

Process

Step	Activity	Role of Admin	Role of AAPAC	Role of Task Force	Role of Council	Role of PM
1. project initiation	intake, verify, funding source city input, adherence to AP	Entire step	0	0	0	0
2. Approval of project	Vote to proceed with project	bring to AAPAC	vote	0	0	0
3. Create the proj/SOQ	AAPAC champion, task force creation, rfp/soq creation, method of public input	coordinate w/task force/city/legal written doc	0	art parameter, location expenditures/budget methodologies	0	participation in task force
4. Public Input	arrange public input, disseminate input	coordinate mtgs	0	intake public input	0	0
5. Artist selection	Review SOQs, interview, recommend	coordinate, submit for votes	vote on TF choice	review artists, select	vote to yes/no on recommendation	0
6. Concept Design	work on concept design w/ artist	coord, contract provisions, city rep in process	0	review concept, work w/ artist	0	involved and understand design, provide meaningful input
7. Design Approval	approval of design	coord. vote and info provide info packets needed for understanding	vote concept	0	vote	0
8. Design Development	design continues, refinement contract issues, criteria, install issues reviewed, etc	oversight of process bring to TF for timely review	0	timely review	0	involved in process
9. Final Design Support	gain council approval for final design, budget, timeline	coord. process, provide info	0	0	vote	present at vote for Q&A
10. Fabrication/Install	fabrication & installation issues payments, oversight, timing coordination	oversight in process	0	0	0	working closely with artist to coordinate
11. Project Complete	publicize, photograph & celebrate	coord. process	lead publicity, events	participate in event	0	0