

**Broadband Florida Q1 2013 PPR Report Details**  
**Project Attachment – Planning Teams**

**Question 2. Describe your progress meeting each major activity/milestone approved in the Project Plan for this project; any challenges or obstacles encountered and mitigation strategies you have employed; planned major activities for the next quarter; and any additional project milestones or information.**

Following the Local/Regional Broadband Planning Teams Project Plan, the project team's work in this quarter (ending March 31, 2013) was associated with all six (6) of the project's primary milestones which support the three (3) annual project outcomes as outlined in the overall project plan. The three annual project outcomes for Year 4 (CY 2013) are as follows:

- Revise the Regional Broadband Plan Development Toolbox and Training Manual based on testing in the pilot regions
- Compile documentation and finalize reporting of the regional broadband planning processes developed during this project
- Develop and report strategies for increasing awareness of the project web portal

Primary Milestone #1: Prepare Inventory and Documentation of Local/Regional Broadband Assets

This primary milestone continues the development of regional GIS data layer views of regional broadband assets. The activities associated with this milestone work toward achieving the following annual project outcomes:

- Revise the Regional Broadband Plan Development Toolbox and Training Manual based on testing in the pilot regions
- Compile documentation and finalize reporting of the regional broadband planning processes developed during this project

The corresponding primary activities associated with this milestone are outlined below:

- Asset inventory data from the Florida Broadband Mapping Project has been uploaded and imported in the established periodic time frame. The planning project team has incorporated the October 2012 semi-annual update to the statewide broadband inventory dataset into the regional planning geodatabase model. Project staff expects to receive the latest statewide broadband asset inventory dataset from the April 2013 semi-annual submission to NTIA (non-confidential data) in Project Quarter #8

Primary Milestone #2: Develop the Broadband Community Organization

This primary milestone involves community resource mobilization for the broadband planning effort. The activities associated with this milestone work toward the following annual outcomes:

- Revise the Regional Broadband Plan Development Toolbox and Training Manual based on testing in the pilot regions
- Compile documentation and finalize reporting of the regional broadband planning processes developed during this project
- Develop and report strategies for increasing awareness of the project web portal

The corresponding primary activities in this quarter that are associated with this milestone are outlined below:

- Reports were developed to document input received from the four public workshops. Group discussions were held at each workshop, which allowed for participation and significant feedback. The feedback was then analyzed resulting in inputs, outcomes and suggested outcomes.
- Staff developed a revised list of materials for the community organization section of the Local/Regional Broadband Planning Toolbox and verified this list against the online toolbox.
- Web content was created describing the community organization process and this quarter's community organization activities. The development of web content was built upon the meeting logistics in support of the public workshops and local broadband advisory committee meetings. The project's pilot area web portals were updated to include the toolbox and training manual links, presentations and testimonials. During this quarter changes were made to allow for more information to become easily accessed on the web portals.

#### Primary Milestone #3: Establish Broadband Demand and Planning Criteria

This primary milestone involves the development of the process, templates and documentation necessary to determine broadband demand requirements for a comprehensive broadband planning effort. This milestone is scheduled to be developed throughout the life of the two-year project. This milestone is associated with the following annual project outcomes:

- Compile documentation and finalize reporting of the regional broadband planning processes developed during this project

Corresponding primary activities this quarter associated with this milestone include:

- A revised list of strategies and priorities for meeting broadband demand was produced and documented.
- Strategies and priorities for broadband demand planning implementation actions were developed and documented. Key stakeholders in the broadband planning process were identified and documented to be involved in the process.
- A draft report documenting the demand planning process was revised for inclusion in the Local/Regional Broadband Planning Toolbox and Training Manual. This report was reviewed by local broadband advisory committee members, project staff, and other interested parties.

#### Primary Milestone #4: Prepare Toolbox and Training Documentation

This primary milestone involves the development of a toolbox and training materials for broadband planning community organization and broadband demand determination. The toolbox and training materials will also cover the development of a standardized broadband planning template and process for a region (or other geographic area). The development and of a training manual will provide details on the use of the toolbox to help communities implement local workshops engaging stakeholders to identify needs, opportunities, and vulnerabilities and explore practical solutions for developing a local/regional broadband plan. The project activities in this quarter associated with this milestone achieve the following annual project outcomes:

- Revise the Regional Broadband Plan Development Toolbox and Training Manual based on testing in the pilot regions
- Compile documentation and finalize reporting of the regional broadband planning processes developed during this project

The primary activities in this quarter associated with Primary Milestone #4 are as follows:

- The Community Organization Toolbox was produced for inclusion on the Local/Regional Broadband Planning Toolbox website. Each community organization tool contains samples, templates and how-to instructions for each of tools previously developed.
- A final version of the standardized broadband planning template process for the Local/Regional Broadband Planning Toolbox was produced.
- A draft version of the Local/Regional Broadband Plan Development Training Manual was developed. Development of the training manual was assimilated for publication design using Adobe InDesign. This document has been reviewed by project staff, whose updates are reflected in this quarter's submittal. Review of this key project document by project staff and other interested parties continues through publication at project completion.
- Revisions to the draft version of the Local/Regional Broadband Planning Toolbox were made based on evaluation of the product by project staff, local broadband advisory committee members, and other interested parties from within and outside of the project's pilot planning areas.

Primary Milestone #5: Test (Evaluate) the Local/Regional Broadband Planning Toolbox and Training Manual

This primary milestone involves the evaluation of the toolbox and training materials for community organization, broadband demand determination, and comprehensive broadband plan development. The regional broadband planning toolbox and associated training materials will be evaluated by stakeholders and advisory committee members in the pilot planning regions. Project staff will also present the contents of the Local/Regional Broadband Planning Toolbox and Training Manual to stakeholders and other interested parties outside of the pilot planning areas for review and evaluation. The feedback received from the evaluations will be used to revise the toolbox and training manual. The project activities in this quarter associated with this milestone achieve the following annual project outcomes:

- Revise the Regional Broadband Plan Development Toolbox and Training Manual based on testing in the pilot regions
- Compile documentation and finalize reporting of the regional broadband planning processes developed during this project

The primary activities in this quarter associated with this milestone are as follows:

- The initial results of the Regional Broadband Plan Development Training Manual and Toolkit evaluations were collected, analyzed and reported.
- Revisions to both the Regional Broadband Plan Development Training Manual and the Toolkit were made based upon an analysis of the reviews and evaluations received.

Primary Milestone #6: Implement Project Web Portal

This primary milestone involves the development of the project website that will host the contents of the planning components of this project, as well as the data output and any visual feedback to the community. This milestone spans the entire length of the two-year project. The milestone is associated with the following annual project outcome:

- Develop and report strategies for increasing awareness of the project web portal

The primary project activities in this quarter related to this milestone include:

- The pilot area project web portals have been populated with updated maps, reports, meeting summaries, and other project-related materials
- Project staff provided input and feedback regarding the statewide Broadband Florida Initiative web portal, currently in development
- Project staff requested and received evaluation of the web-based broadband planning tools by stakeholder groups and other interested parties within and outside of the project's pilot planning areas

The project is currently on task, with all primary activities and milestones toward the stated project outcomes being completed as scheduled.