

How to Write a Better Purpose & Need Statement Training Agenda

Welcome and Introductions	8:30 - 8:40 AM
Today's Learning Objectives	8:40 - 8:45 AM
<ul style="list-style-type: none">• Administrative and Regulatory Process• Importance of Purpose and Need• Purpose and Need Format• Elements of Need• Purpose and Need Work Groups• Course Wrap-up	
Administrative and Regulatory Process	8:45 - 9:15 AM
<ul style="list-style-type: none">• Federal Requirements• ODOT's Project Development Process<ul style="list-style-type: none">- Major and Minor P&N Statements- District and Central Office Roles and Responsibilities- Submissions, reviews and approvals	
Importance of Purpose and Need	9:15 - 10:00 AM
<ul style="list-style-type: none">• Define "purpose" and "need"• Used for effective decision making and agency coordination• Basis for alternatives development and comparison• Justify basis for action• Establishes logical termini and intermediate control points• Establishes independent utility or significance• Where to find data at ODOT - a District's perspective	
Break	10:00 - 10:15 AM
Purpose and Need Format	10:15 - 12:00 AM
<ul style="list-style-type: none">• Provide history and background• Define purpose of project• Demonstrate a "need" exists• Summary and Conclusions• Elements of Need	
Lunch (not provided, but cafeteria available on-site)	12:00 - 1:00 PM
Purpose and Need Work Groups	1:00 - 2:30 PM
<ul style="list-style-type: none">• Review purpose and need statements for quality• Share and evaluate work group statements	
Course Wrap-up	2:30 -2:45 PM
Test & Evaluation Form	2:45 - 3:45 PM