



Timeline: Orlando Police Department

Period of Time	Milestones	Deliverables	Responsible Party or Parties
Q1: Oct-Dec 2015	Policy Development	Complete policy review and update	BWC Project Manager
	Award Administration	Prepare award for City Council, Mayor's Signature, return to grantor, assign budget account number Request draw-down from BJA	Grant Manager
	Staff Assignments	Hire and reassign staff to project	Professional Standards Commander
	Prepare for Procurement	Work with City purchasing to begin preparing purchasing documentation (specifications, bid/proposal/quotes documents, etc.)	BWC Project Manager
Q2: Jan-March 2016	Procurement	Begin competitive bid process (30-90 days) process, select vendor	BWC Project Manager and City Purchasing Department personnel
	Grant Administration	Submit Quarterly Performance Report Submit Quarterly Financial Report	Grant Manager Fiscal Manager
Q3: April-June 2016	Procurement/Purchase	Order and receive equipment from vendor	BWC Project Manager
		Inventory equipment	BWC Project Manager/Quartermaster Unit

	Grant Administration	<p>Install Equipment and Train Personnel on new technology (docking, storage, etc)</p> <p>Submit Quarterly Performance Report</p> <p>Submit Bi-Annual Progress Report</p> <p>Submit Quarterly Financial Report</p>	<p>Vendor/ BWC Project Manager</p> <p>Grant Manager</p> <p>Grant Manager</p> <p>Fiscal Manager</p>
Q4: July-Sept 2016	<p>BWC Deployment</p> <p>Officer Training</p> <p>Grant Administration</p>	<p>Assign BWC to first 100 officers</p> <p>Train officers assigned BWC</p> <p>Submit Quarterly Performance Report</p> <p>Submit Quarterly Financial Report</p>	<p>BWC Project Manager</p> <p>BWC Project Manager</p> <p>Grant Manager</p> <p>Fiscal Manager</p>
Q5: Oct- Dec 2016	<p>Program Assessment</p> <p>Grant Administration</p>	<p>Data for performance measures, public records requests and investigative copies will be reviewed to ensure the program is operating properly</p> <p>Submit Quarterly Performance Report</p> <p>Submit Bi-Annual Progress Report</p> <p>Submit Quarterly Financial Report</p>	<p>BWC Project Manager</p> <p>Grant Manager</p> <p>Grant Manager</p> <p>Fiscal Manager</p>
Q6: Jan-March 2017	<p>BWC Deployment</p> <p>Officer Training</p> <p>Grant Administration</p>	<p>Assign BWC to 100 officers</p> <p>Train officers assigned BWC</p> <p>Submit Quarterly</p>	<p>BWC Project Manager</p> <p>BWC Project Manager</p> <p>Grant Manager</p>

		Performance Report Submit Quarterly Financial Report	Fiscal Manager
Q7: April-June 2017	BWC Deployment Officer Training Grant Administration	Assign BWC to 100 officers Train officers assigned BWC Submit Quarterly Performance Report Submit Bi-Annual Progress Report Submit Quarterly Financial Report	BWC Project Manager BWC Project Manager Grant Manager Grant Manager Fiscal Manager
Q8: July-Sept 2017	BWC Deployment Officer Training Grant Administration	Assign BWC to 100 officers Train officers assigned BWC Prepare Grant for Closeout- Final Progress Report & Performance Report Financial Closeout	BWC Project Manager BWC Project Manager Grant Manager Fiscal Manager