

**Broadband Florida Q4 2012 PPR Report Details
Broadband Florida Programs Office**

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.

Project Outcomes

Following the Local/Regional Broadband Planning Teams Project Plan, the project team's work in this quarter (December 31, 2012) was associated with all six (6) of the project's primary milestones which support all eight (8) annual project outcomes as outlined in the overall project plan. The eight annual project outcomes for Year 3 (CY 2012) are as follows:

1. Establish a data model for analysis and reporting of geographic information related to broadband planning in the pilot regions
2. Develop regional broadband data mining and reporting resources
3. Conduct two meetings of each Local Broadband Advisory Committee in each pilot planning regions (4 meetings total)
4. Conduct two public workshops in each pilot region (4 workshops total)
5. Perform a broadband demand gap analysis for geographic areas and key public and private-sector classification
6. Prepare a Regional Broadband Planning Toolkit, including resources for community organization, broadband demand planning, and collection of broadband data
7. Prepare a Regional Broadband Plan Development Training Manual
8. Develop 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:

- Establishment of a data model for analysis and reporting of geographic information related to broadband planning in the pilot regions
- Development of regional broadband data mining and reporting resources

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.
- Maps, graphs, and tables highlighting the pilot planning regions have been updated.
- A broadband analysis report was updated; including gaps, trends, and focus areas observed. This report is in its final form, although the planning project team will continue to revise and update as newer data is collected and is made available.

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:

- Conduct two meetings of the Local Broadband Advisory Committee in each pilot planning area
- Conduct two public workshops in each pilot region (4 workshops total)

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

- A final report on potential local/regional broadband funding strategies for broadband resource planning and implementation was completed. Staff worked closely with the Broadband Florida Grants Assistance Team for review and feedback of this report. As webinars related to broadband funding are held, the announcements are posted on the website. This information is located under Potential Broadband Funding Sources at found at <http://www.swflregionalvision.com/BB.html>
- Local/Regional Broadband Advisory Committee meetings, a public workshop, and other community outreach events were held in the pilot planning areas. In the Southwest Florida pilot planning area, a regional public workshop and a Local Broadband Advisory Committee meeting were held. Plan information was presented and community input was also received at the SWFRPC Energy Summit in Ft. Myers. In the Polk County pilot planning area, a Local/Regional Broadband Advisory Committee meeting was held, along with seven (7) workshop/public outreach events during this quarter within the pilot study region. The events focused upon broadband awareness, data gathering, and goals/strategy development.
- A final report describing a methodology for the development and execution of broadband planning community organization training programs was completed.
- A draft list of materials related to community organization development for use in the Broadband Planning Toolkit was created.
- Web content that describes the community organization process and this quarter's community organization activities in the pilot areas was developed/updated and posted to the pilot planning area 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:

- Perform broadband demand gap analyses for geographic areas and key public and private sector classifications

Corresponding primary activities this quarter associated with this milestone include:

- A final report of demand gaps in geographic areas, business and industry sectors, specific institutions and governmental services was completed.
- A revised list of strategies and priorities for meeting broadband demand was produced.
- Draft strategies and priorities were documented and a preliminary list of key stakeholders was developed for broadband demand planning implementation actions.

- A revised draft document of demand planning process for use with the Toolkit and Training Manual was produced.

Primary Milestone #4: Prepare Toolkit and Training Documentation

This primary milestone involves the development of a toolkit and training materials for broadband planning community organization and broadband demand determination. The toolkit 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 toolkit 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:

- Prepare a Regional Broadband Planning Toolkit, including resources for community organization, broadband demand planning, and collection of broadband data
- Prepare a Regional Broadband Plan Development Training Manual

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

- A final listing was completed which establishes best data sources and reports to utilize in the Local/Regional Broadband Planning Toolkit.
- Final versions of maps, graphs, analysis from data inventory for inclusion in the Toolkit were published.
- A draft version of the Broadband Planning Community Organization Toolkit was revised.
- A draft version of the standardized broadband planning template and process for the Toolkit was produced.
- An initial draft of the Regional Broadband Plan Development Training Manual was developed.

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

This primary milestone involves the evaluation of the toolkit and training materials for community organization, broadband demand determination, and comprehensive broadband plan development. The regional broadband planning toolkit 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 Toolkit and Training Manual to stakeholders and other interested parties outside of the pilot planning areas for review and evaluation. Evaluation materials and metrics will be developed by the planning project team. The feedback received from the evaluations will be used to revise the toolkit and training manual. The project activities in this quarter associated with this milestone achieve the following annual project outcomes:

- Prepare a Regional Broadband Planning Toolkit, including resources for community organization, broadband demand planning, and collection of broadband data
- Prepare a Regional Broadband Plan Development Training Manual

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

- Evaluation criteria and metrics were identified that will be used to assess the contents Local/Regional Broadband Planning Toolkit and Training Manual.

- Evaluation materials were developed to obtain feedback on the contents of the Toolkit and Training Manual.

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 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