

1

Coordinate Internally with Project Advisors and Decision Makers

- Identify and Engage Decision Maker(s)
- Identify and Engage Internal Project Advisors
- Draft **Planning Project Management Guidance**

2

Conduct Preliminary Discovery

- Engage Project Managers and Key Staff from Previous Planning Studies
- Identify and Review Other Relevant Documents
- Draft **Preliminary Discovery Summary**
- Organize Documents and Associated Data for Future Reference

**DECISION POINT**

Given the information gathered in Preliminary Discovery, what is the next step?

- ▶ Proceed with planning study
- ▶▶ **Proceed directly into Project Development and Design**
- || Pause and reassess the planning study purpose

3

Develop Preliminary Strategy

- Identify the Parameters of the Planning Study
- Draft Framework for Public Involvement
- Estimate Time and Resources Needed to Complete the Planning Study
- Draft Framework for Information Management
- Draft **Preliminary Strategy**

1

Develop Work Plan

- Review Products of Preliminary Needs Assessment
- Draft Work Plan for Exploring Existing and Future Conditions
- Engage with Internal Project Advisors
- Involve Planning Partners and the Public
- Revise and Disseminate **Work Plan for Exploring Existing and Future Conditions**

2

Review and Assess Available Information

- Review and Catalog Existing Planning Documents
- Gather, Review, Inventory, and Summarize Relevant Information
- Engage with Internal Project Advisors
- Involve Planning Partners and the Public
- Draft **Preliminary Existing and Future Conditions Report**

**DECISION POINT**

Is there a need for supplemental analysis to fill gaps in information?

NO

YES

3

Conduct Supplemental Analysis

- Gather and Analyze Additional Information to Address Gaps
- Engage with Internal Project Advisors
- Involve Planning Partners and the Public
- Incorporate Supplemental Analysis into **Draft Existing and Future Conditions Report**

4

Document Issues, Opportunities, and Needs

- Identify Issues and Opportunities
- Formulate **Preliminary Statement of Purpose and Need**
- Engage with Internal Project Advisors
- Involve Planning Partners and the Public
- Add **Summary of Issues, Opportunities, and Needs to Draft Existing and Future Conditions Report**

5

Release Report, Gather Feedback, and Finalize

- Release Draft Existing and Future Conditions Report
- Involve Planning Partners and the Public
- Produce **Final Existing and Future Conditions Report**
- Archive Information Collected for Use in Future Steps

**DECISION POINT**

What happens next in the planning study?

- ▶ Proceed to Identifying Potential Solutions and Recommended Actions
- Pause or End Planning Study
- ↻ Explore Existing and Future Conditions for Refined Study Scope

1

Identify Potential Solutions and Actions

- Compile Potential Solutions
- Define and Classify Potential Solutions for Action
- Engage SWAT Team to Review and Comment on **Potential Solutions and Recommended Actions**

2

Archive Information and Prepare for Handoffs

- Review and Archive Project Data and Documents
- Conduct a Pass the Torch Meeting

**PROJECT DEVELOPMENT AND IMPLEMENTATION ACTIVITIES**