

# ENGINEERING PROJECT COMMUNICATION QUICK START

## Introduction

MDT is revamping its communication processes with the public both in the design phase and construction of projects. To assist with this change is the Project Communication Process (PCP).

The PCP is not a static process, throughout the life of the transportation project it will need to be continuously revisited and adjusted. *Many of these steps/guidelines are not new and have been used intermittently on different MDT projects.*

The following is a quick guide. For more in-depth information on the process and tools for analyzing and quantifying project outreach and communication needs, see the [Process Guide](#).

The PCP is the responsibility of *everyone* on the project team. The Design Project Manager, however, is responsible for developing the Project Communication Plan and a Formal Public Involvement Plan (if a **substantial impact project**) with the input from the design team, administrative staff, Public Information Officer (PIO), and Engineering PR Contract Manager.

## Process Steps

- 1. Determine Project Level of Impact (LOI):** The Design Project Manager will fill this worksheet out prior to Preliminary Field Review (PFR). Reference the Planning Division's initial screening.

**NOTE:** *This is for projects nominated after July 1, 2017*  
Public Involvement Worksheets ([Worksheet A](#))

**TIP:** Try not to over-analyze while filling out Worksheet A. This is a tool to assist, and LOI can change throughout project development.

- 2. Project Communication Matrix:** Develop strategies to communicate throughout the project  
Public Involvement Worksheets ([Worksheet B](#))

- 3. Develop the Public/Stakeholder Engagement Strategies:** Plan and customize ways to inform and gather input from stakeholders  
Public Involvement Worksheets ([Worksheet C](#))

**TIP:** Is the purpose to just make stakeholders aware? Is the purpose to inform the stakeholders of decisions and why? Is the purpose to involve them in decisions? Who are you trying to reach and what is the best means of connecting with them? For help in coming up with ideas look at [Developing a PI Plan](#).

- 4. Develop Contact List / E-list:** Develop and maintain list throughout the life of the project. The design project manager (for pre-construction) or engineering project manager (for construction) is responsible for developing the list.  
(Public Involvement Worksheets [Worksheet D](#) or your own)

The contact list/e-list is determined on a project by project basis. The [Contact List and Jasper Report Instructions](#) (MDT internal use only) will assist in developing the initial contact list. Be sure to include local State Senators and Representative in the project area.

**TIP:** Consider making contact/e-list available to all on the Project Design Team, so that everyone can contribute to it and add updates. For example, surveyors are often the first to contact the landowners.

- 5. Develop Communication Log:** Develop and maintain log throughout the life of the project. The project design manager is responsible for developing and making sure it is up to date during preconstruction. The engineering project manager is responsible for maintaining and keeping up to date during construction.

(Public Involvement Worksheets [Worksheet E](#) or your own)

**TIP:** Strongly consider making communication log available to Surveyor, Design, and R/W Agents, so that everyone can contribute to it and add interactions. For example, surveyors are often the first to contact the landowners and get immediate early input on the project.

- 6. Develop Public Involvement (PI) Plan:**

**NOTE:** *This is for projects nominated after July 1, 2017 and determined as a Substantial Impact Project*

Document and customize activities and ways to inform and gather input from public/stakeholders and record in a written document. The Design Project Manager (with assistance/input from the Sponsor, design team, and PI firm, if applicable) is responsible for developing the PI Plan. Document the PI Plan in a narrative format. It doesn't have to be a separate word document. It can be a spreadsheet or part of another project report. **Approval from the Sponsor is required-this doesn't mean they have to literally sign the documentation. They need to be aware of it and approve its content.**

**TIP:** Keep the end users (the communities & stakeholders impacted by the project) in mind as you develop the public involvement plan.

## Tools/Guides/References

[Project Public Involvement Worksheets A-E](#)

[Developing a PI Plan](#)

[Project Specific Contact/E-List and Jasper Report Instructions](#) (MDT internal use only)

[MDT Communications Guide](#)

[MDT Public Involvement Plan](#)

[Frequently Asked Questions](#)

[Approved PI Examples](#) – use same link name on web page (MDT internal use only)