Action plan

Timeline

Tasks — 2021

Tasks	December					January					February				March					April					May			
	s1	s2	S3	S4	s5	s1	s2	S3	S4	s5	s1	s2	s3	s4	s1	s2	s3	s4	s5	s1	s2	s3	s4	s5	s1	s2	S3	s4
Time manager deployement (test on a sample)																												
Tablets deployement (test on a sample)																												
Time manager deployement (all employers)																												
Tablets deployement (all employers)																												
Monthly report, first occurence																												
Incident reporting application deployement																												
GPS trackers deployement (test on a sample)																												
Connected trash cans delivery (test on a district)																												
GPS trackers deployement (all trucks)																												
Connected trash cans delivery (all city)																												
Drones deployement																												

Events — 2021

Events	December					January					February				March					April					May			
	s1	s2	S3	S4	s5	s1	s2	S3	S4	s5	s1	s2	s3	s4	s1	s2	s3	s4	s5	s1	s2	s3	s4	s5	s1	s2	S3	s4
send mail to managers																												
meetings with managers																												
send mail to employees																												
meetings with employees																												
send letter to citizens																												
Flyers																												
speech to citizens																												
Keynote																												
satisfaction's survey																												

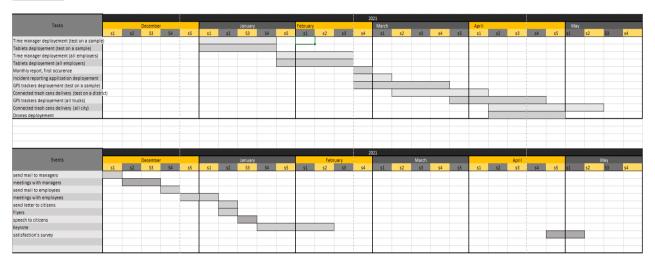## Meetings

1. Point by point presentation of changes
2. Round table discussion to let the different actors express their point of view
3. Answer to their fears thanks to the different points exposed during our risk study

Keynote

1. Oral presentation with PP (see file "Keynote.pptx")
2. Product exhibition and demonstration (App, drone, trash can, GPS)

Feedback

1. Satisfaction questionnaire for employees/managers/citizens
2. Opportunity to submit ideas for improvement

Communication support

1. Letters (attached to this document)
2. Posters and flyers

Tutorials (WIP)
1. Incident Reporting Mobile App tutorial
2. Time Manager tutorial