



# Land Mobile Radio Network Project Communications Plan

November 23, 2015

Prepared by:



*"Unleashing the Power of Technology"*

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## Communications Goals and Objectives

### Goals

- The goal of the Land Mobile Radio (LMR) Network Project Communications Plan is to facilitate communication between the Marin County and Federal Engineering, Inc. (**FE**) Project Team.
- Build awareness and understanding of the potential impact of the LMR Network project throughout the organization.
- Clearly convey the LMR Network project status and coordinate efforts.
- Promptly address the project issues and concerns.
- Continuously improve the process by incorporating suggestions and recommendations.
- Communicate in a timely manner any problems affecting the project, including the potential impact of the problems.

### Objectives

The objective of this document is to provide support to the Project Team by:

- Communicating to stakeholders the value and necessity of cooperating in LMR Network project initiatives.
- Establishing and maintaining momentum among stakeholders to keep project efforts moving forward.



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## 1. Audience

Two audiences have been identified for the purpose of communications: the Core Team, and the Extended Team.

### 1.1 Core Team

The Core Team consists of individuals that comprise the LMR Network Project Team. *FE* will be in communications with the Core Team on a more routine basis than the Extended Team. In addition, the Core Team will be the source of project information needed for communicating with the Extended Team.

### 1.2 Extended Team

The LMR Network Project Extended Team consists of individuals who spend time on the project, but not to the same extent as the Core Team and maintain full time positions elsewhere. The Extended Team includes members from the following entities:

- Marin Emergency Radio Authority (MERA) Operational Issues Working Group (Ops)
- MERA Finance Committee (FC)
- Next Generation System Project Oversight Committee (NGPOC)
- MERA Executive Board (EB)
- MERA Governing Board (GB)



## 2. Communications Matrix

The communications matrix matches the various types of information with the appropriate audiences. In addition, the matrix identifies the communications frequency and medium, by audience. The matrix format is dynamic in that it allows for changes in types of information received, how often and in what medium.

### 2.1 Core Team Matrix

Topic	Information	Medium	Frequency
<b>Status</b>	High-level project status / progress (Weekly Highlights)	Teleconference (typically by phone, other methods such as Skype as warranted)	Weekly
	High-level project status / progress Review deliverables	Onsite face-to-face meeting (in place of weekly teleconference)	Monthly

### 2.2 Extended Team Matrix

Topic	Information	Medium	Frequency
<b>Status Report (see Appendix A template)</b>	Accomplishments, planned work, action items, project schedule (see Appendix B), project expenses.	Electronic Mail	Monthly
<b>MERA Ops Update</b>	Presentation	Onsite face-to-face meeting	Bi-monthly*
<b>MERA FC Update</b>	Presentation	Onsite face-to-face meeting	Bi-monthly*
<b>NGPOC Update</b>	Presentation	Onsite face-to-face meeting	Bi-monthly*
<b>MERA EB Update</b>	Presentation	Onsite face-to-face meeting	Bi-monthly*



Topic	Information	Medium	Frequency
<b>MERA GB Update</b>	Presentation	Onsite face-to-face meeting	Bi-monthly*
*meeting schedule provided in Appendix B – Project Schedule			



### 3. Meeting Plan

This section describes each meeting type, its objective, format and expected duration.

#### 3.1 Status Meeting (Teleconference)

Description: A weekly meeting in which **FE** reviews their progress and discusses action items and any outstanding issues

Objective: To resolve issues and update team on the project status

Participants: **FE** and Core Team

Duration: 30-60 minutes

Owner: **FE** Project Manager

#### 3.2 Status Meeting (Onsite)

Description: A monthly meeting in which **FE** reviews their progress, discusses action items and any outstanding issues as well as reviews deliverables

Objective: To resolve issues, review deliverables, and update team on the project status

Participants: **FE** and Core Team

Duration: 60-120 minutes

Owner: **FE** Project Manager

#### 3.3 MERA Ops Update (Onsite)

Description: A quarterly meeting in which **FE** presents their progress on the project

Objective: To update team on the project status

Participants: **FE** and Extended Team (MERA Ops)

Duration: 15 minutes (duration of **FE** presentation)



### ***3.4 MERA FC Update (Onsite)***

Description: A quarterly meeting in which **FE** presents their progress on the project

Objective: To update team on the project status

Participants: **FE** and Extended Team (MERA FC)

Duration: 15 minutes (duration of **FE** presentation)

### ***3.5 NGPOC Update (Onsite)***

Description: A quarterly meeting in which **FE** presents their progress on the project

Objective: To update team on the project status

Participants: **FE** and Extended Team (NGPOC)

Duration: 15 minutes (duration of **FE** presentation)

### ***3.6 MERA EB Update (Onsite)***

Description: A quarterly meeting in which **FE** presents their progress on the project

Objective: To update team on the project status at a non-technical high-level

Participants: **FE** and Extended Team (MERA EB)

Duration: 15 minutes (duration of **FE** presentation)

### ***3.7 MERA GB Update (Onsite)***

Description: A quarterly meeting in which **FE** presents their progress on the project

Objective: To update team on the project status at a non-technical high-level

Participants: **FE** and Extended Team (MERA GB)

Duration: 15 minutes (duration of **FE** presentation)





## Appendix A - Status Report Template

Separate file provided.



## **Appendix B - Project Schedule**

Separate file provided.



**November 2015**  
**Monthly Status Report Template**  
**Land Mobile Radio Network Project**  
**Wireless Communications Consulting Services**  
**Phase 1 System Procurement**  
November 9, 2015  
Prepared by Federal Engineering, Inc.

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#### **OVERVIEW**

This monthly status report describes the Federal Engineering (*FE*) Project Team efforts on the LMR Network Project – Phase 1.

#### **PREVIOUS MONTH ACCOMPLISHMENTS**

During this reporting period (November 1 - November 30, 2015), *FE* accomplished the following:

- 
- 

#### **WORK PLANNED FOR CURRENT MONTH**

*FE* plans to accomplish the following activities in the month of December:

- 
-

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**ACTION ITEMS**

*FE* requests support for the following action items:

Activity	Description	Responsible	Due By

**PROJECT STATUS SUMMARY**

*Overall project status description*

**PROJECT PROGRESS POINTS\* - PHASE 1 TASKS 1.1 – 1.3**

Task Name	Duration	Start	Finish	Predecessors	% Complete
<b>Wireless Communications Consulting Services for Marin Emergency Radio Authority Next Generation Communications System</b>	<b>877 days</b>	<b>Tue 9/22/15</b>	<b>Tue 2/26/19</b>		0%
<i>Consultant Contract Execution</i>	<i>0 days</i>	<i>Tue 9/22/15</i>	<i>Tue 9/22/15</i>		100%
<b>Phase I - System Procurement</b>	<b>348 days</b>	<b>Tue 9/22/15</b>	<b>Mon 1/30/17</b>		100%
<b>Task 1.1.- Conduct Project Kickoff Meeting and Project Planning</b>	<b>27 days</b>	<b>Tue 9/22/15</b>	<b>Wed 10/28/15</b>		100%
Project Preparations	10 days	Tue 9/22/15	Mon 10/5/15		100%
Existing documentation review	3 days	Tue 10/6/15	Thu 10/8/15		100%
Develop High-Level System Requirements	13 days	Fri 10/9/15	Tue 10/27/15		100%
<i>Project Kickoff meeting</i>	<i>1 day</i>	<i>Wed 10/28/15</i>	<i>Wed 10/28/15</i>		100%
<b>Task 1.2 - Develop Communications Plan</b>	<b>62 days</b>	<b>Thu 10/29/15</b>	<b>Wed 1/27/16</b>		40%
Develop and Submit Communications Plan	10 days	Thu 10/29/15	Wed 11/11/15		100%
<i>County Review and Comment</i>	10 days	Thu 11/12/15	Wed 11/25/15		0%
Finalize and deliver Communications Plan	2 days	Fri 11/27/15	Mon 11/30/15		0%
Core Project Team Status Meeting	1 day	Wed 12/9/15	Wed 12/9/15		0%
NGPOC Meeting	1 day	Wed 12/9/15	Wed 12/9/15		0%
MERA Governing Board Meeting	1 day	Wed 12/9/15	Wed 12/9/15		0%
Core Project Team Status Meeting	1 day	Wed 1/27/16	Wed 1/27/16		0%
NGPOC Meeting	1 day	Wed 1/27/16	Wed 1/27/16		0%



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MERA Governing Board Meeting	1 day	Wed 1/27/16	Wed 1/27/16	0%
<b>Task 1.3 Site Surveys</b>	<b>18 days</b>	<b>Thu 11/19/15</b>	<b>Tue 12/15/15</b>	<b>0%</b>
<b>Task 1.3.1 - Site Surveys</b>	<b>7 days</b>	<b>Thu 11/19/15</b>	<b>Mon 11/30/15</b>	<b>0%</b>
Perform New Site Surveys (7 sites)	2 days	Thu 11/19/15	Fri 11/20/15 <sup>10FS+5 days</sup>	0%
Add site survey information to the 2010 site inventory list	5 days	Mon 11/23/15	Mon 11/30/15 <sup>21</sup>	0%
<b>Task 1.3.2 - FCC Frequency Review</b>	<b>5 days</b>	<b>Wed 12/9/15</b>	<b>Tue 12/15/15</b>	<b>0%</b>
Attend one-day meeting	2 days	Wed 12/9/15	Thu 12/10/15	0%
Develop frequency review summary memo	3 days	Fri 12/11/15	Tue 12/15/15 <sup>24</sup>	0%

Dates are estimates; to be updated as required.

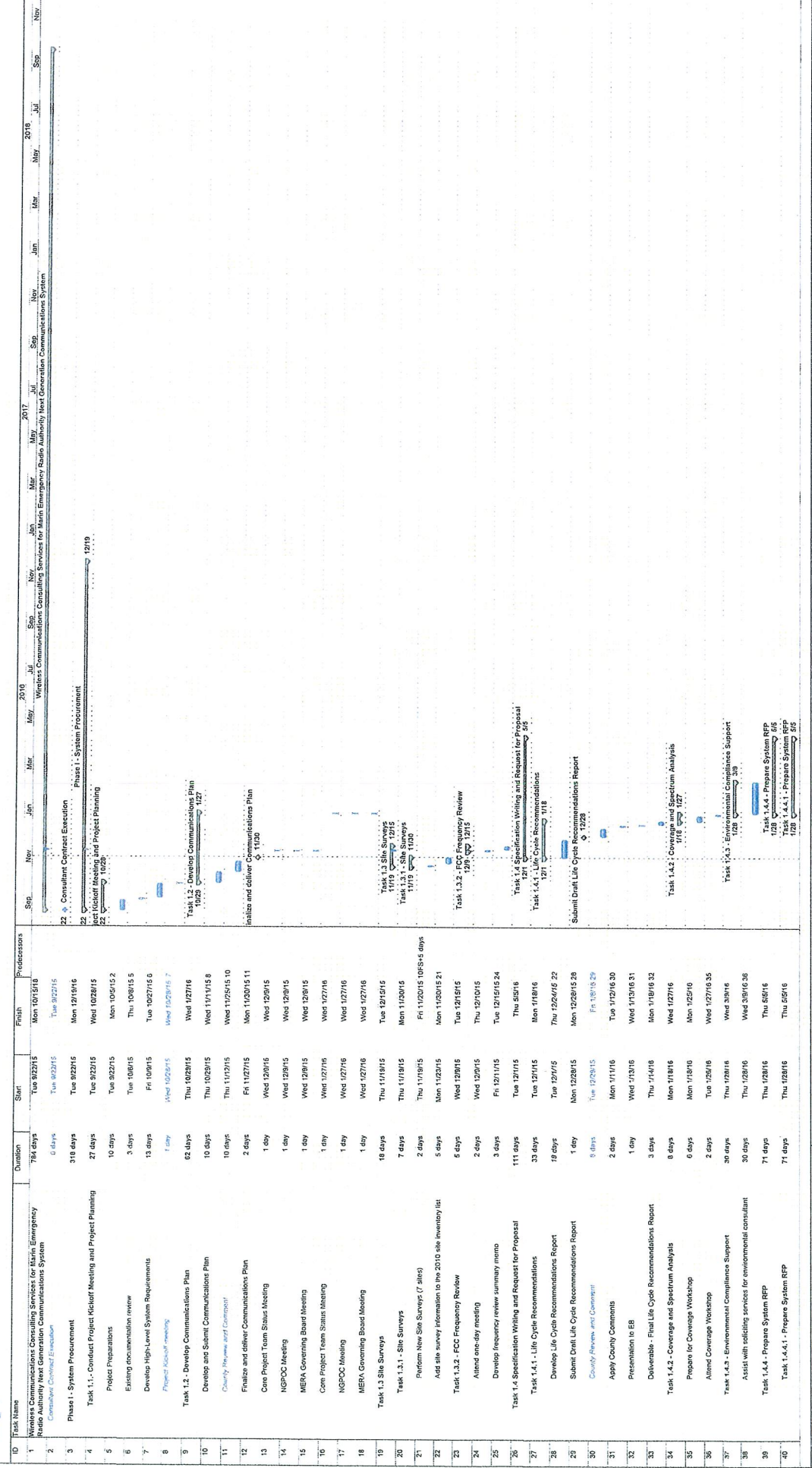
**INVOICE STATUS – PHASE 1 TASKS 1.1 – 1.3**

<b>Milestone/Deliverable</b>	<b>Milestone Payment</b>	<b>Status</b>
<b>Conduct Project Kickoff Meeting and Project Planning</b>	<b>\$ 41,942.00</b>	<b>Yet to be invoiced</b>
<b>Develop Communications Plan</b>	<b>\$ 19,132.00</b>	<b>Yet to be invoiced</b>
<b>Site Surveys/Region 6</b>	<b>\$ 26,700.00</b>	<b>Yet to be invoiced</b>



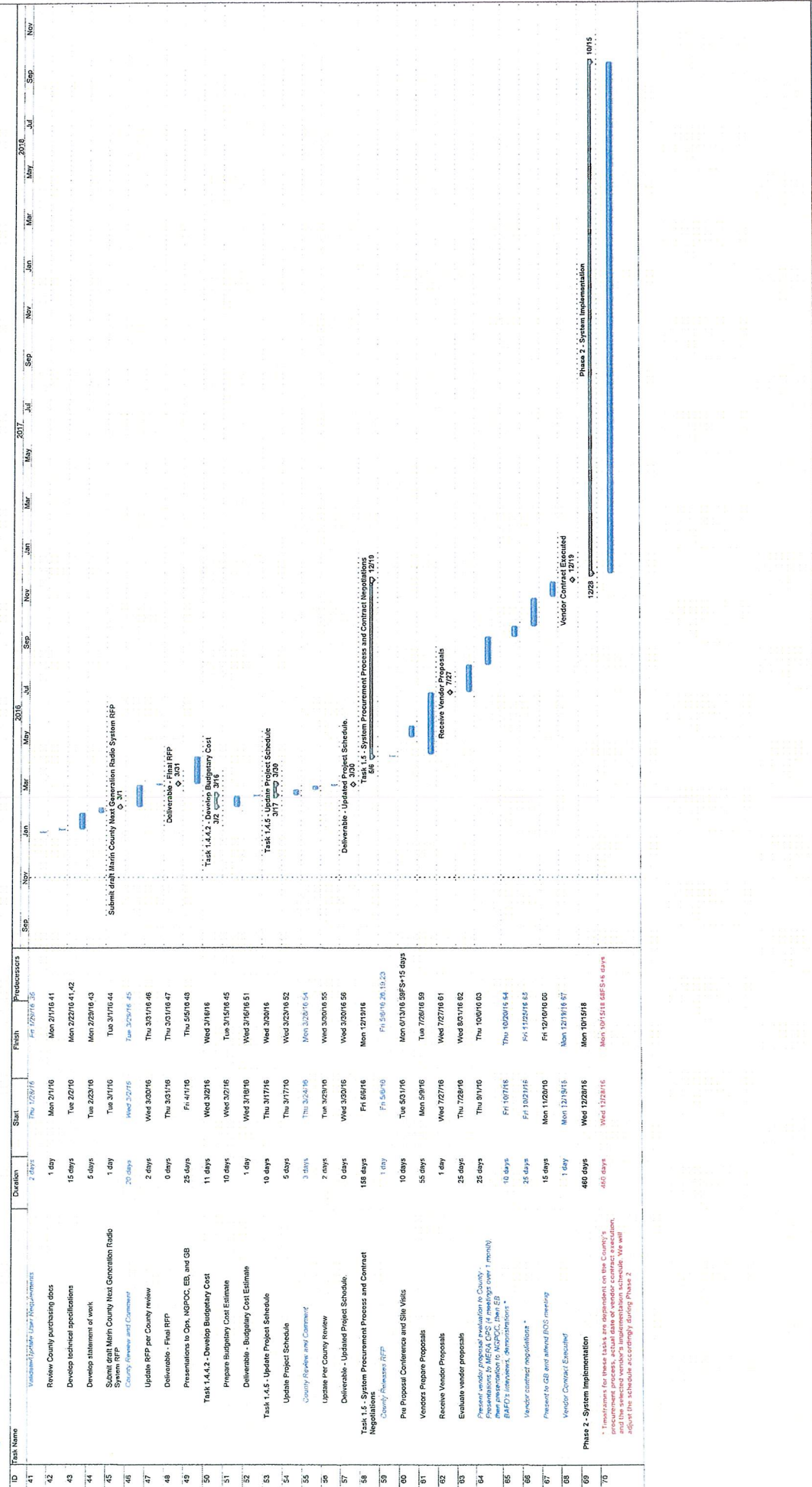


# Wireless Communications Consulting Services for Main Emergency Radio Authority Next Generation Communications System



ID	Task Name	Duration	Start	Finish	Processors
1	Wireless Communications Consulting Services for Main Emergency Radio Authority Next Generation Communications System	76x days	Tue 9/22/15	Mon 10/15/16	
2	Phase 1 - System Procurement	6 days	Tue 9/22/15	Tue 9/22/15	
3	Task 1.1 - Conduct Project Kickoff Meeting and Project Planning	310 days	Tue 9/22/15	Mon 12/15/16	
4	Policy Preparations	27 days	Tue 9/22/15	Wed 10/28/15	
5	Existing documentation review	10 days	Tue 9/22/15	Mon 10/26/15	
6	Develop High-Level System Requirements	3 days	Tue 10/26/15	Thu 10/28/15	
7	Project Kickoff meeting	13 days	Fri 10/30/15	Tue 10/27/16	
8	Task 1.2 - Develop Communications Plan	1 day	Wed 10/28/15	Wed 10/28/15	
9	Develop and Submit Communications Plan	62 days	Thu 10/29/15	Wed 12/7/16	
10	Deliverable - Final Life Cycle Recommendations Report	10 days	Thu 10/29/15	Wed 11/11/15	
11	Deliverable - Coverage and Spectrum Analysis	10 days	Thu 11/12/15	Wed 11/25/15	
12	Prepare for Coverage Workshop	2 days	Fri 11/27/15	Mon 11/30/15	
13	Attend Coverage Workshop	1 day	Wed 12/01/15	Wed 12/01/15	
14	Task 1.4.3 - Environmental Compliance Support	1 day	Wed 12/01/15	Wed 12/01/15	
15	Assist with editing services for environmental consultant	1 day	Wed 12/01/15	Wed 12/01/15	
16	Task 1.4.4 - Prepare System RFP	1 day	Wed 12/01/15	Wed 12/01/15	
17	Task 1.4.4.1 - Prepare System RFP	1 day	Wed 12/01/15	Wed 12/01/15	
18	Perform New Site Surveys (7 sites)	1 day	Wed 12/01/15	Wed 12/01/15	
19	Add site survey information to the 2016 site inventory list	1 day	Wed 12/01/15	Wed 12/01/15	
20	Task 1.3.2 - FCC Frequency Review	1 day	Wed 12/01/15	Wed 12/01/15	
21	Attend one-day meeting	1 day	Wed 12/01/15	Wed 12/01/15	
22	Develop frequency review summary memo	1 day	Wed 12/01/15	Wed 12/01/15	
23	Task 1.4 - Specification Writing and Request for Proposal	111 days	Tue 12/15/15	Thu 5/5/16	
24	Task 1.4.1 - Life Cycle Recommendations	33 days	Tue 12/15/15	Mon 1/19/16	
25	Develop Life Cycle Recommendations Report	18 days	Tue 12/15/15	Thu 12/24/15	
26	Submit Draft Life Cycle Recommendations Report	1 day	Mon 12/28/15	Mon 12/28/15	
27	County Review and Comment	8 days	Tue 12/29/15	Fri 1/8/16	
28	Apply County Comments	2 days	Mon 1/12/16	Tue 1/12/16	
29	Presentation to EB	1 day	Wed 1/13/16	Wed 1/13/16	
30	Deliverable - Final Life Cycle Recommendations Report	3 days	Thu 1/14/16	Mon 1/19/16	
31	Task 1.4.2 - Coverage and Spectrum Analysis	8 days	Mon 1/19/16	Wed 1/27/16	
32	Prepare for Coverage Workshop	6 days	Mon 1/19/16	Mon 1/25/16	
33	Attend Coverage Workshop	2 days	Tue 1/26/16	Wed 1/27/16	
34	Task 1.4.3 - Environmental Compliance Support	30 days	Thu 1/28/16	Wed 3/9/16	
35	Assist with editing services for environmental consultant	30 days	Thu 1/28/16	Wed 3/9/16	
36	Task 1.4.4 - Prepare System RFP	71 days	Thu 1/28/16	Thu 5/6/16	
37	Task 1.4.4.1 - Prepare System RFP	71 days	Thu 1/28/16	Thu 5/6/16	
38	Task 1.4.4.1 - Prepare System RFP	71 days	Thu 1/28/16	Thu 5/6/16	
39	Task 1.4.4.1 - Prepare System RFP	71 days	Thu 1/28/16	Thu 5/6/16	
40	Task 1.4.4.1 - Prepare System RFP	71 days	Thu 1/28/16	Thu 5/6/16	

# Wireless Communications Consulting Services for Marin Emergency Radio Authority Next Generation Communications System



ID	Task Name	Duration	Start	Finish	Predecessors
41	Vendor Prepare Proposals	2 days	Thu 12/24/16	Fri 12/29/16	
42	Review County purchasing docs	1 day	Mon 2/1/16 41	Mon 2/1/16 41	
43	Develop technical specifications	15 days	Tue 2/2/16	Mon 2/22/16 41, 42	
44	Develop statement of work	5 days	Tue 2/23/16	Mon 2/23/16 43	
45	Submit draft Marin County Next Generation Radio System RFP	1 day	Tue 3/1/16	Tue 3/1/16 44	
46	County Review and Comment	20 days	Wed 3/2/16	Tue 3/29/16 45	
47	Update RFP per County review	2 days	Wed 3/30/16	Thu 3/31/16 46	
48	Deliverable - Final RFP	0 days	Thu 3/31/16	Thu 3/31/16 47	
49	Presentations to CIP, NGPOC, EB, and GB	25 days	Fri 4/1/16	Thu 5/6/16 48	
50	Task 1.4.4.2 - Develop Budgetary Cost	11 days	Wed 3/16/16	Wed 3/16/16 49	
51	Prepare Budgetary Cost Estimate	10 days	Wed 3/16/16 45	Wed 3/16/16 51	
52	Deliverable - Budgetary Cost Estimate	1 day	Wed 3/16/16 51	Wed 3/16/16 51	
53	Task 1.4.5 - Update Project Schedule	10 days	Thu 3/17/16	Wed 3/23/16 52	
54	Update Project Schedule	5 days	Thu 3/17/16	Wed 3/23/16 52	
55	County Review and Comment	3 days	Thu 3/24/16	Mon 3/28/16 54	
56	Update per County review	2 days	Tue 3/29/16	Wed 3/30/16 55	
57	Deliverable - Updated Project Schedule	0 days	Wed 3/30/16 56	Wed 3/30/16 56	
58	Task 1.6 - System Procurement Process and Contract Negotiations	158 days	Fri 6/5/16	Mon 12/19/16	
59	County Reviews RFP	1 day	Fri 5/6/16	Fri 5/6/16 26, 19, 23	
60	Pie Proposal Conference and Site Visits	10 days	Tue 5/3/16	Mon 5/13/16 58FS+15 days	
61	Vendor Prepare Proposals	55 days	Mon 5/9/16	Tue 7/26/16 59	
62	Receive Vendor Proposals	1 day	Wed 7/27/16	Wed 7/27/16 61	
63	Evaluate vendor proposals	25 days	Thu 7/28/16	Wed 8/31/16 62	
64	Present vendor proposal evaluation to County - Presentations to CIP, NGPOC, EB, and GB	25 days	Thu 8/1/16	Thu 10/6/16 63	
65	Vendor contract negotiations *	10 days	Fri 10/7/16	Thu 10/20/16 64	
66	Present to GB and attend RICS meeting	25 days	Fri 10/21/16	Fri 11/25/16 65	
67	Vendor Contract Executed	1 day	Mon 11/20/16	Fri 12/9/16 66	
68	Phase 2 - System Implementation	460 days	Wed 12/28/16	Mon 10/15/18	
69		465 days	Wed 12/28/16	Mon 10/15/18 68FS+8 days	

\* Timelines for these tasks are dependent on the County's procurement process, actual date of vendor contract execution, and the start of Phase 2. We will adjust the schedule accordingly during Phase 2.