

# Public Information & Involvement Plan (PIIP) Implementation Plan

**Today's Date:**

**Project Name:**

**Revised?  yes  no (if yes, skip to pg. 2)**

**PIIP Phase: (Check one):  Conceptual  Design  Construction  Administrative**

**Department:**

**Project Manager:**

**PIO Assigned to Project:**

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*Describe your project briefly below. Attach a map of the project area if possible.*

## ***PART A. Who are you talking to?***

Think about your audience --who do you define as your "public" for this project? List all that apply and why you think they will be impacted or interested in your project.

**Do you intend to  inform  educate  involve the public? Check all that apply and note any explanations here.**

## ***PART B. What are the issues?***

What kinds of issues or concerns may come up during this phase of the project? If you're going to ask the public "what do you think?" then consider what you feel is (or isn't) open for public debate and discussion, and document "why". Think about the total amount of time that you will have for implementation of the PIIP with respect to the size of the project, its impact on a neighborhood or a community versus a small group of individuals, construction schedules and budgets for public information within your department.

## ***PART C. What is your Plan?***

Considering the information you have listed above, briefly describe the steps that you will take as your PIIP. Use this document to sketch out timeframes and ideas. Think about the kind of written communication, or type of meeting that might work best. Write down any explanations or key points to explain your thought process. If you plan to include any of the Boards and Commissions to guide you, or to help you with public information efforts, then you will need to submit this document and any other relevant project data to them for discussion as an agenda item at their next meeting, and you should be there at the meeting to answer their questions.

***PART D. How will you know what the public thinks?***

If your goal is to INVOLVE the public, do you plan to survey your defined public for their opinion regarding this project? Yes No (If the answer is yes, complete the following section. If the answer is no, skip this section. )

How will you plan to survey the public? How long will it take to survey? Will you perform the survey using Open Forum? Will you hire a professional surveying company? How large will your sampling be? What kinds of questions will you ask? Will they be multiple choice or open ended questions? Who will compose the survey? How will you gather feedback? How you will analyze, segregate, catalog and present survey data to others effectively, such as the Council, the media, or the public? Will you survey property owners? Renters? Both? What is the cost of the survey?

***PART E. How will you know when you're finished with the public information and involvement plan for this phase?***

Do you think this PIIP may need revisions after the project gets underway? Yes No (If you answered yes, why do you think a revision may be needed – are some portions of the project “unknown” at this time? List them below)

Is this Implementation Plan for a conceptual or design phase of a project? Yes No (If you answered yes, you will need to plan to update the PIIP for the next phase)

***PART F. How will you gather feedback about the success of your PIIP?***

**Do you plan to have any “lessons learned” sessions with your team post-project to discuss how well the PIIP did (or didn't) work?**

**REVISIONS: (complete this section only if you are filing a revision to your original PIIP)**

Please outline below the revisions you are making to the PIIP. Give an explanation of “why” and list any associated impacts on cost, schedules, staffing or other impacts.

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Submitted by: Project Manager

Date

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Approved by: Department Manager

Date

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Approved by: Public Information Officer

Date

**REVISIONS:**

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Date

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