

LEAHY

Los Angeles County Transportation Commission  
Southern California Rapid Transit District

SCRTD  
1988  
R26

LB-LA and MOS-1  
**RAIL  
ACTIVATION  
PLAN**  
SECTION 2: TASK SCHEDULES

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LACTC/SCRTD  
RAIL ACTIVATION PLAN  
FOR  
LONG BEACH/LOS ANGELES AND METRO RAIL MOS-1  
TASK SCHEDULE

WORK AREA: <u>1.0-Staffing</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
1.1 <u>NEGOTIATE LABOR AGREEMENTS</u>	Started	Jun 88	*(a)	*	█				
1.1.1 Develop Negotiating Strategy and Position (For Each Union) (For Each Job Specification) (For Each Key Issue)		Complete		*					
1.1.2 Evaluate Cost Impacts of Different Strategies	Started	Jun 88	*	*	█				
1.1.3 Negotiate Agreements (For Each Union)	Started	Jun 88	*	*	█				
1.2 <u>FINALIZE STAFFING PLANS</u>	Started	Oct 88	*	*	█				
1.2.1 Develop LR Staffing Plan	Started	Oct 88			█				
1.2.2 Develop MR Staffing Plan			Started	Oct 88	█				
1.2.3 Develop Unified (LR+MR) Plan of Staffing Levels by Position	Started	Oct 88	*	*	█				
1.2.4 Prepare Job Specifications	Started	Oct 88	*	*	█				
1.2.5 Prepare Job Description & Bulletins	Started	Oct 88	*	*	█				
1.2.6 Evaluate Bus Manpower Impacts	Started	Oct 88	*	*	█				
1.2.7 Develop LR Hiring Schedule	Started	Oct 88			█				
1.2.8 Develop MR Hiring Schedule			Started	Oct 88	█				
1.2.9 Prepare Hiring Schedule (For Each Position)	Started	Oct 88	*	*	█				
1.3 <u>HIRE PERSONNEL</u>	Started	----(b)----	-----	Dec 92					
1.3.1 Prepare Recruiting Strategy	Started	-----	-----	Dec 92					
1.3.2 Prepare Screening & Testing Proc.	Started	Aug 88	*	*	█				
1.3.3 Advertise Jobs	Jul 88	-----	-----	Sep 92					
1.3.4 Screen Applications (Interviews) (Tests) (Reference Checks)	Aug 88	-----	-----	Oct 92					

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WORK AREA: <u>1.0-Staffing</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
1.3.5 Hire Staff	Sep 88	-----	-----	Dec 92					
1.3.6 Indoctrinate into SCRTD	Sep 88	-----	-----	Dec 92					
1.4 <u>PROVIDE PERSONAL EQUIPMENT</u>	Jul 88	-----	-----	Jan 93					
1.4.1 Determine Equipment Needs & Quantities (LR + MR)	Jul 88	Dec 88	Mar 90	Dec 90					
1.4.2 Procure Personal Equipment	Aug 88	-----	-----	Dec 92					
1.4.3 Develop Personal Equipment Issue/Resupply Policies & Procedures	Jul 88	Sep 88	*	*					
1.4.4 Issue/Distribute Personal Equipment and Supplies	Sep 88	-----	-----	Jan 93					
1.5 <u>PREPARE BUDGETS</u>	Started	-----	-----	Mar 92					
1.5.1 Prepare Light Rail Pre-Revenue Activation Budget	Started	Aug 88							
1.5.2 Prepare Light Rail Operating Budget (part of RTD Budget Process)	Sep 89	Mar 90							
1.5.3 Prepare Metro Rail Pre-Revenue Activation Budget			Started	Nov 88					
1.5.4 Prepare Metro Rail Operating Budget (Part of RTD Budget Process)			Sep 91	Mar 92					

*issues for operations. complete merged hiring plans and schedules and combine with the budgets*

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WORK AREA: <u>2.0-Training</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
<b>2.1 FINALIZE TRAINING STRATEGY</b>	Started	-----	-----	Jul 90	-----				
2.1.1 Identify Key Issues (Inside vs. Outside) (Prerequisites) (Cross Training)	Started	Jul 88	*	*	-----				
2.1.2 Identify Needed Courses	Jul 88	Oct 88	Apr 90	Jul 90	-----				
2.1.3 Identify Existing Capabilities	Jul 88	Oct 88	Apr 90	Jul 90	-----				
2.1.4 Evaluate Short and Long Term Costs/Benefits	Jul 88	Oct 88	Apr 90	Jul 90	-----				
2.1.5 Adopt Training Policies	Jul 88	Oct 88	Apr 90	Jul 90	-----				
<b>2.2 COMPLETE CONTRACTOR-SUPPLIED TRAINING</b> (For Each Contract) (For Each Subsystem)	Started	-----	-----	Jan 93	-----				
2.2.1 Review & Approve Each Contractors Training Plans/Materials	Started	-----	-----	Jan 93	-----				
2.2.2 Schedule Training Courses	Jul 88	-----	-----	Jan 93	-----				
2.2.3 Supply Trainable Staff	Oct 88	-----	-----	Jan 93	-----				
2.2.4 Monitor Course Conduct	Oct 88	-----	-----	Jan 93	-----				
<b>2.3 IDENTIFY OTHER TRAINING REQUIREMENTS</b>	Aug 88	Apr 89	Apr 90	Apr 91	-----				
2.3.1 Develop In-House Training Plans (For Each Department) ~ (For Each Position) (For Outside Agencies)	Aug 88	Apr 89	Apr 90	Apr 91	-----				
2.3.2 Develop Refresher Training Plans	Jan 89	Apr 89	Jan 91	Apr 91	-----				

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WORK AREA: <u>2.0-Training</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
2.3.3 Send Staff to Outside Training (Other Transit Systems) (Special Courses)	Jan. 89	Mar 89	Apr 90 (Pueblo)	Nov 90		—	—		
2.4 <u>DEVELOP IN-HOUSE TRAINING MATERIALS</u>	Jan 89	Jan 90	Jul 90	Jul 91		—	—		
2.4.1 Prepare Course Outlines & List of Material Needs	Jan 89	Jun 89	Jun 90	Dec 90		—	—		
2.4.2 Agree on Training Content & Responsibilities	Feb 89	Oct 89	Jul 90	Apr 91		—	—		
2.4.3 Prepare Training Materials	Feb 89	Jan 90	Jul 90	Jul 91		—	—		
2.5 <u>DEVELOP EVALUATION PROGRAM</u>	Oct 88	-----	-----	Jan 93		—	—		
2.5.1 Assess Contractor Supplied Training	Oct 88	-----	-----	Jan 93		—	—		
2.5.2 Assess In-House Training	Feb 89	-----	-----	Jan 93		—	—		
2.5.3 Evaluate & Revise Training Courses as Appropriate	Feb 89	-----	-----	Jan 93		—	—		
2.6 <u>CONDUCT IN-HOUSE TRAINING (By Department)</u>	Feb 89	-----	-----	Jan 93		—	—		

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WORK AREA: <u>3.0-Transportation</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
<b>3.1 REVIEW AND APPROVE CONTRACTOR SUBMITTALS</b>	Nov 88	TBD	Jun 90	TBD					
3.1.1 LR Vehicle Operators Manual	Nov 88	Feb 89							
3.1.2 MR Vehicle Operators Manual			Jun 90	Aug 91					
3.1.3 TVM Manuals	Mar 90	Jun 90							
3.1.4 CCF Equipment Manuals	TBD								
3.1.5 RCC Equipment Manuals	TBD								
3.1.6 Identify Input for Training Courses; Procedures	Feb 89	TBD	Aug 91	*					
3.1.7 Restructure Manuals for Internal Use if necessary	Feb 89	TBD	Aug 91	*					
<b>3.2 DEVELOP NORMAL OPERATING PROCEDURES</b>	Started	Jan 90	Jun 90	Apr 92					
3.2.1 Develop List; Concur on Format	Started	Sep 88							
3.2.2 Draft LR Procedures	Started	Jul 89							
3.2.3 Finalize LR Procedures	Jan 89	Dec 89							
3.2.4 Approve & Issue LR Procedures	Dec 89	Jan 90							
3.2.5 Issue LR Test Track Procedures & Bulletins	Jan 89	Apr 89							
3.2.6 Draft Additional Procedures for MR			Dec 90	Oct 91					
3.2.7 Finalize MR Procedures			Oct 91	Mar 92					
3.2.8 Approve & Issue MR Procedures			Mar 92	Apr 92					
3.2.9 Issue MR Test Phase Procedures & Bulletins			Jun 90	Nov 90					
<b>3.3 DEVELOP ABNORMAL OPERATING PROCEDURES</b>	Started	Jan 90	Jun 90	Apr 92					
3.3.1 Develop List; Concur on Format	Started	Sep 88							
3.3.2 Draft LR Procedures	Sep 88	Jul 89							
3.3.3 Finalize LR Procedures	Jan 89	Dec 89							

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WORK AREA: <u>3.0-Transportation</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
3.3.4 Approve & Issue LR Procedures	Dec 89	Jan 90							
3.3.5 Approve & Issue LR Test Track Procedures & Bulletins	Jan 89	Apr 89							
3.3.6 Draft Additional Procedures for MR			Dec 90	Oct 91					
3.3.7 Finalize MR Procedures			Oct 91	Mar 92					
3.3.8 Approve & Issue MR Procedures			Mar 92	Apr 92					
3.3.9 Approve & Issue MRT Test Phase Procedures & Bulletins			Jun 90	Nov 90					
3.4 <u>DEVELOP EMERGENCY OPERATING PROCEDURES</u>	Started	Jan 90	Dec 90	Apr 92					
3.4.1 Develop List; Concur on Format	Started	Sep 88							
3.4.2 Draft LR Emergency Procedures	Sep 88	Jul 89							
3.4.3 Review LR Emergency Procedures with Outside Agencies	Sep 88	Jul 89							
3.4.4 Finalize LR Emergency Procedures	Jul 89	Dec 89							
3.4.5 Approve & Issue LR Emergency Procedures	Dec 89	Jan 90							
3.4.6 Draft Additional Procedures for MR			Dec 90	Oct 91					
3.4.7 Review MR Emergency Procedures with Outside Agencies			Dec 90	Oct 91					
3.4.8 Finalize MR Emergency Procedures			Oct 91	Mar 92					
3.4.9 Approve & Issue MR Emergency Procedures			Apr 92	Apr 92					
3.5 <u>DEVELOP RULEBOOKS</u>	Jul 88			Nov 90					
3.5.1 Review LR and MR for Rule Requirements	Jul 88	Nov 88	*	*					
3.5.2 Develop List; Concur on Format	Nov 88	Feb 89	*	*					
3.5.3 Draft LR Rulebook	Jan 89	Jun 89							

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WORK AREA: <u>3.0-Transportation</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
3.5.4 Finalize LR Rulebook	Jul 89	Dec 89							
3.5.5 Approve & Issue LR Rulebook	Jan 90	Jan 90							
3.5.6 Submit for CPUC Review	Jan 90	Jan 90							
3.5.7 Draft MR Rulebook			Feb 90	Jul 90					
3.5.8 Finalize MR Rulebook			Jul 90	Nov 90					
3.5.9 Approve & Issue MR Rulebook			Nov 90	Nov 90					
3.5.10 Submit for CPUC Review			Nov 90	Nov 90					
3.6 <u>MODIFY GENERAL DISTRICT PROCEDURES TO INCLUDE RAIL SYSTEM REQUIREMENTS</u>	Aug 88	May 89	Jul 90	Nov 90					
3.6.1 Review LR and MR for Rule Requirements	Aug 88	Dec 88	*	*					
3.6.2 Draft New Rail Rules	Dec 88	Feb 89	Jul 90	Sep 90					
3.6.3 Finalize New Rail Rules	Feb 89	Apr 89	Sep 90	Nov 90					
3.6.4 Issue Revised General Rules	May 89	May 89	Nov 90	Nov 90					
3.7 <u>DEVELOP OPERATING SCHEDULES</u>	Started	-----	-----	Jul 92	-----				
3.7.1 Conduct Field Confirmation of LR Theoretical Schedule	Feb 90	Mar 90							
3.7.2 Prepare LR Operating Schedule & Bus Interface Requirements	Jul 89	Dec 89							
3.7.3 Revise Bus Routes (LR)	Started	Dec 89							
3.7.4 Prepare Coordinated Bus Schedules (LR)	Oct 89	Mar 90							
3.7.5 Identify Manpower Requirements (LR)	Mar 90	Mar 90							
3.7.6 Analyze LR System for Need of Unusual Operating Schedules	Feb 90	Jun 90							
3.7.7 Conduct Field Confirmation of MR Theoretical Schedule			May 92	Jun 92					
3.7.8 Update MR Schedules and Modify Control Systems			Jun 92	Jul 92					



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WORK AREA: <u>3.0-Transportation</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
3.7.9 Revise Bus Routes (MR)			Started	Jul 92	-----				
3.7.10 Prepare Coordinated Bus Schedules (MR)			Mar 92	Jul 92	-----				
3.7.11 Identify Manpower Requirements (MR)			Jun 92	Jun 92	-----				
3.7.12 Analyze MR System Need for unusual Operating Schedules			Jun 92	Jun 92	-----				
3.8 <u>DEVELOP FORMS &amp; DATA MANAGEMENT SYSTEMS</u>	Nov 88	Mar 90	Sep 90	Feb 91	-----				
3.8.1 Develop List of Forms & Use Strategy	Nov 88	Jan 89			-----				
3.8.2 Review & Revise Existing Forms	Jan 89	Feb 89			-----				
3.8.3 Develop New LR Forms	Feb 89	Mar 90			-----				
3.8.4 Update Forms to Reflect MR Requirements			Nov 90	Feb 91	-----				
3.8.5 Define Management Reports			Sep 90	Nov 90	-----				
3.9 <u>ENHANCE MIS SYSTEM(S)</u>	Started	-----	-----	Feb 91	-----				
3.9.1 Review Existing System & Define Modifications	Started	Dec 88	*	Oct 90	-----				
3.9.2 Specify Software and Hardware Needs	Nov 88	Jan 89	Oct 90	Jan 91	-----				
3.9.3 Modify MIS System	Jan 89	Apr 90	Jan 91	Feb 91	-----				
3.9.4 Test & Verify MIS System Modifications	Mar 90	Jun 90	Jan 91	Feb 91	-----				

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WORK AREA: <u>4.0-Maintenance &amp; Engineering</u> TASK	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
4.1 <u>REVIEW AND APPROVE CONTRACTOR SUBMITTALS</u>	Jul 88	-----	-----	Jan 93					
4.1.1 Receive and Review LR As-Built Drawings	Nov 88	Jun 91							
4.1.2 Review LR Maintenance Plans and Analyses	Dec 88	Dec 89							
4.1.3 Review LR Maintenance Manuals	Jul 88	Jul 90							
4.1.4 Review LR Training Plans	Jul 88	Jul 90							
4.1.5 Complete Modifications Necessary for Internal Use	Jul 88	Jul 90							
4.1.6 Receive and Review MR As-Built Drawings			Oct 90	Jun 93					
4.1.7 Review MR Maintenance Plans and Analysis			Jan 89	May 91					
4.1.8 Review MR Operating Manuals			Jan 90	Jan 93					
4.1.9 Review MR Training Plans			Jan 90	Jan 93					
4.1.10 Complete Modifications Necessary for Internal Use			Jan 90	Jan 93					
4.2 <u>UPDATE MAINTENANCE GUIDEBOOK</u>	Started	Feb 89	*	Jul 90					
4.2.1 Review LR and MR for Rule Requirements	Started	Jul 88	*	*					
4.2.2 Draft New Rail Rules	Jul 88	Oct 88	Jan 90	Apr 90					
4.2.3 Finalize New Rail Rules	Oct 88	Jan 89	Apr 90	Jun 90					
4.2.4 Approve & Issue Revised Guidebook	Feb 89	Feb 89	Jul 90	Jul 90					
4.3 <u>PREPARE PROCEDURES FOR MANAGEMENT OF MATERIALS</u>	Started	-----	-----	Jan 93					
4.3.1 Catalog New Materials	Nov 88	-----	-----	Jan 93					
4.3.2 Define Storage Space and Security Requirements	Started	Dec 88	*	*					

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WORK AREA: <u>4.0-Maintenance &amp; Engineering</u> TASK	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
4.3.3 Devise Part Number System(s)	Nov 88	Jan 89	*	*					
4.3.4 Load Data into MMS	Jan 89	-----	-----	Jan 93					
4.3.5 Spt up Disbursement/Tagging Disposition Procedures	Nov 88	Jan 89	*	*					
4.3.6 Set Up Warranty Procedures & Contractor Agreements	Sep 88	Apr 89	Jul 90	Jul 92					
4.4 <u>DEVELOP CONFIGURATION MANAGEMENT SYSTEM</u>	Sep 88	-----	-----	Jan 93					
4.4.1 Define Document Control & Revision Procedures	Sep 88	Apr 89	Jul 89	Sep 89					
4.4.2 Number and Issue Maintenance Manuals	Nov 88	-----	-----	Jan 93					
4.4.3 Serialize Rotable Parts	Nov 88	Feb 89	Sep 89	Jan 93					
4.4.4 Load Data into MMS	Feb 89	-----	-----	Jan 93					
4.5 <u>ENHANCE MIS SYSTEM</u>	Started	-----	-----	Sep 90					
4.5.1 Review Existing System & Define Modifications	Started	Dec 88	Started	Mar 89					
4.5.2 Specify Software & Hardware Needs	Sep 88	Nov 88	Mar 89	Jul 89					
4.5.3 Modify MIS System	Nov 88	Jun 89	Jul 89	Sep 90					
4.5.4 Test & Verify MIS System Modifications	Jan 89	-----	-----	Sep 90					
4.6 <u>ESTABLISH RELIABILITY DEMO PROGRAM</u>	Jan 90	Mar 90	Aug 92	Oct 92					
4.6.1 Develop Procedures/Forms for Failure Data Collection & Analysis	Jan 90	Mar 90	Aug 92	Oct 92					
4.6.2 Select LR Failure Review Board Members	Jan 90	Mar 90							
4.6.3 Select MR Incident Evaluation Committee			Aug 92	Oct 92					

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WORK AREA: <u>4.0-Maintenance &amp; Engineering</u> TASK	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
4.6.4 Provide Instructions to Contractors	Mar 90	Mar 90	Oct 92	Oct 92					
4.7 <u>ESTABLISH EQUIPMENT MODIFICATION SYSTEM</u>	Nov 88	Jan 89	May 89	Mar 90					
4.7.1 Define Equipment Modification Procedures	Nov 88	Jan 89	May 89	Mar 90					
4.7.2 Establish Reliability Goals	Nov 88	Jan 88	May 89	Mar 90					
4.7.3 Define Process to Track Problem Areas	Nov 88	Jan 89	May 89	Mar 90					
4.8 <u>IMPLEMENT OUTSIDE MAINTENANCE AGREEMENTS</u>	TBD		*						
4.8.1 Determine Appropriate Outside Maintenance Needs									
4.8.2 Develop Specifications & Requirements									
4.8.3 Prepare Requests for Bids									
4.8.4 Advertise & Award Contracts									
4.9 <u>REVISE MANAGEMENT PROCEDURES</u>	Jul 88	Mar 89	*	*					
4.9.1 Develop List of Needed Procedures	Jul 88	Sep 88	*	*					
4.9.2 Draft Procedures	Sep 88	Nov 88	*	*					
4.9.3 Finalize Procedures	Nov 88	Feb 89	*	*					
4.9.4 Issue Procedures	Mar 89	Mar 89	*	*					
4.10 <u>DEVELOP FORMS &amp; DATA MANAGEMENT SYSTEMS</u>	Jul 88			May 90					
4.10.1 Develop List of Forms & Use Strategy	Jul 88	Sep 88	*	*					
4.10.2 Review & Revise Existing Forms	Sep 88	Nov 88	*	*					
4.10.3 Develop New LR Forms	Nov 88	Feb 89							

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WORK AREA: <u>4.0-Maintenance &amp; Engineering</u> TASK	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
4.10.4 Update Forms to Reflect MR Requirements			Dec 89	Mar 90					
4.10.5 Define Management Reports	Feb 89	Apr 89	Mar 90	May 90					
4.11 <u>DEVELOP QA PROGRAM</u>	Apr 89	-----	-----	Jan 93					
4.11.1 Define Policies and Procedures for LR	Apr 89	May 90							
4.11.2 Update Policies and Procedures for MR			Jan 92	Jun 92					
4.11.3 Conduct Internal Audits and Prepare Reports	May 90	-----	-----	Jan 93					
4.12 <u>DEVELOP MAINTENANCE OPERATING PROCEDURES</u>	Started	-----	-----	Dec 92					
4.12.1 Review LR and MR for Procedures Requirements	Started	Mar 89	Jun 90	Jun 91					
4.12.2 Develop List; Concur on Format	Started	Jul 88	*	*					
4.12.3 Draft LR Procedures	Jul 88	Oct 88							
4.12.4 Finalize LR Procedures	Oct 88	Feb 89							
4.12.5 Issue LR Procedures	Mar 89	Mar 89							
4.12.6 Draft Additional Procedures for MR			Jun 90	Aug 92					
4.12.7 Finalize MR Procedures			Dec 90	Nov 92					
4.12.8 Issue MR Procedures			Jun 91	Dec 92					
4.13 <u>SET-UP OPERATING SPACE</u>	Started	-----	-----	Oct 90					
4.13.1 Set-Up Physical LR Working Environment	Started	Jul 89							
4.13.2 Set-Up Physical MR Working Environment			Started	Oct 90					

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WORK AREA: <u>5.0-Safety</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
5.1 <u>DEVELOP SAFETY CERTIFICATION PROGRAM</u>	Started	-----	-----	Jan 93					
5.1.1 Develop LR Safety Certification Plan		Complete							
5.1.2 Define LR Review Team		Complete							
5.1.3 Collect LR Certification Evidence	Started	Jul 90							
5.1.4 Complete Certification Process	Started	Jul 90							
5.1.5 Develop MR Safety Certification Plan				Complete					
5.1.6 Define MR Review Team				Complete					
5.1.7 Collect MR Certification Evidence			Started	Jan 93					
5.1.8 Complete Certification Process			Started	Jan 93					
5.2 <u>DEVELOP INSURANCE/CLAIMS PROCEDURE</u>	Started	-----	-----	Jun 92					
5.2.1 Conduct LR Insurance Review	Started	Oct 88							
5.2.2 Implement Insurance & Claims Recommendation	Oct 88	May 90							
5.2.3 Conduct MR Insurance Review			Oct 91	Dec 91					
5.2.4 Implement Insurance & Claims Recommendation			Dec 91	Jun 92					
5.3 <u>DEVELOP PUBLIC SAFETY PROGRAM</u>	Nov 88	-----	-----	Jan 93					
5.3.1 Update Public Safety Program for LR Test and Operations	Nov 88	May 90							
5.3.2 Develop Public Safety Program for MR Test and Operations			Dec 91	Jun 92					
5.3.3 Submit Public Safety Programs to CPUC	Apr 89	May 90	Jun 92	Jun 92					
5.3.4 Carry out Public Safety Program	Apr 89	-----	-----	Jan 93					

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WORK AREA: <u>5.0-Safety</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
5.4 <u>DEVELOP SYSTEM SAFETY PROGRAM FOR OPERATION</u>	Started	-----	-----	Jan 93					
5.4.1 Prepare LR System Safety Program Plan - Operations		Complete							
5.4.2 Implement Operations Safety Tasks for LR	Jan 90	Jun 90							
5.4.3 Track and Resolve LR Hazards on CCIL	Started	Jun 90							
5.4.4 Prepare MR System Safety Program Plan - Operations			Aug 91	May 92					
5.4.5 Implement Operations Safety Tasks for MR			Jun 92	Jan 93					
5.4.6 Track and Resolve MR Hazards on CCIL			Started	Jan 93					
5.5 <u>DEVELOP OCCUPATIONAL SAFETY PROGRAM</u>	Sep 88	-----	-----	Jan 93					
5.5.1 Review All Operating Procedures	Sep 88	Jul 89	Dec 90	Oct 91					
5.5.2 Implement Occupational Safety Program	Jan 89	-----	-----	Jan 93					
5.6 <u>PREPARE ACCIDENT INVESTIGATION &amp; REPORTING PROCEDURES</u>	Nov 88	-----	-----	Jan 93					
5.6.1 Develop Draft Procedures	Nov 88	Apr 89	*	*					
5.6.2 Review & Revise Procedures	Jan 89	Jun 89	*	*					
5.6.3 Implement Procedures	Jun 89	-----	-----	Jan 93					
5.7 <u>CONDUCT SAFETY READINESS REVIEWS</u>	Jun 89	Apr 90	May 91	Jun 92					
5.7.1 Define LR Readiness Review Program	Jun 89	Nov 89							
5.7.2 Conduct LR Readiness Review	Apr 90	Apr 90							
5.7.3 Define MR Readiness Review Program			May 91	Jan 92					
5.7.4 Conduct MR Readiness Review			Jun 92	Jun 92					

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WORK AREA: <u>6.0-Security</u>	LR/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
6.1 <u>DEVELOP PROGRAM STRATEGY</u>	Started	-----	-----	Apr 93					
6.1.1 Develop LR Security Program	Started	Oct 88							
6.1.2 Security Program during testing (LR)	Jun 89	Ju1 90							
6.1.3 Finalize Security Program (LR)	Ju1 90	Sep 90							
6.1.4 Develop MR Security Program			Started	Jun 92					
6.1.5 Security Program during testing (MR)			Nov 90	Dec 92					
6.1.6 Finalize Security Program (MR)			Jan 93	Apr 93					
6.2 <u>DEVELOP OPERATING PROCEDURES</u>	Sep 88	Jun 90	*	*					
6.2.1 Develop List, Concur on Format	Sep 88	Dec 88	*	*					
6.2.2 Draft Security Procedures	Dec 88	Jan 90	*	*					
6.2.3 Finalize Security Procedures	Jan 90	May 90	*	*					
6.2.4 Issue Security Procedures	May 90	Jun 90	*	*					
6.3 <u>DEVELOP EMERGENCY OPERATING PROCEDURES</u>	Sep 88	Jun 90	Jun 91	Jun 92					
6.3.1 Develop Emergency Procedures for Light Rail	Sep 88	Jan 90							
6.3.2 Finalize LR Procedures	Jan 90	May 90							
6.3.3 Approve & Issue LR Procedures	May 90	Jun 90							
6.3.4 Update Emergency Procedures for MR			Jun 91	Jun 92					
6.4 <u>PREPARE FOR INTERAGENCY COORDINATION</u>	Started	May 90	*	*					
6.4.1 Draft InterAgency Agreements	Started	Apr 89	*	*					
6.4.2 Negotiate Procedures with Agencies	Started	Jan 90	*	*					
6.4.3 Input Results into Appropriate Procedures	Jan 90	May 90	*	*					
6.5 <u>DEVELOP PROFESSIONAL CONDUCT PROCEDURES</u>	Ju1 88	Oct 88	*	*					
6.5.1 Update Existing Procedures to Reflect Rail System	Ju1 88	Sep 88	*	*					



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WORK AREA: <u>6.0-Security</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
6.5.2 Input to Security Training Programs	Oct 88	Oct 88	*	*					
6.6 <u>DEVELOP ADMINISTRATIVE PROCEDURES</u>	Jul 88	Jul 89	*	*					
6.6.1 Update Existing Procedures to Reflect Rail System	Jul 88	Jun 89	*	*					
6.6.2 Input to Security Training Program	Jul 89	Jul 89	*	*					

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WORK AREA: <u>7.0-Fare Collection</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
<u>7.1 DEVELOP FARE STRUCTURE AND PRICING</u>	Started	-----	-----	Sep 92					
7.1.1 Review Existing System & New Equipment for Capabilities		Complete		*					
7.1.2 Prepare Comprehensive Fare Structure & Pricing Alternatives	Started	Mar 89	*	*					
7.1.3 Define Media Requirements	Started	Sep 88	*	*					
7.1.4 Conduct Public Hearings	Jun 89	Jul 89	Jun 92	Jul 92					
7.1.5 Adopt Fare Policy Structure & Pricing	Jun 89	Sep 89	Jul 92	Sep 92					
<u>7.2 PREPARE MEDIA STOCK PROGRAM</u>	Sep 88	-----	-----	Nov 92					
7.2.1 Design Fare Media	Sep 88	Nov 89	Jul 92	Sep 92					
7.2.2 Procure Fare Media	Dec 89	Jun 90	Sep 92	Nov 92					
7.2.3 Revise Outlet Program	Sep 89	Jul 90	*	*					
7.2.4 Develop Distribution Plan for Outlets	Jan 90	Jul 90	*	*					
7.2.5 Develop Distribution Plans & Procedure for TVMs	Jan 90	Jul 90	*	*					
7.2.6 Develop Plan for Emergency Distribution of Stock	Apr 90	Jul 90	*	*					
<u>7.3 DEVELOP REVENUE HANDLING PROCEDURES</u>	Jan 90	Jul 90	*	*					
7.3.1 Develop Procedures for TVM Servicing	Jan 90	Apr 90	*	*					
7.3.2 Develop Emergency Collection/Response Procedures	Jan 90	May 90	*	*					
7.3.3 Develop Administrative Control Procedures	Jan 90	Jul 90	*	*					
<u>7.4 DEVELOP FARE ENFORCEMENT PROCEDURES</u>	Jan 89	Apr 90	*	*					
7.4.1 Develop Fare Enforcement Policy	Jan 89	Dec 89	*	*					

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WORK AREA: <u>7.0-Fare Collection</u>  TASK	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
7.4.2 Develop Operating Procedures for Administering Policy	Jan 90	Apr 90	*	*			—		
7.4.3 Develop Inspection Plan & Target Objectives	Jan 90	Apr 90	*	*			—		
7.5 <u>DEVELOP DATA MANAGEMENT SYSTEM</u>	Oct 89	Jun 90	*	*			—		
7.5.1 Develop Control Procedures for Enforcement Data	Oct 89	Jan 90	*	*			—		
7.5.2 Develop Revenue Accounting Procedures	Jan 90	Jun 90	*	*			—		
7.5.3 Develop Ridership Data Collection Procedures	Jan 90	Jun 90	*	*			—		

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WORK AREA: <u>8.0-Public Information</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
8.1 <u>DEVELOP GRAPHICS PROGRAMS</u>	Started	-----	-----	Dec 92					
8.1.1 Develop Master Public Information Graphics List	Started	Sep 88	*	*	-----				
8.1.2 Review Light Rail Contracts for Conformance with Master Plan	Oct 88	Nov 88			-----				
8.1.3 Review Metro Rail Contracts for Conformance with Master Plan			Jan 89	Jan 89	-----				
8.1.4 Identify and Design any Additional Graphics	Nov 88	-----	-----	Oct 92		-----			
8.1.5 Produce Additional In-House Graphics	Jan 89	-----	-----	Dec 92		-----			
8.1.6 Install Graphics	Jan 89	-----	-----	Dec 92		-----			
8.2 <u>DEVELOP ADVERTISING PROGRAM</u>	Started	-----	-----	Mar 93					
8.2.1 Develop Advertising Policy	Started	Sep 90	*	Mar 93	-----				
8.2.2 Develop Advertising Program	Started	Sep 90	*	Mar 93	-----				
8.2.3 Implement Advertising Program	Started	-----	-----	Mar 93					
8.3 <u>DEVELOP USER HANDOUTS</u>	Jan 89	Jul 90	Jan 92	Dec 92		-----			-----
8.3.1 Update Existing User Materials for LR	Jan 89	Apr 89				-----			
8.3.2 Prepare Program for E&D Users	Jun 89	Sep 89				-----			
8.3.3 Design Special Materials for Rail System Use	Jul 89	Oct 89				-----			
8.3.4 Field Test New Materials	Oct 89	Dec 89				-----			
8.3.5 Produce & Distribute Materials	Jan 90	Jul 90				-----			
8.3.6 Update User Materials for MR			Jan 92	Dec 92					-----
8.4 <u>REVISE INFORMATION INQUIRY SYSTEM</u>	Jan 90	May 90	Jan 92	Dec 92			-----		-----
8.4.1 Develop List of Materials to be Revised for LR	Jan 90	Mar 90					-----		

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WORK AREA: <u>8.0-Public Information</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
8.4.2 Update Telephone Inquiry System	Feb 90	Apr 90					—		
8.4.3 Produce Inquiry Materials for RTD Staff	Mar 90	May 90					—		
8.4.4 Update Materials for MR			Jan 92	Dec 92					—
8.5 <u>PRODUCE MEMENTOS</u>	Nov 88	Jun 90	Nov 90	Dec 92		—			
8.5.1 Identify Needed Mementos; Quantities and Occasions	Nov 88	Mar 90	Nov 90	Feb 91		—		—	
8.5.2 Design and Produce Mementos	Apr 89	Jun 90	Mar 91	Dec 92		—			
8.6 <u>CONDUCT TOURS</u>	Started	-----	-----	Jan 93					
8.6.1 Define Tours by Type of Visitor	Started	Aug 89	*	*		—			
8.6.2 Conduct LR Tours	Started	Jul 90	Jun 92	Jan 93		—			—
8.6.3 Conduct MR Tours			Started	Jan 93					
8.7 <u>PLAN INAUGURATION CEREMONIES</u>	Feb 89	-----	-----	Dec 92					
8.7.1 Prepare Plan for Light Rail Ceremonies	Feb 89	Mar 90				—			
8.7.2 Conduct LR Opening Ceremonies	Apr 89	Jul 90				—			
8.7.3 Prepare Plan for MR Ceremonies			Nov 89	Sep 92			—		
8.7.4 Conduct MR Opening Ceremonies			Feb 91	Jan 93				—	
8.8 <u>CONDUCT FAMILIARIZATION RIDES</u>	Feb 90	Jul 90	Feb 92	Dec 92			—		—
8.8.1 Prepare Plans/Procedures for LR Rides	Feb 90	Apr 90					—		
8.8.2 Provide LR Familiarization Rides	Apr 90	Jul 90					—		
8.8.3 Prepare Plans/Procedures for MR Rides			Feb 92	Apr 92					—
8.8.4 Provide MR Familiarization Rides			Apr 92	Dec 92					—

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WORK AREA: <u>8.0-Public Information</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
8.9 <u>PREPARE PLAN &amp; PROGRAM FOR APTA RAIL CONFERENCE</u>	TBD		*						
8.10 <u>DEVELOP INFORMATION EVALUATION PROGRAM</u>	Oct 89	Mar 91	Apr 92	Aug 93			—————		—————
8.10.1 Prepare Plan with Target Objectives by Information Element	Oct 89	Mar 90	Apr 92	Dec 92			—————		—————
8.10.2 Collect Initial Data For Analysis	May 90	Oct 90	Jun 92	Apr 93			—————		—————
8.10.3 Perform Preliminary Analysis	Oct 90	Dec 90	Apr 93	Jun 93			—————		—————
8.10.4 Develop Recommendation for Information Program Modifications	Jan 91	Mar 91	Jun 93	Aug 93				—————	—————

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WORK AREA: <u>9.0-Service Integration</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
9.1 <u>IDENTIFY BUS SYSTEM CHANGE REQUIREMENTS</u>	Started	-----	-----	Dec 92					
9.1.1 Develop Alternative Route and Headway Plans	Started	Dec 89	*	Jul 92					
9.1.2 Conduct Public Hearings	Jan 90	Feb 90	Jun 92	Jul 92					
9.1.3 Develop Recommended Plan of Changes	Feb 90	Mar 90	Jul 92	Aug 92					
9.1.4 Prepare Schedules & Manpower Requirements	Mar 90	Mar 90	Aug 92	Aug 92					
9.1.5 Input to Information Program	Apr 90	Jun 90	Sep 92	Dec 92					
9.2 <u>PREPARE EMERGENCY SERVICE PLAN (Bus service during rail service disruptions)</u>	Apr 90	Jul 90	Aug 92	Dec 92					

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WORK AREA: <u>10.0-Ordinances, Agreements &amp; Legislation</u> TASK	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
10.1 <u>DEVELOP FARE ENFORCEMENT REQUIREMENTS</u>	Started	Jan 90	*	*					
10.1.1 Review Laws and Prepare Opinion on Rights to Enforce	Started	Dec 88	*	*					
10.1.2 Develop Draft Fare Enforcement Policy	Jan 89	Mar 89	*	*					
10.1.3 Confirm Policy with Court System	Mar 89	Sep 89	*	*					
10.1.4 Finalize Fare Enforcement Policy	Sep 89	Dec 89	*	*					
10.1.5 Develop General Procedures for Implementing Policy	Jan 90	Jan 90	*	*					
10.2 <u>REVISE ORDINANCES</u>	Mar 89	Jan 90	*	*					
10.2.1 Review Existing Ordinances and Identify Need For New Ordinances	Mar 89	Sep 89	*	*					
10.2.2 Develop Revised Ordinances	Sep 89	Jan 90	*	*					
10.2.3 Determine Need for Local Ordinances Supporting Rail System	Sep 89	Jan 90	*	*					
10.3 <u>DEVELOP AGREEMENTS</u>	Started	May 90	*	*					
10.3.1 Determine List of Agreements Required	Started	Sep 88	*	*					
10.3.2 Negotiate Agreements and/or Memoranda of Understanding	Sep 88	Sep 89	*	*					
10.3.3 Implement Agreements	Oct 88	May 90	*	*					



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WORK AREA: <u>11.0-Testing</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
11.1 <u>DEVELOP TESTING PLANS &amp; PROGRAMS</u>		Complete		Complete					
11.1.1 Develop LR Test Program Plan		Complete							
11.1.2 Develop MR Test Program Plan				Complete					
11.2 <u>APPROVE TEST PLANS SUBMITTED BY CONTRACTORS</u>	Started	Nov 89	Mar 90	Feb 91	-----		-----		
11.2.1 Review & Approve LR Plans	Started	Nov 89			-----				
11.2.2 Review & Approve MR Plans			Mar 90	Feb 91			-----		
11.3 <u>CONDUCT SYSTEM INTEGRATION TESTS</u>	Jan 90	Oct 90	Nov 90	Jun 92			-----		
11.3.1 Conduct LR Tests	Jan 90	May 90					-----		
11.3.2 Conduct 7th/Flower Tests	Jun 90	Oct 90					-----		
11.3.3 Conduct MR Tests			Nov 90	Jun 92				-----	
11.4 <u>CONDUCT NORMAL PRE-REVENUE TESTS</u>	May 90	Jun 90	Jul 92	Sep 92			-----		-----
11.4.1 Conduct LR Normal Pre-Revenue Tests	May 90	Jun 90					-----		
11.4.2 Analyze LR Results & Determine Further Action	May 90	Jun 90					-----		
11.4.3 Conduct MR Normal Pre-Revenue Tests			Jul 92	Sep 92					-----
11.4.4 Analyze MR Results & Determine Further Action			Jul 92	Sep 92					-----
11.5 <u>CONDUCT ABNORMAL PRE-REVENUE TESTS</u>	May 90	Jun 90	Sep 92	Nov 92			-----		-----
11.5.1 Conduct LR Abnormal Pre-Revenue Tests	May 90	Jun 90					-----		
11.5.2 Analyze LR Results & Determine Further Action	May 90	Jun 90					-----		

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WORK AREA: <u>11.0-Testing</u>	LB/LA		MOS-1		1988	1989	1990	1991	1992
	BEGIN	COMPLETE	BEGIN	COMPLETE					
11.5.3 Conduct MR Abnormal Pre-Revenue Test			Sep 92	Nov 92					
11.5.4 Analyze MR Results & Determine Further Action			Sep 92	Nov 92					
11.6 <u>CONDUCT EMERGENCY PRE-REVENUE TESTS</u>	May 90	Jun 90	Nov 92	Dec 92					
11.6.1 Conduct LR Emergency Pre-Revenue Tests	May 90	Jun 90							
11.6.2 Analyze LR Results & Determine Further Action	May 90	Jun 90							
11.6.3 Conduct MR Emergency Pre-Revenue Tests			Nov 92	Dec 92					
11.6.4 Analyze MR Results & Determine Further Action			Nov 92	Dec 92					
11.7 <u>SYSTEM COMMISSIONING</u>		Jun 90		Jan 92					
11.7.1 Commission Compilation Light Rail		Jun 90							
11.7.2 Commission Compilation Metro Rail				Jan 92					