014)

NECESSARY TASKS	TIMELINE	COST	Person(s) in Charge
1. Clean Museum	***completed***	Cleaning Supplies.	Volunteer Landmarks Commissioners
2. Purchase & Install Locking System	***completed***	$750	Com Dev Staff, Adam Alix, Building Superintendent.
3. Determine desired design for Museum signage.	***completed***	Volunteer time.	Com Dev Staff, Volunteer Landmarks Commissioners
4. Receive quotes for museum signage.	***completed***	Staff time.	Com Dev Staff & Comm. Grade.
5. Purchase museum signage & banners	***completed***	$TBD.	Com Dev Staff & Comm. Grade
6. Evaluate & Determine Displays to Retain & Discard	***completed***	Volunteer time.	Volunteer Landmarks Commissioners
7. Remove Display Box	***completed***	Volunteer time.	Volunteer Landmarks Commissioners
8. Determine status of video equipment.	***completed***	Volunteer & staff time.	Volunteer Landmarks Commissioners, City Staff
9. Contact High School, FVTC or UW Fox for assistance with video updating.	***completed***	Volunteer time.	Volunteer Landmarks Commissioners
10. Determine content & format for new video.	***completed***	Volunteer time.	Volunteer Landmarks Commissioners
11. Develop, Shoot, & Edit Video.	***completed***	Student time & equipment rental, if any.	UW Fox Valley & Fox Valley Tech Club
12. Determine type of equipment needed to display video	***completed***	Volunteer and staff time.	Volunteer Landmarks Commissioners, City Staff (IT?)
13. Receive quotes for Audio/Video Equipment.	***completed***	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/April 2014	Time & materials	DPW Staff
16. Build/Weld pamphlet holder from "error" sign.	Feb/March 2014		DPW Staff
17. Order Plaque to thank contributing organizations	Feb 2014	Materials.	Com Dev Staff.
18. Build/Weld bench(es) using recycled metal grading from old bridge.	Feb/March 2014	Time	DPW Staff; Com Dev & Tom Grade (landmarks commission) will make request/provide instruction.

19. Replace existing fan with one of an industrial look	March/April 2014	Time & materials	DPW Staff; Com Dev Staff to acquire fan.
20. Contact Schools to make aware of opening for potential year end field trips	March 2014	Time	Com Dev Staff
21. Install Audio/Video Equipment (including mount)	April 2014	Volunteer & Staff Time	City Staff & Tech Club; Possible assistance from DPW as tv is heavy.
22. Develop Press Release & Contact Media	April 2014	Staff time.	Com Dev Staff
23. Install Signage & banners.	April 2014	Staff time	Public Works - Mike Bursack & Tim Jacobsen
24. Plan Ribbon Cutting/Grand Re-opening Event	April 2014	Volunteer Time.	Voluteer Landmarks Commissioners & Com Dev Staff.
25. Open museum to public for pre-determined hours.	May 2014	Volunteer time.	Volunteer Landmarks Commissioners