

NHO Consultation Scope and Schedule

Task	Time	Year
Project Management and Kickoff/Close		
		2021-2023
Project administration	Ongoing	
Work Plan	June-July	2021
Monthly status meetings with HDOT (include writing meeting notes. (Estimate 2 years worth of meetings)	Ongoing	2021-2023
Project kickoff including minutes	June	Jul-05
Project closeout	November	2023
Assemble administrative record for project	October	2023
Initiation and Scoping		
	September	2021
Review background documentation (NHO consultation docs, relationship building reports from HDOT, other)	June-July	2021
Develop invitation list for NHO participants	July	2021
Develop list of HDOT participants	July	2021
Develop initial outline for protocols	July	2021
Prepare and send out invitation letters to NHO list	July-August	2021
Meeting prep: Set up video calling capabilities (Teams, Zoom), confirm attendees, and prepare Powerpoint slides for scoping meetings	August-Sept	2021
Hold four (4) 1.5-hour meetings	Sept-Oct	2021
Meeting minutes	Oct	2021
Preliminary Draft Protocol Development		
Develop preliminary draft document for internal review and discussion	Oct-Nov	2021
Internal HDOT Protocol Development		
Develop questions and background information for HDOT staff and agencies (FHWA, ACHP, SHPD)	Oct	2021
Invite HDOT staff to meetings and provide background information	Oct-Nov	2021
Hold meetings with HDOT staff (assuming 5)	Oct-Nov	2021
Invite agencies to meetings and provide background information	Oct-Nov	2021
Hold meetings with agencies (assuming 4)	Nov-Dec	2021
First Review Draft		
Revise preliminary draft document and prepare it for NHO review	Jan-Feb	2022
Mail out to list and post to Web Portal	Feb	2022
30 day review by NHOs and agencies	March	2022
Document comments and prepare responses	April	2022
First Review Draft Meeting		
Hold initial meeting series via video conference (up to 4 meetings)	March	2022
Additional comment period (15 days)	April	2022
Minutes, document comments and prepare responses	April-May	2022
Final Review Draft		
Prepare Final Review Draft for internal HDOT review	May-July	2022
Internal HDOT review (30 days)	July-August	2022
Revise and Post to Web Portal for review	September	2022
30 day review by NHOs and agencies	September-October	2022
Document comments and prepare responses	Oct-Nov	2022
Final Review Draft Meeting		
Schedule and send invitations for final review meeting series	October	2022
Hold final review meeting series (assume in person, up to 4 meetings; task will include travel time)	December	2023
Additional comment period (15 days)	January	2023
Minutes, document comments and prepare responses	Jan-Feb	2023
Final Protocols Document		
Revise and Edit Final Draft to Final	March-April	2023
ACHP, FHWA, SHPD final courtesy review	April-May	2023
HDOT review and acceptance	May	2023

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Post to Web Portal	May	2023
Web Portal		
Set up Web Portal sub-site (similar to Minor Project PA consultation site)	June-Aug	2021
IT support and troubleshooting	Ongoing	2021-2023
Invite reviewers; initial support for getting login set up etc.	Aug-Sept	2021
Prepare flow chart and interactive checklist for Management side once protocols are finalized	May-July	2023
Manage and host Web Portal subsite	Ongoing	2021-2023
Training		
Create training manual and video for HDOT on how to implement NHO consultation protocols.	May-July	2023
in-person training meeting series (4 meetings) live or online	June-July	2023