** Initial Partnering Session Agenda/Minutes**

**Project XXXX (XX)**

**County-Route-Section**

[Month Day, Year]

1. **Welcome and Introductions**
2. **Identify Roles of Stakeholders**
3. **Breakout Group Exercise (Stakeholders Needs)**
4. **Decision Making and Communication Protocols**
5. **Issue Identification and Resolution**
6. **Schedule**
7. **VECP’s**
8. **Develop Mission Statement**
9. **Statewide Goals**

• Build projects that are safe for the workforce and the travelling public

• Build important projects that last and serve the public interest

• Build projects that are completed on time and on budget

• Treat the environment with respect in all our projects

• Resolve issues on projects respectfully, timely and without litigation whenever possible

• Strive to resolve issues at the level closest to the project consistent with levels of authority

• Seriously consider all alternative viewpoints on a project

• Partner with all stakeholders including the public, local governments, utilities and other transportation modes

• Trust and respect each other and all the partners on the project

• Focus on the Project first with attitudes of success and fairness

• Commit to responsibly mitigate the impact of issues as they arise

• Manage our projects so that they are fully transparent and meet all real and perceived legal standards

• Build quality projects that we’re proud of

• Communicate openly and effectively

• Empower our people to use and enforce these principles

1. **Breakout Group Exercise (Project Specific Goals with Action Plans)**
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1. **Session Evaluation**

Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PID: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Initial Partnering Session Sign-In Sheet**

Name Company Phone Signature Email

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