

## **ATTACHMENT 9**

TECHNICAL PROJECT PLANNING (TPP)  
FACILITATED SESSION

PROJECT: Seal Island  
LOCATION: Portland, ME

DATES: 9 January 2006  
Facilitator:

RATING CODE:

1- Strongly Disagree      2                      3                      4                      5-Strongly Agree

ITEM	1	2	3	4	5
<b>1. Objectives/Goals of the TPP session:</b> a. Objectives/goals were clear before you attended. b. Objectives/goals clarified at start of the session. c. Objectives/goals met during the session.			✓	<del>5</del> ✓	✓
<b>2. Open Communication:</b> a. Everyone shared in the discussion on a fairly equal basis. b. We were able to disagree freely and work through our disagreement. c. My concerns/questions were expressed. d. My concerns/questions were acknowledged/ answered.					✓ ✓ ✓ ✓
<b>3. Session Accommodations:</b> a. Room was comfortable. b. Overhead projector was used effectively for displaying/documenting session discussions. c. Poster board was used effectively for documenting session discussions. d. Computer graphics were used effectively for presenting site information e. Handout material aided in the session discussions.			NA		✓ ✓ ✓ ✓
<b>4. Facilitator:</b> a. Facilitator explained TPP process and used the TPP concepts throughout sessions. b. Facilitator encouraged individual participation. c. Facilitator summarized/documentated discussions. d. Facilitator kept discussions focused on session objectives/ goals. e. Facilitator demonstrated effective platform skills. f. Facilitator was unbiased.			NA		
<b>5. Overall Rating:</b> a. TPP Session was beneficial. b. TPP Session resulted in progress on the project. c. TPP is an effective planning tool					✓ ✓ ✓

What was the **most** beneficial part of the TPP session **for you**?

Laying out what's needed to achieve site cleanup - it's very clear what's going to happen and what needs to happen

What was the **most** beneficial part of the TPP session **for your project team**?

Same as above

What part(s) of the TPP session could be improved to be more beneficial **for you or your project team**?

It was just right

What was your reason for participating in this TPP session?

As PM for MEDDP I have to be completely in the loop

What impact will this session have on the execution of this project?

Project could not have been executed w/out session

General Comments:

Session Format:

Good

Supporting material such as handouts:

excellent

Facilitator:

Other:

Roger did an excellent job to make sure we met our goals

Name:

Organization:

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ITEM	1	2	3	4	5
<b>1. Objectives/Goals of the TPP session:</b> a. Objectives/goals were clear before you attended. b. Objectives/goals clarified at start of the session. c. Objectives/goals met during the session.	✓				✓ ✓
<b>2. Open Communication:</b> a. Everyone shared in the discussion on a fairly equal basis. b. We were able to disagree freely and work through our disagreement. c. My concerns/questions were expressed. d. My concerns/questions were acknowledged/ answered.					✓ ✓ ✓ ✓
<b>3. Session Accommodations:</b> a. Room was comfortable. b. Overhead projector was used effectively for displaying/documenting session discussions. c. Poster board was used effectively for documenting session discussions. d. Computer graphics were used effectively for presenting site information e. Handout material aided in the session discussions.					✓ ✓  ✓ ✓
<b>4. Facilitator:</b> a. Facilitator explained TPP process and used the TPP concepts throughout sessions. b. Facilitator encouraged individual participation. c. Facilitator summarized/documentated discussions. d. Facilitator kept discussions focused on session objectives/ goals. e. Facilitator demonstrated effective platform skills. f. Facilitator was unbiased.					✓    ↓
<b>5. Overall Rating:</b> a. TPP Session was beneficial. b. TPP Session resulted in progress on the project. c. TPP is an effective planning tool					✓ ↓

<p>What was the <b>most</b> beneficial part of the TPP session for you?</p> <p>EXPLANATION OF INTENDED WORK REVIEW OF SITE HISTORY ALSO HELPFUL</p>	
<p>What was the <b>most</b> beneficial part of the TPP session for your project team?</p> <p>IDENTIFICATION OF OBJECTIVES + LIMITATIONS</p>	
<p>What part(s) of the TPP session could be improved to be more beneficial for you or your project team?</p>	
<p>What was your reason for participating in this TPP session?</p> <p>MEDEP IS REGULATORY AGENCY FOR PROJECT</p>	
<p>What impact will this session have on the execution of this project?</p> <p>CLARIFIES INTENDED EXECUTION.</p>	
<p>General Comments:</p> <p>Session Format:</p> <p>Supporting material such as handouts:</p> <p>Facilitator:</p> <p>Other:</p>	
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<b>1. Objectives/Goals of the TPP session:</b> a. Objectives/goals were clear before you attended. b. Objectives/goals clarified at start of the session. c. Objectives/goals met during the session.	✓				✓
<b>2. Open Communication:</b> a. Everyone shared in the discussion on a fairly equal basis. b. We were able to disagree freely and work through our disagreement. c. My concerns/questions were expressed. d. My concerns/questions were acknowledged/ answered.	✓	✓		✓	✓ ✓ ✓
<b>3. Session Accommodations:</b> a. Room was comfortable. b. Overhead projector was used effectively for displaying/documenting session discussions. c. Poster board was used effectively for documenting session discussions. d. Computer graphics were used effectively for presenting site information e. Handout material aided in the session discussions.	✓	✓		✓	✓ ✓ ✓
<b>4. Facilitator:</b> a. Facilitator explained TPP process and used the TPP concepts throughout sessions. b. Facilitator encouraged individual participation. c. Facilitator summarized/documentated discussions. d. Facilitator kept discussions focused on session objectives/ goals. e. Facilitator demonstrated effective platform skills. f. Facilitator was unbiased.	✓			✓	✓ ✓ ✓
<b>5. Overall Rating:</b> a. TPP Session was beneficial. b. TPP Session resulted in progress on the project. c. TPP is an effective planning tool	✓				✓ ✓ ✓

What was the **most** beneficial part of the TPP session **for you**?

*Explanation of process*

What was the **most** beneficial part of the TPP session **for your project team**?

*Project overall*

What part(s) of the TPP session could be improved to be more beneficial **for you or your project team**?

What was your reason for participating in this TPP session?

*Stakeholder*

What impact will this session have on the execution of this project?

*Improve information on Island*

General Comments:

Session Format:

*Good*

Supporting material such as handouts:


*Good*

Facilitator:

*Good*

Other:

Name: 

Organi 

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ITEM	1	2	3	4	5
<p><b>1. Objectives/Goals of the TPP session:</b></p> <p>a. Objectives/goals were clear before you attended.</p> <p>b. Objectives/goals clarified at start of the session.</p> <p>c. Objectives/goals met during the session.</p>					✓
<p><b>2. Open Communication:</b></p> <p>a. Everyone shared in the discussion on a fairly equal basis.</p> <p>b. We were able to disagree freely and work through our disagreement.</p> <p>c. My concerns/questions were expressed.</p> <p>d. My concerns/questions were acknowledged/ answered.</p>					✓
<p><b>3. Session Accommodations:</b></p> <p>a. Room was comfortable.</p> <p>b. Overhead projector was used effectively for displaying/documenting session discussions.</p> <p>c. Poster board was used effectively for documenting session discussions.</p> <p>d. Computer graphics were used effectively for presenting site information</p> <p>e. Handout material aided in the session discussions.</p>					✓
<p><b>4. Facilitator:</b></p> <p>a. Facilitator explained TPP process and used the TPP concepts throughout sessions.</p> <p>b. Facilitator encouraged individual participation.</p> <p>c. Facilitator summarized/documentated discussions.</p> <p>d. Facilitator kept discussions focused on session objectives/ goals.</p> <p>e. Facilitator demonstrated effective platform skills.</p> <p>f. Facilitator was unbiased.</p>					✓
<p><b>5. Overall Rating:</b></p> <p>a. TPP Session was beneficial.</p> <p>b. TPP Session resulted in progress on the project.</p> <p>c. TPP is an effective planning tool</p>					✓



<p>What was the <b>most</b> beneficial part of the TPP session <b>for you</b>?</p> <p><i>Increased knowledge of site in relation to project needs</i></p>	
<p>What was the <b>most</b> beneficial part of the TPP session <b>for your project team</b>?</p> <p><i>Open communications w/ all stakeholders</i></p>	
<p>What part(s) of the TPP session could be improved to be more beneficial <b>for you or your project team</b>?</p>	
<p>What was your reason for participating in this TPP session?</p> <p><i>Responsible for Environmental Compliance</i></p>	
<p>What impact will this session have on the execution of this project?</p> <p><i>A knowledge A efficiency</i></p>	
<p>General Comments:</p> <p>Session Format: <i>ok</i></p> <p>Supporting material such as handouts: <i>good</i></p> <p>Facilitator: <i>ok</i></p> <p>Other:</p>	
Name: <i>[redacted]</i>	Organizati <i>[redacted]</i>

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ITEM	1	2	3	4	5
<b>1. Objectives/Goals of the TPP session:</b>					X
a. Objectives/goals were clear before you attended.					X
b. Objectives/goals clarified at start of the session.					X
c. Objectives/goals met during the session.					X
<b>2. Open Communication:</b>					X
a. Everyone shared in the discussion on a fairly equal basis.					X
b. We were able to disagree freely and work through our disagreement.					X
c. My concerns/questions were expressed.					X
d. My concerns/questions were acknowledged/ answered.					X
<b>3. Session Accommodations:</b>					X
a. Room was comfortable.					X
b. Overhead projector was used effectively for displaying/documenting session discussions.					X
c. Poster board was used effectively for documenting session discussions.					NA
d. Computer graphics were used effectively for presenting site information					X
e. Handout material aided in the session discussions.					X
<b>4. Facilitator:</b>					X
a. Facilitator explained TPP process and used the TPP concepts throughout sessions.					X
b. Facilitator encouraged individual participation.					X
c. Facilitator summarized/documentated discussions.					X
d. Facilitator kept discussions focused on session objectives/ goals.					X
e. Facilitator demonstrated effective platform skills.					X
f. Facilitator was unbiased.					X
<b>5. Overall Rating:</b>					X
a. TPP Session was beneficial.					X
b. TPP Session resulted in progress on the project.					X
c. TPP is an effective planning tool					X

What was the **most** beneficial part of the TPP session **for you**?

*OVERALL DISCUSSION OF PROCESS/SCHEDULE*

What was the **most** beneficial part of the TPP session **for your project team**?

*GENERAL DISCUSSION AMONG STAKE HOLDERS*

What part(s) of the TPP session could be improved to be more beneficial **for you or your project team**?

*ALL WENT WELL*

What was your reason for participating in this TPP session?

*FEDS  
PROGRAM MANAGER*

What impact will this session have on the execution of this project?

*IT WILL EXPEDITE IT*

General Comments:

Session Format:

Supporting material such as handouts:

Facilitator:

Other:

Name

Organization:

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<b>1. Objectives/Goals of the TPP session:</b> a. Objectives/goals were clear before you attended. b. Objectives/goals clarified at start of the session. c. Objectives/goals met during the session.					✓
<b>2. Open Communication:</b> a. Everyone shared in the discussion on a fairly equal basis. b. We were able to disagree freely and work through our disagreement. c. My concerns/questions were expressed. d. My concerns/questions were acknowledged/ answered.					✓
<b>3. Session Accommodations:</b> a. Room was comfortable. b. Overhead projector was used effectively for displaying/documenting session discussions. c. Poster board was used effectively for documenting session discussions. d. Computer graphics were used effectively for presenting site information e. Handout material aided in the session discussions.					✓
<b>4. Facilitator:</b> a. Facilitator explained TPP process and used the TPP concepts throughout sessions. b. Facilitator encouraged individual participation. c. Facilitator summarized/documentated discussions. d. Facilitator kept discussions focused on session objectives/ goals. e. Facilitator demonstrated effective platform skills. f. Facilitator was unbiased.					✓
<b>5. Overall Rating:</b> a. TPP Session was beneficial. b. TPP Session resulted in progress on the project. c. TPP is an effective planning tool					✓

What was the **most** beneficial part of the TPP session **for you**?

*Handouts + Professional Presentation*

What was the **most** beneficial part of the TPP session **for your project team**?

*Presentation + Discussion w/ stake holders.*

What part(s) of the TPP session could be improved to be more beneficial **for you or your project team**?

*N/A*

What was your reason for participating in this TPP session?

*To become familiar w/ mmp process + to ensure NAB is in agreement w/ project direction / approach.*

What impact will this session have on the execution of this project?

*Will result in expedited smooth project with buy in from all parties.*

General Comments:

Session Format: *Great*

Supporting material such as handouts: *Great*

Facilitator: *Outstanding*

Other:

Organization: *[Redacted]*

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<b>1. Objectives/Goals of the TPP session:</b> a. Objectives/goals were clear before you attended. b. Objectives/goals clarified at start of the session. c. Objectives/goals met during the session.					✓✓✓
<b>2. Open Communication:</b> a. Everyone shared in the discussion on a fairly equal basis. b. We were able to disagree freely and work through our disagreement. c. My concerns/questions were expressed. d. My concerns/questions were acknowledged/ answered.					✓✓✓ ✓✓✓ ✓✓✓
<b>3. Session Accommodations:</b> a. Room was comfortable. b. Overhead projector was used effectively for displaying/documenting session discussions. c. Poster board was used effectively for documenting session discussions. d. Computer graphics were used effectively for presenting site information e. Handout material aided in the session discussions.					✓ ✓ ✓ ✓ ✓ ✓
<b>4. Facilitator:</b> a. Facilitator explained TPP process and used the TPP concepts throughout sessions. b. Facilitator encouraged individual participation. c. Facilitator summarized/documentated discussions. d. Facilitator kept discussions focused on session objectives/ goals. e. Facilitator demonstrated effective platform skills. f. Facilitator was unbiased.					✓ ✓ ✓ ✓ ✓ ✓ ✓
<b>5. Overall Rating:</b> a. TPP Session was beneficial. b. TPP Session resulted in progress on the project. c. TPP is an effective planning tool					✓✓✓

<p>What was the <b>most</b> beneficial part of the TPP session <b>for you</b>?</p> <p style="text-align: center;"><i>all</i></p>	
<p>What was the <b>most</b> beneficial part of the TPP session <b>for your project team</b>?</p> <p style="text-align: center;"><i>all</i></p>	
<p>What part(s) of the TPP session could be improved to be more beneficial <b>for you or your project team</b>?</p> <p style="text-align: center;"><i>na</i></p>	
<p>What was your reason for participating in this TPP session?</p>	
<p>What impact will this session have on the execution of this project?</p> <p style="text-align: center;"><i>good</i></p>	
<p>General Comments:</p> <p>    Session Format:</p> <p>    Supporting material such as handouts:</p> <p>    Facilitator:</p> <p>    Other:</p>	
Name:	Organization:

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DATES: 9 January 2006  
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ITEM	1	2	3	4	5
<p><b>1. Objectives/Goals of the TPP session:</b></p> <p>a. Objectives/goals were clear before you attended.</p> <p>b. Objectives/goals clarified at start of the session.</p> <p>c. Objectives/goals met during the session.</p>				X	
<p><b>2. Open Communication:</b></p> <p>a. Everyone shared in the discussion on a fairly equal basis.</p> <p>b. We were able to disagree freely and work through our disagreement.</p> <p>c. My concerns/questions were expressed.</p> <p>d. My concerns/questions were acknowledged/ answered.</p>					X
<p><b>3. Session Accommodations:</b></p> <p>a. Room was comfortable.</p> <p>b. Overhead projector was used effectively for displaying/documenting session discussions.</p> <p>c. Poster board was used effectively for documenting session discussions.</p> <p>d. Computer graphics were used effectively for presenting site information</p> <p>e. Handout material aided in the session discussions.</p>				X	
<p><b>4. Facilitator:</b></p> <p>a. Facilitator explained TPP process and used the TPP concepts throughout sessions.</p> <p>b. Facilitator encouraged individual participation.</p> <p>c. Facilitator summarized/documented discussions.</p> <p>d. Facilitator kept discussions focused on session objectives/ goals.</p> <p>e. Facilitator demonstrated effective platform skills.</p> <p>f. Facilitator was unbiased.</p>					X
<p><b>5. Overall Rating:</b></p> <p>a. TPP Session was beneficial.</p> <p>b. TPP Session resulted in progress on the project.</p> <p>c. TPP is an effective planning tool</p>					X



<p>What was the <b>most</b> beneficial part of the TPP session <b>for you</b>?</p> <p>Clarifying goals, objectives and methods of study.</p>	
<p>What was the <b>most</b> beneficial part of the TPP session <b>for your project team</b>?</p> <p>same</p>	
<p>What part(s) of the TPP session could be improved to be more beneficial <b>for you or your project team</b>?</p> <p>Materials received in advance for review</p>	
<p>What was your reason for participating in this TPP session?</p> <p>owner</p>	
<p>What impact will this session have on the execution of this project?</p> <p>Hopefully assist with better communication and collaboration throughout the project.</p>	
<p>General Comments:</p> <p>Session Format:</p> <p>Supporting material such as handouts:</p> <p>Facilitator:</p> <p>Other:</p>	
<p>Name: </p>	<p>Organization: </p>

TECHNICAL PROJECT PLANNING (TPP)  
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Facilitator: *Roger Azar*

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ITEM	1	2	3	4	5
<b>1. Objectives/Goals of the TPP session:</b> a. Objectives/goals were clear before you attended. b. Objectives/goals clarified at start of the session. c. Objectives/goals met during the session.	✓ ✓				✓
<b>2. Open Communication:</b> a. Everyone shared in the discussion on a fairly equal basis. b. We were able to disagree freely and work through our disagreement. c. My concerns/questions were expressed. d. My concerns/questions were acknowledged/ answered.					✓ ✓ ✓ ✓
<b>3. Session Accommodations:</b> a. Room was comfortable. b. Overhead projector was used effectively for displaying/documenting session discussions. c. Poster board was used effectively for documenting session discussions. d. Computer graphics were used effectively for presenting site information e. Handout material aided in the session discussions.					✓ ✓ ✓ ✓ ✓
<b>4. Facilitator:</b> a. Facilitator explained TPP process and used the TPP concepts throughout sessions. b. Facilitator encouraged individual participation. c. Facilitator summarized/documentated discussions. d. Facilitator kept discussions focused on session objectives/ goals. e. Facilitator demonstrated effective platform skills. f. Facilitator was unbiased.					✓ ✓ ✓ ✓ ✓ ✓
<b>5. Overall Rating:</b> a. TPP Session was beneficial. b. TPP Session resulted in progress on the project. c. TPP is an effective planning tool			✓		✓ ✓ ✓

What was the **most** beneficial part of the TPP session **for you**?

*Description of proposed project.*

What was the **most** beneficial part of the TPP session **for your project team**?

*Ditto*

What part(s) of the TPP session could be improved to be more beneficial **for you or your project team**?

*Material prior to meeting*

What was your reason for participating in this TPP session?

*I was invited*

What impact will this session have on the execution of this project?

*positive*

General Comments:

Session Format:

*Very Good.*

Supporting material such as handouts:

*Very Good.*

Facilitator:

*Very Good*

Other:

Name:

Organization: