

# LEWISTON-AUBURN AREA TRANSIT STUDY

Advisory  
Committee Kick-  
Off Meeting:  
October 1, 2020

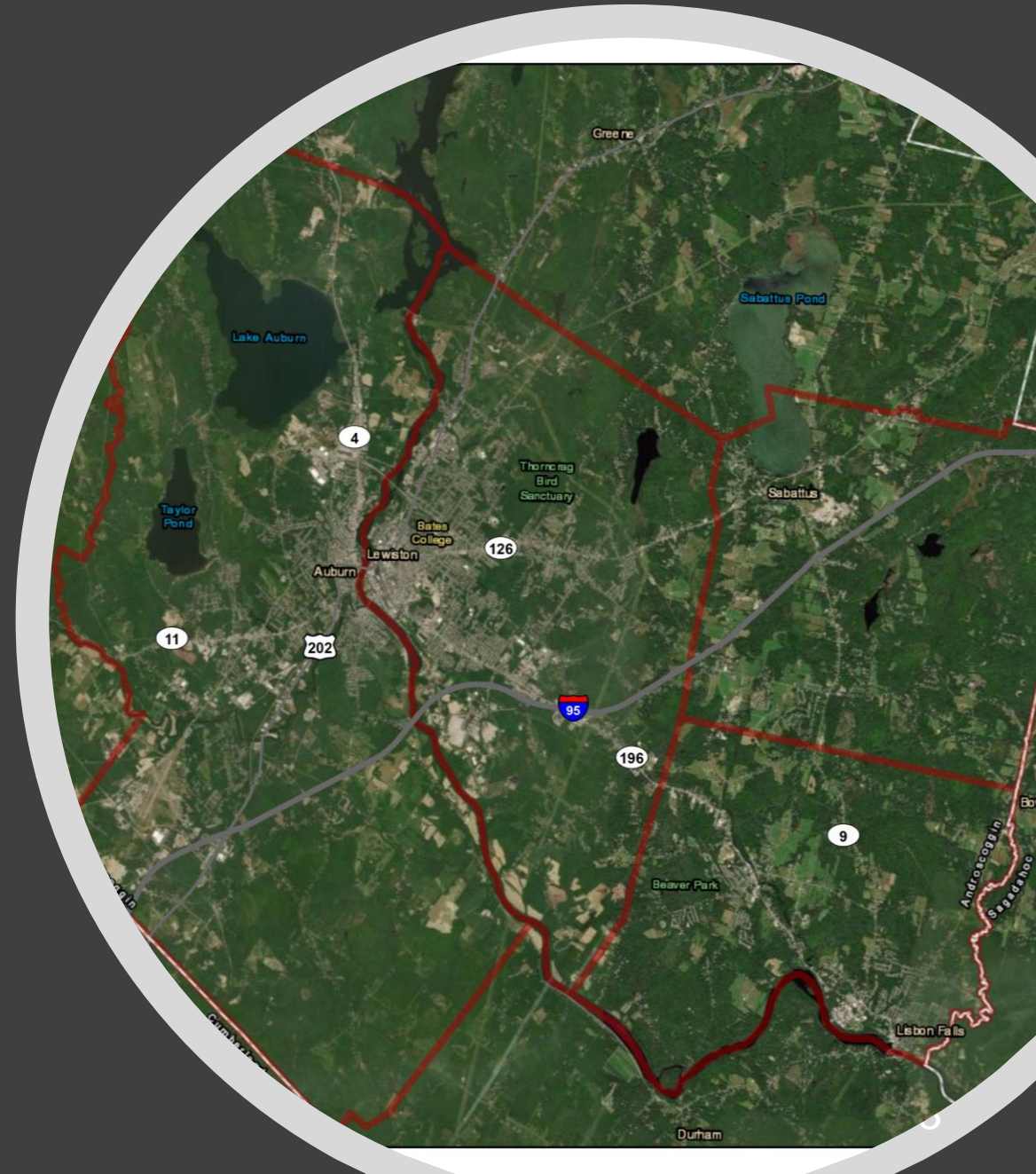


# Agenda

- Introductions
- Review of project background
  - Purpose
  - Goals
- Project logistics
  - Project management
  - Project tasks
- Timeline/schedule
- Discussion
- Next Steps

# Project Background

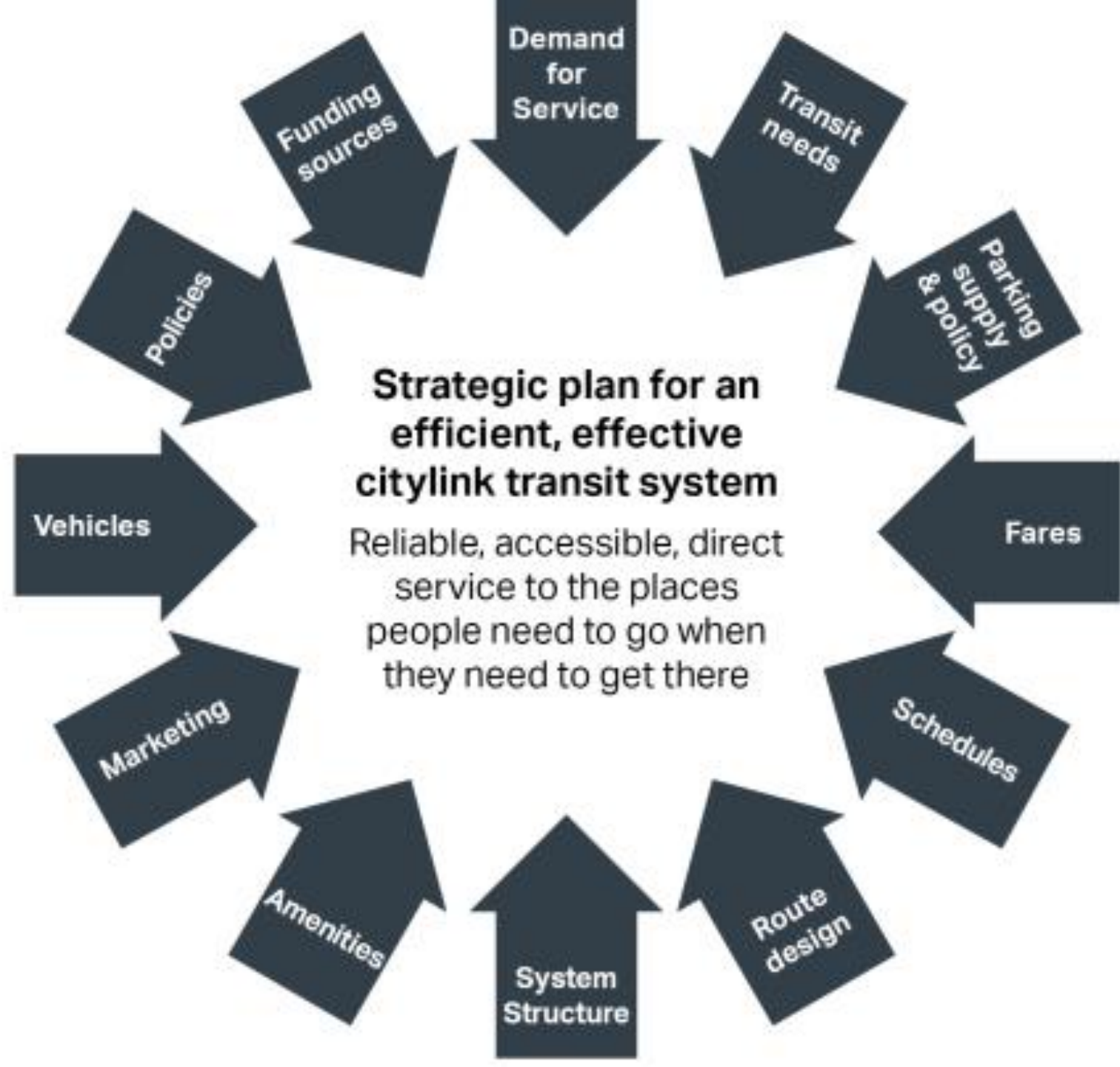
- History
- Changes
- Timing
- Purpose
- Goals



October 1, 2020



# Comprehensive Analysis



# Project Management Plan



Background information



Study team



Refined scope of work



Detailed schedule



Roles and responsibilities



Coordination

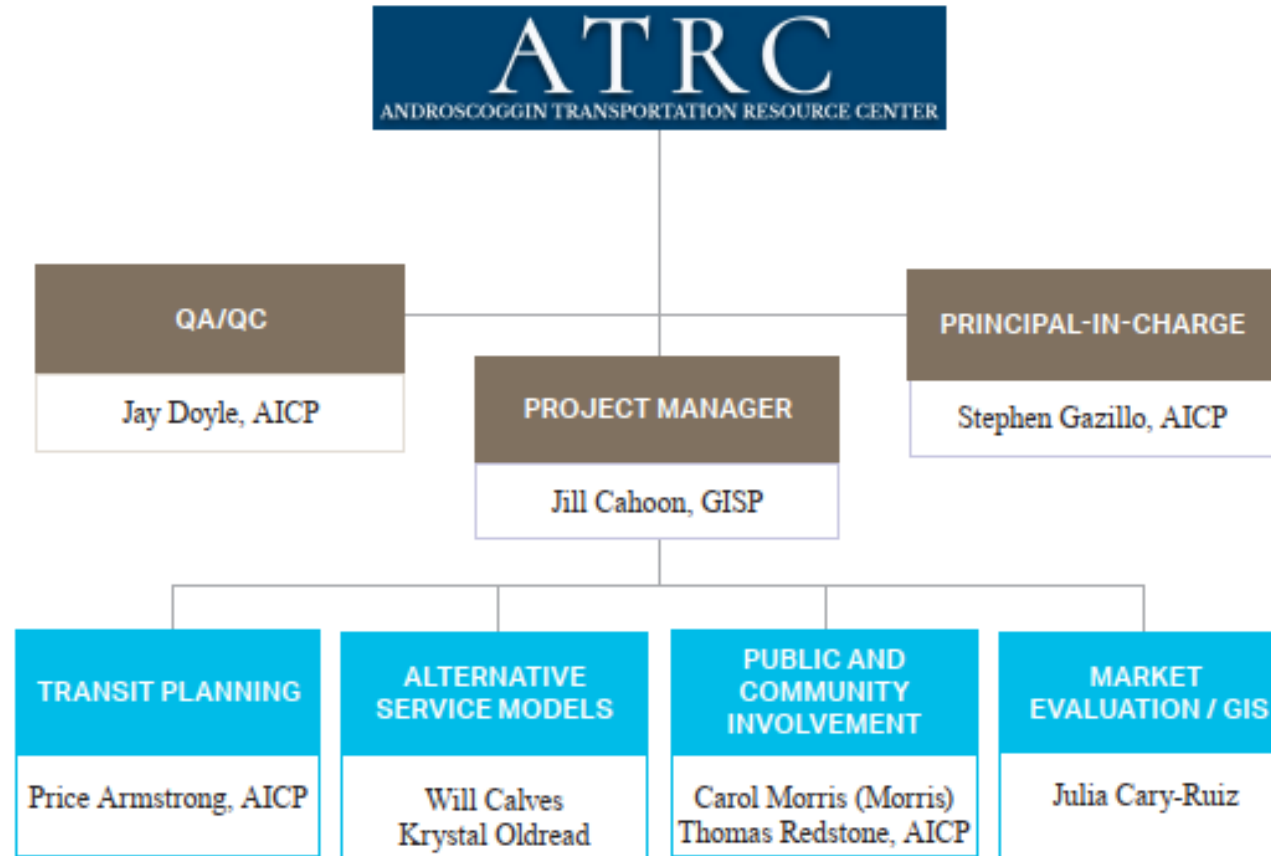


Communication protocol



Reporting/invoicing guidelines

# Consultant Team



# Project Tasks

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Task 1: Project Management

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Task 2: Public Participation and Community Stakeholder Engagement

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Task 3: Examine and Analyze Demographics and Service Area

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Task 4: Examine and Analyze Alternative Service Models and System Designs

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Task 5: Development of Recommendations

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Task 6: Industry Standards and Best Practices

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Task 7: Draft and Final Report

# Communication Protocol



STUDY TEAM



EMAILS



BI-WEEKLY CHECK-IN  
CALLS WITH SMALL  
GROUP



ADVISORY  
COMMITTEE  
MEETINGS (KEY  
DECISION POINTS)



DELIVERABLES/  
DOCUMENT REVIEW

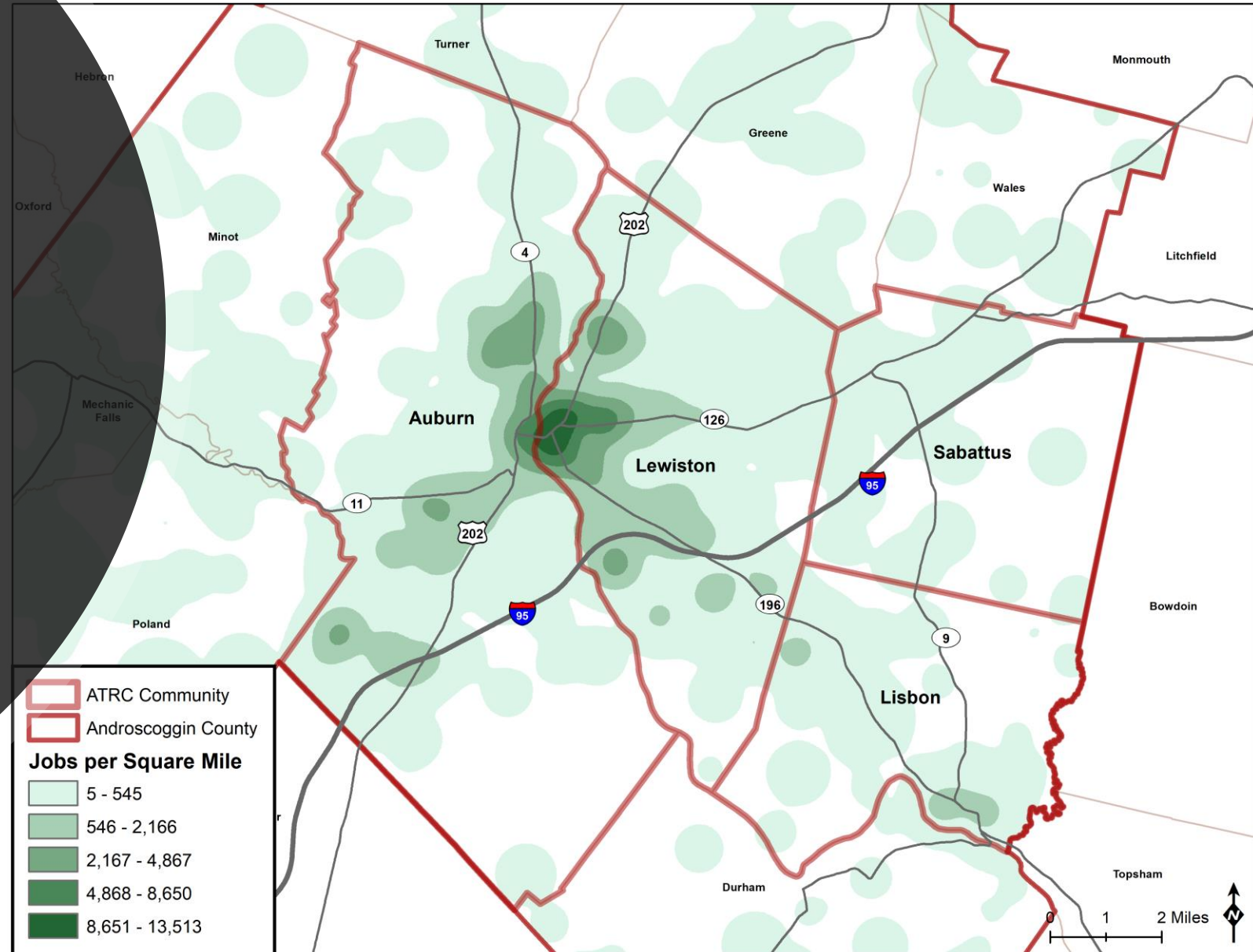


# Project Schedule

		Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Task 1	Project Management	1		2		3		4		5		
Task 2	Public Participation and Community Stakeholder											
Task 3	Examine and Analyze Demographics and Service Area											
Task 4	Examine and Analyze Alternative Service Models and System											
Task 5	Development of Recommendations											
Task 6	Industry Standards and Best Practices											
Task 7	Draft and Final Report											

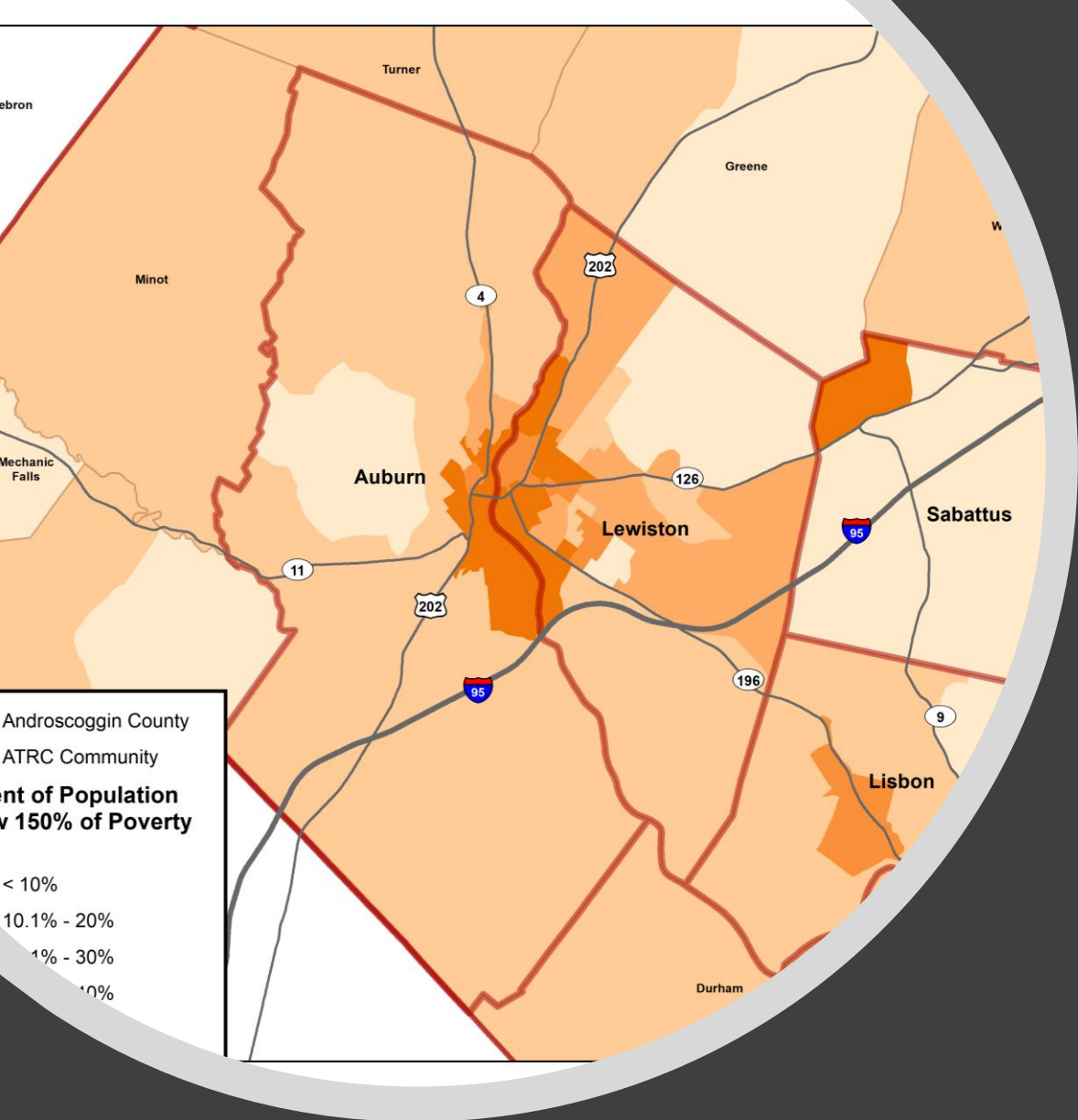
# Data Collection

- Previous plans
- Operating data
  - Hours/miles of service
  - Ridership
  - On-time performance
- Fare structure
- Technology
- Fleet
- Market information
- GIS data



# Community Survey

- Purpose/goals
- Questions
- Distribution channels
- Paper copies?



# Deliverables

- Project management plan
- Stakeholder involvement plan
- Survey/outreach materials
- Technical memoranda:
  - Service area demographics and service analysis
  - Outreach results/findings
  - Alternative system design findings
  - Preliminary recommendations (service changes/new services)
- Draft and final report

# Discussion and Polling

- Goals/priorities
- Unmet needs
- Avenues of public/community outreach



# Next Steps

- Collect data
- Develop project management plan
- Develop stakeholder involvement plan
- Draft survey questions
- Start analysis
- Next two advisory committee meetings (poll)
  - December 2020
  - January/February 2021