

Project Timeline Template – 3D Project Implementation

This is the Project Timeline Template to be completed and submitted with your 3D Project funding application. Describe how the proposed project outcomes will be realized by providing a list of critical milestones that will be accomplished during the project period, including specific steps and achievements in planning, implementation, and evaluation and timetables for project activities and milestones, as well as the responsible party for each.

You may amend and resubmit small changes to your timeline as part of your quarterly report as activities are completed or changed throughout the 3D Project implementation process, as long as those changes do not change the scope of the project and have no budgetary impact (e.g., you completed a step of your project ahead of schedule and wish to move the subsequent activities up in the timeline). You may add additional rows as necessary.

Quarter	Key Activities	Outcome Metrics/ Product	Assigned to
FY24 Q2 (Oct-Dec)	PROJECT AWARD ANNOUNCEMENT		
	Contractors selected/signed	Have all four in place by the end of Q2	Jill Lagan
	Review estimates from 3 LED board vendors	Select/sign/and begin install	Jill Lagan
	Order the Best Dam 411 vehicle	Truck on order	Jill Lagan
	Submit quarterly report summary of 3D project to Travel Nevada		Jill Lagan
FY24 Q3 (Jan-Mar)	Training/work strategies in place for all contractors	Three monthly productivity reports from each contractor	Jill Lagan/Madison Preston
	Monitor LED board replacement.	The sign has been replaced and is in working order	Jill Lagan/Tourism Development Coord
	New Boulder City Express Run in action	Running and kinks worked out from start-up. Research other funding mechanisms for sustainability after this contract. These could be grant funding, sponsorships, or private contracts.	Jill Lagan/Tourism Development Contractor
	Require each contractor to complete the Trail Blazers and Battle Born certification programs with Travel Nevada to better know the entire State. As well as complete the Certified Autism Travel Professional program with IBBCES.	Completion of all three certifications by each contractor in place.	Jill Lagan
	Review the presentation regarding the itinerary of the new Boulder City Experience.	Once reviewed, create a timeline for implementation and roll-out.	Tourism Development Contractor
	Submit quarterly report summary of 3D project to Travel Nevada		Jill Lagan

FY24 Q4 (Apr-Jun)	Introduce the mobile information vehicle-Best Dam 411-to the 45,000 people at Spring Jamboree. Also, identify FALL events outside of Boulder City that you should be involved in.	Video-capture people's responses and comments. At all locations the mobile info vehicle is at, take the opportunity to capture as many guest contacts as possible via QR codes and simple sign-up sheets.	Jill Lagan/Community Relations Consultant
	Review all contractors' monthly reports.	All reports should be smooth at this point	Jill Lagan/plus all contractors
	Review Boulder City Express Run to determine if any modifications are needed.	In the best case, there is no need for change. In the worst case, make immediate modifications. We have also established a number of sponsors willing to provide financial support for the continuation of this tour option after this grant funding is complete.	Tourism Development Contractor
	Submit quarterly report summary of 3D project to Travel Nevada		Jill Lagan
FY25 Q1 (Jul-Sept)	Review all contractors' monthly reports.	Adjustments made previously corrected any issues.	Jill Lagan/plus all contractors
	Complete the Boulder City Express 8 month contract.	It has been such a great success that we will need to look at new funding sources to supplement the continuation of the program.	
	Best Dam 411 in the 4th of July Parade	Notable attention and engagement.	Community Relations Contractor
	Submit quarterly report summary of 3D project to Travel Nevada		Jill Lagan
FY25 Q2 (Oct-Dec)	Review all contractors' monthly reports.	Adjustments made previously corrected any issues.	Jill Lagan/plus all contractors
	Best Dam 411 at Art in the Park, Wursthfest, and all holiday events, such as the Christmas parade.	Collect guest contact information for future engagement.	Community Relations Contractor
	Submit quarterly report summary of 3D project to Travel Nevada		Jill Lagan
FY25 Q3 (Jan-Mar)	Review all contractors' monthly reports.	Adjustments made previously corrected any issues.	Jill Lagan/plus all contractors
	Review the final draft of the new Boulder City artwalk Tour. Make any needed alterations.	Once completed, host community meetings to get feedback and make any needed/requested enhancements.	Community Relations Contractor

	Submit quarterly report summary of 3D project to Travel Nevada		Jill Lagan
FY25 Q4 (Apr-Jun)	Review all contractors' monthly reports.	Adjustments made previously corrected any issues.	Jill Lagan/plus all contractors
	Monitor the Best Dam Art Walk tour stats	Determine if any adjustments need to be made and begin capturing stats monthly.	
	Submit quarterly report summary of 3D project to Travel Nevada		Jill Lagan
FY26 Q1 (Jul-Sept)	Review all contractors' monthly reports.	Adjustments made previously corrected any issues.	Jill Lagan/plus all contractors
	Direct all contractors to submit their self-analysis of their contractual work and consider hiring any of them as full-time employees.	Add four full-time employees to the Chamber's payroll.	Jill Lagan
	Submit quarterly report summary of 3D project to Travel Nevada		Jill Lagan
FY26 Q2 (Oct-Dec)	Review all contractors' FINAL monthly reports.	All report contents show completed programs and report success.	Jill Lagan/plus all contractors
	Create final report for Travel Nevada	Excellent results and data to be reported	Jill Lagan
	PROJECT END		