

## GMP Dynamic Sourcebook - Appendix B: Project Initiation

### B.2 Examples of Project Agreement Sections - B.2.c Communication Procedures Section

#### Excerpt from the Project Agreement for the National Mall

Clear, open, and trust-based communication among team members is essential on such a complex and politically sensitive project. High volumes of communication are expected. All communication must go through the Project Executive (PE).

**Administrative Record.** The PE will coordinate the project administrative record with NAMA Administrative Staff. In order to keep the administrative record complete and accurate, all communication should go through or copy the PE. Email is the preferred method of communication for general communication. The PE will periodically review organization of topic files and the administrative record to be kept in the park. The signed project agreement will be transmitted via paper copies, amendments will be updated via email. PEPC will be used as the basis for the administrative record and for many document reviews.

The PE will coordinate FOIA requests, cost estimates and any FOIA materials requested of NAMA or DSC through the NCR Chief Communications Officer and or the DSC FOIA officer.

**Document mailing.** Electronic versions will be sent to the PE and others via email, PEPC or ftp site; paper versions will be sent overnight to the PE and NCR Chief of Planning and Compliance for their distribution at the addresses listed on the attached team list. Technical materials will be sent directly to the relevant party with notification to the PE. U.S. Mail will not be used for documents sent to NCR and NAMA since documents may be damaged during mail screening.

**FTP sites.** It is expected that large files containing graphic materials or maps will need to be shared. A directory for the project will be established on both the internal NPS and external FTP sites. The external site will be used with consultants and information provided by other agencies.

**E-mail.** Subject lines should reference the CMP or PMIS # and specific topic. Draft documents, review comments, and important communications should use a high delivery priority. Because some e-mail files are expected to be extremely large, it is helpful to delete large files before responding back to the sender if changes to the file have not occurred.

**FAX transfer.** Fax will generally be used only when a memo or document cannot be electronically transferred. Fax numbers are listed on the accompanying team list.

**PEPC.** PEPC will be used throughout the planning as much as possible to facilitate record-keeping. PEPC will be used for posting internal draft review documents as well as receiving and documenting consolidated comments. The NAMA-PEPC administrator and PE will periodically review PEPC and notify staff of relevant items.

**Team Involvement and Meetings.** Team members may be working on different planning tasks related to the CMP. Task-related groups will prepare specific products and will correspond via email and telephone. Pertinent facts, data, or decisions should be recorded by email. Kick-off meetings will be held on-site so that team members can develop effective working relationships. To ensure the entire project team has a complete overview of project progress, semiannual team meetings and video or teleconferences will be scheduled in conjunction with regional work sessions. Team members may also be asked to participate in public and civic engagement.

**Document tracking.** It is expected that numerous concepts and drafts (text, sections, chapters, and studies) and will be produced by the core team. In order to track draft document history it is recommended that the date prepared be typed into the title line not in the header. Documents at all stages should have a header and footer. The header should include title of the section or document, draft # or final, and product titles. The footer should include the author's name, page of page #s, date (which will automatically update each time it is opened), and optional time of day (may be useful at times) as well as PMIS # and additional information related to specific product. Please update file extensions with revisions, initials of reviser, and revision date (Example: document name rev ss.4-18-05). A sample will accompany this project agreement.