

Project Leadership Team Checklist

The Project Leadership Team (PLT) is a multidisciplinary team that includes community representatives and experts in planning, design, landscape architecture, operations, environment, public process, and communication. The lead agency's project manager will establish a PLT at the beginning of a project and will facilitate the team throughout the life of the project. The role of the PLT is to lead the project, champion Context Sensitive Solutions (CSS), and enable decision making. Each member is equal in his/her position on the team, and each member shares responsibility for the success of the project.

The PLT does not make the final selection or endorse project recommendation(s).

The following checklist should be used by the PLT to help it fulfill its responsibilities.

- All members will commit to active and regular involvement on the PLT throughout the project.
- Identify and review all relevant materials for the project, including, *but not limited to*:
 - I-70 Mountain Corridor CSS Guidance
 - I-70 Mountain Corridor Aesthetic Guidance
 - I-70 Mountain Corridor Historic Guidance
 - I-70 Mountain Corridor Programmatic Environmental Impact Statement (PEIS)
 - I-70 Mountain Corridor Memorandums of Understanding (MOUs) (i.e., the Stream and Wetland Ecological Enhancement Program (SWEEP), A Landscape Level Inventory of Valued Ecosystems (ALIVE), etc.)
 - I-70 Mountain Corridor 106 Programmatic Agreement
 - Previous plans and studies, including local government comprehensive plans
- As a team, preliminarily identify the actions and decisions needed to reach the project goals.
- Provide input into requests for proposal.
- Participate in the selection of the consultant, if applicable.
- As a team, develop a charter for the PLT through a chartering workshop that includes, but is not limited to:
 - Project context and goals
 - PLT membership
 - Meeting attendance
 - Participant roles and responsibilities
 - Team performance evaluation

- Team decision making and issue resolution processes
- Team communication
- Schedule and milestones
- Coordination with project teams and the public
- Stakeholder and constituent communications
- Ensure that the CSS Guidance, Context Statement, and Core Values are integrated into the project.
- Define the context for the project.
- Review and endorse a Project Work Plan based on the 6-Step Process.
 - Approve the project-specific, collaborative decision-making process for the project.
 - Ensure that the decision-making process is clear, transparent, accessible to the public and stakeholders, and designed to develop consensus.
 - Ensure that the process is streamlined by scaling the process to scope of the project.
- Review and endorse a Public Involvement Plan, designed to meet project-specific needs and ensure early, continuous, and meaningful involvement.
- Ensure that all project stakeholders are engaged in:
 - Step 1: Define Desired Outcomes and Actions
 - Step 2: Endorse the 6-Step Process
 - Step 3: Establish Criteria
 - Step 4: Develop Alternatives or Options
 - Step 5: Evaluate, Select, and Refine Alternative or Option
- Identify what teams would support your project's stakeholder involvement objectives (e.g., Technical Team or Issue Task Force).
- Assist in staffing the other project teams.
- Review and endorse a Public Information Plan to ensure that:
 - The public will receive regular communication at key decision points.
 - A full range of appropriate media and tools is used for communication.
- If policy issues arise that cannot be resolved with the project teams, identify and implement steps to resolve the issues (facilitate decision-making rather than make decisions).
- Facilitate formal actions required by councils, boards, and/or commissions to keep the project moving forward.