DESIRE LINE

ACTION PLAN · FICTIONAL EXAMPLE

Riverbend first month action plan

ISSUED November 16, 2026 · Version 01
LEAD DL project lead
REVIEW November 23, 2026

Prepare the initial evidence base and stakeholder materials. Outreach begins only after the client approves the list; the interview guide is prepared in parallel.

Milestones

- November 17: Source inventory confirmed, including unavailable information.
- November 20: Outreach list decision recorded.
- November 23: Team reviews readiness for the next phase.

Actions and dependencies

ID and action	Owner	Due	Dependency	Status
A01 Confirm source inventory	Client lead	Nov 17	None	Open
A02 Draft interview guide	DL project lead	Nov 19	Kickoff notes	Open
A03 Approve outreach list	Client lead	Nov 20	Draft list	Open

Risks and decisions needed

Pedestrian count availability remains unknown. If the files are unavailable, the team will identify the effect on analysis and seek direction before proposing additional collection.

Review process

The DL project lead updates this plan at each check-in. Any revised scope or dates must be identified explicitly and confirmed with the client.