

TASK	ESTIMATED TIME OF COMPLETION	ASSIGNED TO	COMPLETED
Project plan			
Write draft plan for BOCC approval			
Review draft plan			
Revise draft plan			
Internal draft plan approved and to BOCC			
BOCC review of draft plan			
Revise draft plan per BOCC			
BOCC informal approval of plan			
Draft legislation for BOCC			
Legislation voted and approved			
Articles of Incorporation			
Write draft Articles			
Review draft Articles			
Revise Articles			
Review revised Articles			
Revised Articles approved and to AG			
AG review of Articles			
Revise Articles for AG			
Revised Articles for AG approved			
AG processing of final Articles			
Final Articles filed with SOS			
Bylaws			
Write draft Bylaws			
Review draft Bylaws			
Revise Bylaws			
Review revised Bylaws			
Bylaws approved			
Assemble Board			
BOCC and Treasurer selection of 2 members			
Develop Policy for Additional Board Members			
Confirm Compliance with Statute			
Identify Amount of Board Members			
Develop Organization Agenda for 1st Meeting			
Identify Meeting Protocols and Frequency			

TASK	ESTIMATED TIME OF COMPLETION	ASSIGNED TO	COMPLETED
Identify Matters Requiring Board Approval			
Identify Matters Not Requiring Board Approval			
Identify Bid/No Bid Limitations			
Identify Spending Authority of E.D.			
Treasurer software consultant			
Identify prospective software consultants			
Vet prospective software consultants			
Select software consultant			
Write contract with software consultant			
Software consultant retained			
Treasurer software changes			
Review rqmts with consultant and submit			
Software development			
Software testing			
Software revisions			
Final software testing			
Final software revisions			
Software changes implemented			
Office space			
Determine rqmts for office space			
Identify and tour prospective properties			
Office space recommendation received			
Review recommended space			
Review lease terms			
Lease executed			
Possession of space			
CFO			
Solicit candidates for CFO			
Identify prospective CFO candidates			
Interview prospective CFO candidates			
Review prospective CFO candidates			
Select CFO and contract as needed			
CFO retained			

TASK	ESTIMATED TIME OF COMPLETION	ASSIGNED TO	COMPLETED
Determine post-incorp staff positions and pay bands needed			
Solicit Candidates			
Identify Prospective Candidates			
Interview Candidates			
Select Candidates			
Create Pay Bands for Each Position			
Establish financial procedures			
Establish acctg systems			
Establish payroll and contract mgmt systems			
Research possible retirement options			
Establish legislative reporting systems			
Office furniture			
Determine rqmts for office furniture			
Identify prospective office furniture			
Recommend office furniture			
Review recommended furniture			
Furniture selected			
Furniture delivery			
Office supplies			
Identify initial needed office supplies			
Procure supplies			
Telephones/Land lines/Long Distance/Desk/Mobile/Voicemail			
Determine needed features for long distance/desk/mobile/voicemail			
Research options and costs			
Recommend options and vendor			
Approval of options and vendor			
Lines ordered			
Line installation			
<i>Publish RFPs for desk telephone system</i>			
Review quotes and select vendor			
Discuss options with vendor			
Desk telephone system ordered			
Desk telephone system installed			

TASK	ESTIMATED TIME OF COMPLETION	ASSIGNED TO	COMPLETED
Computer systems/Network			
Determine network and storage rqmts			
Determine appropriate server technology and software			
Determine backup requirements			
Determine wiring rqmts			
Determine maintenance rqmts			
Research options for network hardware, software, and maintenance and request bids			
Review bids and select vendor(s)			
Place order(s) for network hardware, software, and maintenance			
Network components delivered			
Network components installed			
Computer systems/Workstations			
Determine needed computing functions for each position			
Identify desktop and/or mobile software needed to support each function and cost			
Research and recommend software for each position			
Review and approve software			
Determine desktop and/or mobile hardware rqd to support software and cost			
Determine maintenance rqmts			
Research options for workstation hardware, software, and maintenance and request bids			
Review bids and select vendor(s)			
Place order(s) for workstation hardware, software, and maintenance			
Workstations delivered			
Workstations installed			
Define and prioritize program activities			
Create program Business Plan or Strategic Plan			

TASK	ESTIMATED TIME OF COMPLETION	ASSIGNED TO	COMPLETED
Select consultant			
Enumerate and define programs			
Approve programs as defined			
Prioritize programs			
Insurance			
Identify needed insurance and amounts			
Research insurance providers and			
Review insurance providers and			
Select insurance providers and programs			
Insurance in place			
Web site			
Determine audience groups and priority			
Determine rqmts for Web site			
Determine timeframe and cost to develop each site component			
Determine stages of implementation			
Write site copy			
Review site copy			
Revise site copy			
Approve site copy			
Initial Web site implementation			
Web site launch			
Prepare RFP for field services and management			
Special advance under Section 323.341 ORC (RR)			
Schedule special advance			
Advance payout			
Develop Invoice Protocol w/Treasurer and Land Bank			
Cuyahoga County Investment Advisory Approvals			
Financing re initial capture of penalty and interest (RR)			
Identify type of credit facilities that are available and practical			
Contact Bank and Individual Counsel			
Educate Bank about Revenue Stream			

TASK	ESTIMATED TIME OF COMPLETION	ASSIGNED TO	COMPLETED
Begin Underwriting Due Diligence with Bank			
Employment manual			
Write draft employment manual			
Review draft employment manual			
Revise draft employment manual			
Review revised employment manual			
Employment manual approved			
Create protocols, forms, and systems to support programs			
Intake, assessment, and disposition systems			
Create intake protocols			
Create systems and forms to support intake protocols, incl. legal & title			
Create assessment protocols			
Create systems and forms to support assessment protocols			
Create disposition protocols			
Create systems and forms to support disposition protocols, incl. legal & title			
Create internal/external property profile system			
Housing court protocols			
Create housing court-related protocols			
Create systems and forms to support housing court-related protocols			
REO/GFE protocols			
Create REO/GFE-related protocols			
Create systems and forms to support REO/GFE-related protocols			
City protocols			
Create city-related protocols			
Create systems and forms to support city-related protocols			
Bidding standards for vendors			

TASK	ESTIMATED TIME OF COMPLETION	ASSIGNED TO	COMPLETED
Write draft bidding standards			
Review draft bidding standards			
Revise draft bidding standards			
Approve bidding standards			
Publish bidding standards - paper			
Publish bidding standards - Web			
Databases/Property Profiles			
Determine LRC database rqmts - internal and external			
Research data sources			
Determine integration options and cost			
Decide what to integrate			
Determine method of integration and resources required			
Develop protocols for integration			
Develop and test integration programming			
Integrated system ready for launch			
Graphic identity			
Develop logo and any supporting iconography			
Develop color scheme			
Develop typographic style			
Review graphic identity			
Revision of identity elements			
Graphic identity approved			
Printed material			
Determine rqmts for printed material			
Identify designer			
Develop materials - writing, editing, graphics, layout, reproduction			
Legislative revisions (State, County, Local)			
Identify needed changes			
Identify sponsors and advocacy plan			