Public Participation Plan Worksheet

Project/Program/Policy: ____________________________________________________________

1) Public Participation Decision Tree: What is the level of public participation? *Circle one*
   Internal    Inform    Consult    Collaborate    Co-Lead/Empower

For Internal or Inform, explain why?
______________________________________________________________________________

2) Stakeholder Scan: Who needs to be involved?

Highly Influential Champions / Highly Influential Challengers:

Community groups/leaders interested in topic:

Community groups/leaders active in geography:

Community members most likely to be impacted:

3) Impact/Scale Grid: How would you classify the participation in terms of impact and geography? *Circle one*

Type I: Low impact, Small Geography       Type III: High impact, Small Geography
Type II: Low impact, Large Geography     Type IV: High impact, Large Geography

4) PPP Technique Toolbox: Based on the classification, which methods of participation should be considered?
5a) Communication Plan (for Type I and II, Informing the Public)

What are the key project milestones? What is the project timeline? *(Start with the final milestone and work backwards)*

5b) Engagement Plan (for Type III and IV)

Indicate any non-negotiables to shape the initial community conversation

Indicate project milestones

Indicate levels of participation from start to finish

Which methods of participation will work within various project phases?
6) Vetting: Who needs to be involved in vetting the plan and how?

Internal:
Department partners?
Best method(s) to engage the City Commission?

External:
Boards and Commissions
Stakeholders (see responses for #2)

7) Implementation and Adjustments: What information will the public need to make informed decisions? How will you communicate it?

8) Report Out: How will you report out the results? See toolbox.