This flowchart describes the process for

Developing the Public Involvement Plan for capital projects, planning initiatives, and policy decisions

Step One: Develop a Public Involvement Plan Step Two: Implement Step Three: Evaluate

Division Manager

Initiates planning process by defining project scope and staff for Project Management and Public Involvement Coordination.



The PP&R Management Team is responsible for identifying the need for a formal planning or policy development process and for assigning oversight to the appropriate Division.



Project Manager

- Reviews project purpose, scope, and timeline with assigned Public Involvement Coordinator.
- Initiates formation of Project Team and schedules first meeting.



Public Involvement Coordinator

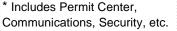
Conducts initial research for development of draft Project Public Involvement Plan.

Makes preliminary contacts as appropriate, depending on nature and scope of project

Makes preliminary contacts as appropriate, depending on nature and scope of project, with Project Team, ONI, coalitions, neighborhood association, user groups, friends groups, etc. to outline basic process; discuss public information and involvement strategies; discuss potential meeting dates, venues, etc.; begin to compile list of stakeholders; and obtain other information needed for draft Project Public Involvement Plan.



Inform PP&R Managers, Project Team members, and other key staff (see * below) that a public involvement plan is being developed and solicit their input regarding issues/concerns, historical perspectives, stakeholders, etc.





Draft plan developed for Project Team review. Includes list of stakeholders and issues/concerns identified during initial research.



Project Team Meeting #1 - Public Involvement Agenda Topics: Issue identification, & Public Involvement Draft Plan

- a) Review project purpose, scope, and timeline
- b) Review draft plan, stakeholder list, issues & concerns
- c) Develop recommended Public Involvement Plan
- d) Send recommended plan to all Project Team members.



Formalize Public Involvement Plan

Depending on the scope of the project, review the PI plan with the appropriate community group(s). Amend as needed and finalize meeting dates, locations, to the extent possible.

- ONI: Citywide policies & planning initiatives
- Coalitions: Planning initiatives & capital projects of coalitionwide significance as well as neighborhood-based plans
- Neighborhood Associations: Neighborhood park or facility
- Partner organizations (User Groups, Friends Groups) where applicable

(Distribute final plan as appropriate to the above as well as internally to communications staff and Project Team members.)

The Project Team is made up of the Project Manager, Design Consultant (if relevant), Construction Manager (for Capital Projects), and other key staff, as appropriate, from the Administration, Recreation, and Operations Divisions. Project Team members are appointed by their division manager and bring to the table specific skills and expertise related to individual project elements as well as overall project scope and impact. This includes the staff most knowledgeable about the physical facility or park, as well as those most familiar with its users, neighbors, nearby community organizations and related issues and concerns. Generally, all staff who have a review function related to the potential project are included on the team.



Implement Plan



Evaluate and modify as needed along the way. Conduct final evaluation at the end of the process.