

NTTA Projects	Original Issue Date: 06/05/2008	PI-06
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Title: Corridor Progress Report (CPR)		

**1.0 PURPOSE:**

The purpose of this procedure is to define the process of developing corridor progress reports (CPRs).

**2.0 RESPONSIBILITIES:**

- 2.1 Project Communications Manager – The project communications manager shall be responsible for ensuring that the public involvement representatives are adhering to the corridor progress report preparation guiding principles.
- 2.2 Public Involvement (PI) Representatives – The public involvement representatives shall be responsible for verifying that corridor managers and project management office staff are following the corridor progress report document preparation procedures.
- 2.3 Public Involvement (PI) Manager – The PI manager and representatives shall be responsible for applying the guiding principles and procedures established herein.
- 2.4 Project Delivery Team – The project delivery team shall be responsible for supporting the public involvement representatives in the corridor progress report document preparation efforts described herein.

**3.0 SCOPE/APPLICABILITY:**

This procedure shall apply to all NTTA projects and corridors.

**4.0 REFERENCES:**

- AP manual
- Corridor Progress Report and Monthly Project Delivery Report Workflow Calendar
- NTTA Board and Contract Process Calendar

**5.0 DEFINITIONS & ACRONYMS**

**6.0 PROCEDURES:**

- 6.1 Public involvement request for corridor progress report update – Work on the CPRs generally begins four to five weeks prior to the NTTA Board Work Session. The public involvement representatives shall send a Word document with the current month’s text to the corridor managers to request an update to the text in order to prepare the following month’s CPR.
- 6.2 Corridor manager/project manager update – The corridor manager or project manager shall provide updates to the Word documents as necessary to reflect the most current status and return to the public involvement representative. No speculative information is included.

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- 6.3 Internal review – Upon receipt of the updated Word documents, public involvement representatives shall edit text and place into “InCopy” for insertion into the corridor progress report format.
- 6.4 Graphic conversion – Graphic designers shall work with the InCopy and InDesign text and graphics to copy-fit the corridor progress report into a one or two page document. Then public involvement representatives shall make final text edits, and notify the corridor manager or project manager that a draft is ready for review.
- 6.5 Corridor manager/Project Delivery review– The corridor manager or project manager shall edit hard copies of the corridor progress reports.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Week 1			PI Reps send text to Corridor Manager for updates		
Week 2	PI Reps enter updated text	PMO Back table Review	Communication department review of CPRs		
Week 3	MPDR information received and incorporated into draft report (financial, environmental, etc.)			Internal QAQC begins	Draft MPDR edited
Week 4	Draft MPDR report reviewed by PMO, Communications, Finance and Bond Counsel			Reviewers comments returned to PI	
Week 5	Comments incorporated into MPDR			MPDR finalized and sent to printer	
Week 6	SPOC Packet assembly day		Packets delivered		

- 6.6 Communications review – The NTTA Communications Department shall review and make edits, which public involvement representatives shall then incorporate.
- 6.7 MPDR incorporation – The CPRs are incorporated into the Monthly Project Delivery Report.
- 6.8 Bond counsel review – Bond counsel shall review and make edits as part of their review of the Monthly Project Delivery Report. Public involvement representatives shall then incorporate bond counsel’s revisions.
- 6.9 Posting – After bond counsel edits are incorporated, the corridor progress reports shall be copied to the NTTA’s “T” drive for internal NTTA review.
- 6.10 Hard copies of the MPDR will be provided to NTTA Board members and department directors as part of the NTTA Board work session.

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6.11 The project communications manager will post the final MPDR on the internal and external websites.

No changes may be made to corridor progress reports after they are sent to NTTA Board members.

**7.0 REGULATORY REQUIREMENTS:**

N/A

**8.0 RELATED BOARD POLICY:**

N/A

**9.0 COMPONENT DOCUMENTS: -**

N/A

**10.0 FLOWCHART:**

N/A

**11.0 REVISION HISTORY:**

Revision	Revised by	Date Issued	DRN	Reason for Revision
0	Leigh Hornsby	06/05/2008		Original Issue
1	Leigh Hornsby	07/10/2008		Added section 2.3, modified 7.1, 7.7
2	Leigh Hornsby	10/09/2009	10033	Deleted "Guiding Principles". Updated procedure to current processes. Added table to 6.5.
3	Leigh Hornsby	02/17/2011	10274	Removal of SPOC terminology