

Headquarters–Project Initiation Document (PID) Improvement Facilitated Discussion

Project Summary

Caltrans engaged MIG to help facilitate a public engagement/outreach discussion focused on improving the Project Initiation Document (PID) process. A PID is a project-planning document that develops the cost, scope, and schedule for major projects on the State Highway System. The efficient use of PID resources has been a major issue, since PIDs should only be developed when there is a reasonable chance that the project will be programmed. On December 17, 2008, representatives from Caltrans Headquarters and various districts were joined by transportation representatives from San Mateo County to discuss opportunities to improve the PID implementation process. The meeting provided an important opportunity to test perceptions and gain feedback on how the PID process could be improved for both Caltrans and its partner transportation agencies.



Outreach Methods

Caltrans identified stakeholders who would take part in the all-day discussion. Representatives from San Mateo County agreed to host the meeting for Caltrans and participated to provide a stakeholders perspective.



Public Involvement Tools

Large Group Discussion

MIG facilitated a large group discussion in which attendees could express expectations for improvements to the PID process; review policy guidance; consider the needs of local partners; discuss the balance between Caltrans' and partner needs in PID development; explore opportunities for change in the PID process; and develop an action plan and next steps.

Environmental Justice Community Involvement

An improved PID process may help surface community issues, especially those in Environmental Justice communities, earlier in the process.



Lessons Learned

There is a tremendous benefit to Caltrans in engaging key stakeholders in review of relevant processes. Partner agency comments helped Caltrans identify mutual priorities and improvement processes.



Results

Participants in the discussion identified opportunities for change in the PID process and suggested many possible actions for improvement. While there were many areas of agreement, participants thought that some topics need further focused discussion by a topic "champion" supported by a small working group. Each group agreed to convene at least once before January 30, 2009, and report their progress or accomplishments to the Office of Projects/Plan Coordination. A final report documenting these actions was completed by MIG.



Deliverables

Final Meeting Summary
Draft Reminder Memo
with Action Items