## 1 PROJECT INFORMATION

**Project Name:**

**Department or Division:**

**Project Manager:**

**PM Contact Info:**

**Contacts/Team:**

**Brief Description of Project:**

**Project Timeline:**

## 2 PROJECT CONTACTS

**Project Contacts – Who to include?**

**i.e.**
- Project Manager

- Region Communications Manager

- Project Resident Engineer

- Public Involvement Team

- Contractor

- Superintendent

## 3  PROJECT MILESTONES

| TASK | DATE |
|---|---|
| Initial PI Plan | |
| Meet with Local Government | |
| Stakeholder Outreach | |
| Develop Preliminary Designs | |
| Inform Key Stakeholders of Design | |
| Inform General Public | |
| Construction Begins | |

## 4 GOALS

**What am I looking to accomplish and how am I going to do so?**

**What best practices should I strive for throughout this project?**

**i.e.**

- Conduct effective stakeholder outreach and communication to minimize inconveniences.
- Proactively engage the community to minimize and avoid potential controversy.
- Be responsive to stakeholder needs and concerns in a timely manner.
  - Same day acknowledgement
  - Full on problem solving within 24 hours
- Work in conjunction with project team to resolve issues effectively.

## 5 KEY MESSAGES

**When informing people about this project, what is the core information that they need to know?**

**What are the overarching messages that show the necessity of this effort?**

**i.e.**

- A raised median will improve driver and pedestrian safety along the project corridor.
- This project will increase mobility, allowing for better traffic flow.

UDOT
Keeping Utah Moving

## 6
## CHALLENGES & CONCERNS

**What are going to be some difficult areas of the effort to overcome?**

**What could potentially cause an issue?**

**What road blocks might I encounter?**

**i.e.**
- Working with local businesses along the project corridor to ensure they feel comfortable with the project moving forward and have the resources they need to keep their customers informed.
- Informing travelers and local residents of the construction impacts to avoid unnecessary traffic and delays.

## 7
## STAKEHOLDER IDENTIFICATION

**Who is going to be impacted by this project?**

**Whose input should be considered when making decisions?**

**Potential stakeholders may include:**
- Local government
- Elected officials
- Chamber of Commerce
- Local businesses
- Commuters; employees and customers of local businesses
- Nearby residents
- Emergency Services
- Transit authority
- Local school districts