

Body-Worn Camera Pilot Implementation Program
 FY 2015 Competitive Grant Announcement—BJA-2015-4168

Project Timeline

Milestones	Deliverables	Responsibility	Date
1. Project Initiation	<ol style="list-style-type: none"> 1. Develop Project Charter 2. Research BWC technology 3. Identify Key Stakeholders 	Wayne Harris, DCA	May, 2015
2. Project Planning	<ol style="list-style-type: none"> 1 Develop BWC Project Plan which will include the following: 2 Solicitation of Stakeholder Input 3 Risk Assessments 4 RFP & Selection of Vendor/Consultant 5 Council Approval of Vendor/Consultant Contract 6 Capital Cost 7 Operating Cost 8 Implementation Schedule 9 Present Recommended Plan for Mayor's Approval 10 Stakeholders Communication Plan 11 Detailed Roles and Responsibilities of all project participants 12 Project Governance 	Project Core Team (includes representatives from RPD & IT; Wayne Harris, Kevin Costello, Tony Sutera, Mark Dibelka, John Mustico, and Nick Petitti)	June, 2015
3. Policy Development	<ol style="list-style-type: none"> 1 Form Policy Development Team 2 Solicit Stakeholder Input: Policy, FOIA, and Privacy. 	RPD R&E (John Mustico)	December, 2015
4. Project Funding	<ol style="list-style-type: none"> 1 Approval of funding from City Council 	Wayne Harris/Tony Sutera/Director of Office Management Budget	June, 2015
5. Technology Solution Evaluation and Selection	<ol style="list-style-type: none"> 1 Prepare and Publish RFP 2 Complete Selection Grid based on Proposals 3 Complete Selection Grid based on vendor scripted demonstrations 4 Evaluation of cameras based on field testing 5 Vendor Selection 	Project Core Team (Harris, Costello, Sutera, Dibelka, Mustico, Petitti and Subject Matter Experts from RPD & IT)	December, 2015
6. Submission to City	<ol style="list-style-type: none"> 1 Submit to council for approval to 	Wayne Harris	January, 2016

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Council	enter into a contract with the selected vendor		
7. Contract Negotiations	1 Execution of contract	Wayne Harris, Tony Sutera, and Law Department	January, 2016
8. Phase I Implementation	1 BWC Deployment and training 2 Management System Implementation 3 Begin CPSI evaluation	Kevin Costello/Tony Sutera	May, 2016
9. Phase II Implementation	1 Deployment of Cameras 2 Continue CPSI evaluation	Kevin Costello/Tony Sutera	May, 2017
10. Phase III Implementation	1 Deployment of Cameras 2 Continue CPSI evaluation	Kevin Costello/Tony Sutera	May, 2018