



# Long-Range Interpretive Planning Process

## Project Initiation

National Park Service (NPS) policy requires that all parks have a current Long-Range Interpretive Plan (LRIP). The LRIP defines the overall vision and long-term (7 to 10 years) interpretive goals of the park. Parks seeking to create or update their LRIP may contact Harpers Ferry Center (HFC) to discuss needs and options.

### Start Project

#### Contact

- Parks, regions, or Washington offices contact HFC to start an LRIP.

#### Funding

- Park or Servicewide sources provide funds.
- HFC provides and funds the Contracting Office Representative (COR) for parks that use the HFC Indefinite Delivery Indefinite Quantity (IDIQ) contractors.

#### Develop Project Strategy

- HFC and park discuss needs, resources, and expectations.
- HFC develops a strategy for the planning process.

## Project Formulation

Every LRIP is designed to meet specific park and project needs within overall planning guidelines. The planner or contractor defines current issues, resources, visitation, and program goals. The project agreement then outlines the plan for the issues and goals.

### Define Project

#### Contracting

- Prepare the Scope of Work.
- Send a request for quotes (RFP) to IDIQ contractors.
- Award contract and generate task order.
- COR starts project planning with park and contractors.

#### Scope Project

- Planner and/or contractor and COR visits the park to become familiar with park resources, visitors, staff, and issues; and discuss project agreement.

#### Develop Project Agreement

- HFC defines project background and purpose, and describes project goals, schedule, responsibilities, and budget.
- Park, region, and HFC approve project agreement.

#### Assemble Team

- Core planning team is park staff, planner or the contractor, and COR. Stakeholders, regional and service center staff, subject matter experts, and media specialists may be added.

## Foundation Planning

Foundation planning frames the recommendations that will follow. Major sections include Purpose, Significance, Primary Interpretive Themes, Management Goals, Desired Visitor Experience Opportunities, Issues and Influences, Visitor Information, and Existing Conditions Assessment.

### Plan Foundation

#### Conduct Foundation Workshop

- Planner facilitates foundation workshop held in or near park.
- Participants include core planning team and possibly regional and service center staff, park partners, stakeholders, and subject matter experts.
- Planner includes purpose, significance, and themes from current GMP or Foundation Document into the LRIP.

#### Draft Foundation Document

- Planner drafts Foundation Document.
- Core planning team and other park designees review documents.
- Park consolidates comments.
- Planner delivers revised draft before Recommendations Workshop.

## Recommendations

Recommendations describe actions to achieve goals. Actions correspond to Foundation elements and include personal services, media, facilities, evaluation, partnerships, and visitor experience opportunities. An LRIP implementation plan outlines responsibilities and sets target dates. HFC provides media cost estimates.

### Recommend Actions

#### Conduct Recommendations Workshop

- Core planning team and park designees meet to recommend personal services, media, facilities, and other actions to achieve goals.
- Planner uses workshop proceedings to draft plan.

#### Review Draft

- Planner prepares text-only draft.
- Core planning team and others review draft.
- Park consolidates comments for planner.

#### Complete Draft

- Planner incorporates comments.
- Designer assembles final draft text and graphics.
- Park reviews final draft.
- Designer incorporates final comments incorporated into the final document.

#### Complete Document

- Park gets electronic and paper copies of final document.
- HFC retains copies and posts document on HFC website.

## Implementation

A successful plan requires implementation of the recommendations. Each year the park prepares an Annual Implementation Plan (AIP).

### Implement Recommendations

#### Assistance and Funding

- HFC, region, and Washington offices help with post-planning actions.
- Park seeks funds for recommended actions through Project Management Information System (PMIS) or Operations Formula System (OFS).
- Grants, partnership resources, and other funds may be used.

#### Complete Comprehensive Interpretive Plan

- Park produces Annual Implementation Plan and Interpretive Database.

#### Evaluate Plan

- HFC surveys key park staff to evaluate plan and planning process.