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1.0 PURPOSE:

The purpose of this procedure is to establish the process for developing and maintaining a public involvement plan for each NTTA corridor.

2.0 RESPONSIBILITIES:

- 2.1 Corridor Manager (CM)/Project Manager (PM) – The corridor manager or project manager shall be responsible for working with the public involvement representative to develop a public involvement plan for the specific corridor.
- 2.2 Public Involvement Staff – The public involvement department shall be responsible for supporting the public involvement representatives in the public involvement and communications efforts within each specific plan.
- 2.3 Project Delivery Environmental Coordinator – The Project Delivery Department’s environmental coordinator shall be responsible for working with the designated public involvement team to assure all environmental requirements for each specific project have been included and communicated to the public. This can include, project constraints, noise analysis and affected right-of-way among others.
- 2.4 Project Communications Manager – The project communications manager shall oversee the development of public involvement plans and will review and edit the plans.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all NTTA projects and corridors.

4.0 REFERENCES:

- [PI-02 Stakeholder Advisory Groups](#) procedure
- [PI-03 Stakeholder Communications](#) procedure
- [PI-04 Public Meeting](#) procedure
- [PI-05 Public Hearing](#) procedure
- [NTTA Environmental Manual](#)
- Chapter 4 – Public Involvement, Environmental Manual, the Texas Department of Transportation
- TxDOT Policy regarding public involvement procedures also is based on:
 - ◆ 23 CFR Part 771.111 and ◆ 43 TAC §2.43(b) (2-6)

5.0 DEFINITIONS & ACRONYMS

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6.0 PROCEDURES:

6.1 The corridor manager or project manager and public involvement representative shall coordinate to determine the required efforts for each NTTA corridor and a public involvement plan shall be developed. The public involvement plan is a critical element in ensuring that project and community needs are identified and addressed. The plan shall be developed by investigating the needs of the project and community, and outlining the opportunities for sharing information with the interested stakeholders, identifying methods of communication and tools that shall be used in communicating, and outlining the timeline of specific public interactions. Specifically, the public involvement plan shall include:

- Objectives to be accomplished
- Description of community needs and values
- Public involvement activities to take place
- Timing for public involvement activities to the public
- Description of vehicles to be used for communication
- Definition of responsibilities
- Identification of measures of effectiveness

6.2 Once finalized, the public involvement plan shall be submitted to and approved by the project communications manager.

6.3 Public involvement plans should be updated as necessary.

7.0 REGULATORY REQUIREMENTS:

N/A

8.0 RELATED BOARD POLICY:

N/A

9.0 COMPONENT DOCUMENTS:

N/A

10.0 FLOWCHART:

N/A

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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 3.6 and 7.3
2	Leigh Hornsby	10/09/2009	10034	Removed 2.0 Guiding Principles. Changed "Senior Manager" to "Manager". Changed "Public Involvement Representatives" to "Representatives". Changed "Public Involvement Plan" to "PIP". Changed "Project Management Office" to "Program Management Office". Changed "Public Involvement Team" to "Public Involvement Staff".
3	Leigh Hornsby	04/28/2011	10275	Removal of Program Management Office terminology