

PROJECT COMMUNICATIONS AND OUTREACH	POLICY	
	Document Number:	EA-MR-PL-1010
	Version Number:	01

1.0 Purpose:

To maintain positive community relations, foster communications, meet legal notification requirements and adhere to consistent, effective proven practices, during the planning, design and construction of capital projects.

2.0 Scope:

This policy applies to all VTA work units, departments, divisions and work sites involved in the delivery of capital projects.

3.0 Responsibilities:

It is the responsibility of each Division Chief involved in the delivery of a capital project to ensure compliance with this policy and related procedures.

4.0 Policy:

A Project Communications and Outreach Plan (PCO Plan) shall be created, implemented and adhered to for every capital project. Specific outreach strategies and activities to be included in the PCO Plan will depend upon the project scope, budget, and the level of interest in the surrounding communities.

- As a minimum, specific plans shall be developed for individual phases of phased projects or designated geographical areas for projects spanning multiple communities or cities.
- PCO Plans shall be developed following established procedures and guidance of the Project Communications and Outreach Procedure (PCO Procedure) and the Construction Outreach Coordination Work Instruction or alternate applicable Work Instructions for capital projects.
- The PCO Procedure ensures adequate, appropriate, timely and required communications are conveyed via appropriate communication methods and languages to identified stakeholder groups.

5.0 Definitions:


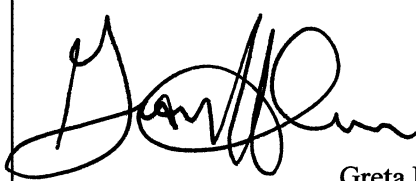
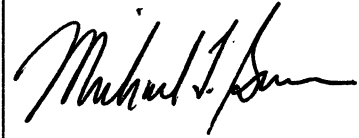
N/A.

6.0 Summary of Changes:

Initial Release of this Policy.

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7.0 Approval Information:

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
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