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1.0 PURPOSE:

The purpose of this procedure is to define the graphics production process to ensure consistency and timely work.

2.0 RESPONSIBILITIES:

- 2.1 Public Involvement Manager (PI) – The public involvement manager shall be responsible for ensuring that all graphics are produced in a professional, timely manner and adhere to the guiding principles and procedures described herein.
- 2.2 Public Involvement (PI) Representative – The public involvement representative shall be responsible for verifying that the graphics supervisor is assigning the graphics requests and for monitoring the development of the graphic.
- 2.3 Graphic Supervisor – The graphic supervisor shall be responsible for applying the graphics request guiding principles and procedures established herein.
- 2.4 Project Communications Manager (PCM) – The project communications manager shall review and edit any graphics materials for external use.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all NTTA projects and corridors.

4.0 REFERENCES:

- NTTA Graphics Standards and Guidelines

5.0 DEFINITIONS & ACRONYMS

6.0 PROCEDURES:

- 6.1 Graphics requests shall be initiated by the completion of *PI-08-F1, Graphic Request Form*. A corridor manager, project manager or Project Delivery staff member, NTTA counterpart, or a public involvement staff member may initiate a graphics request by completing a graphic request form and submitting it to the public involvement representative.
- 6.2 The public involvement representative shall forward the graphic request to the graphic supervisor for completion. The public involvement representative shall track and monitor the progress of the request.

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6.3 The graphic supervisor shall fulfill the request in accordance with NTTA graphics standards and guidelines, ensuring that all graphics contain only NTTA branding.

6.4 Completed graphics shall be submitted to the public involvement representative for review and approval prior to delivery to the requestor.

7.0 REGULATORY REQUIREMENTS:

N/A

8.0 RELATED BOARD POLICY:

N/A

9.0 COMPONENT DOCUMENTS:

- [PI-08-F1](#) Graphic Request Form

10.0 FLOWCHART:

N/A

11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Guy Garrett	06/05/2008		Original Issue
1	Guy Garrett	7/10/2008		Added section 3.6
2	Leigh Hornsby	10/9/2009	10035	Removed 2.0 Guiding Principles. Changed "Program Manager" to "Public Involvement Manager". Removed "project management office".
3	Leigh Hornsby	04/28/2011	10276	Removed graphic designer references and replaced with graphics supervisor language