

# 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

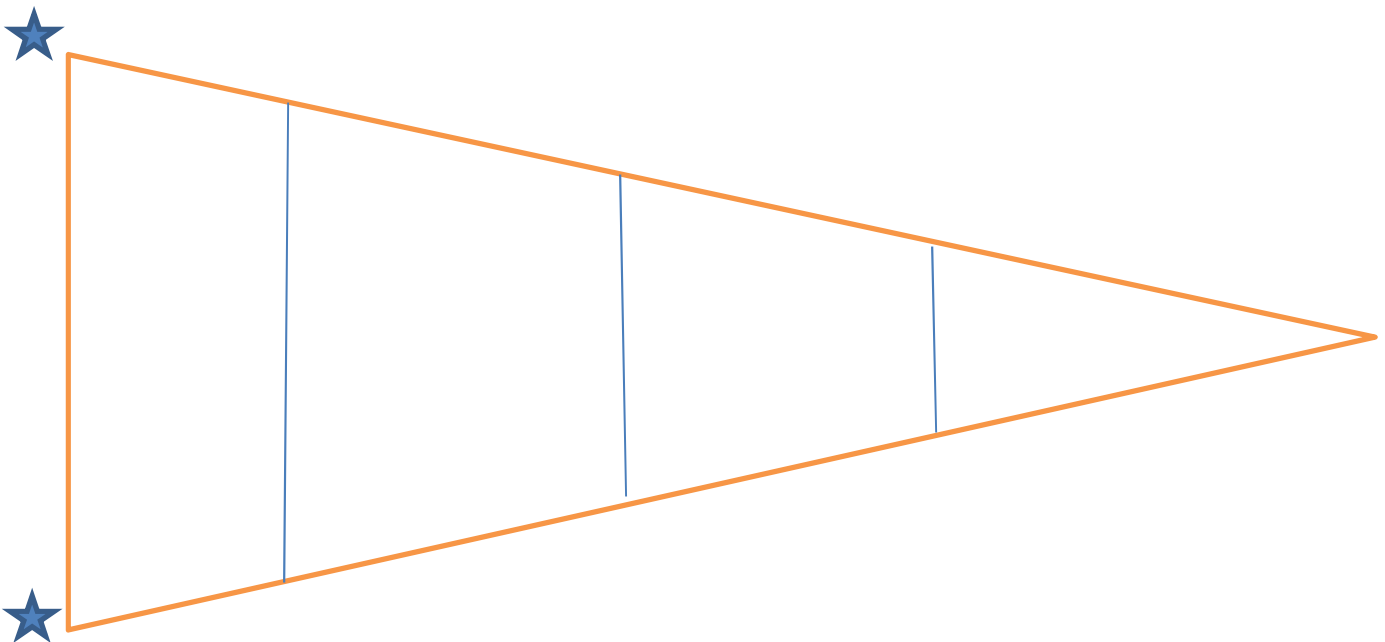
4) **PPP Technique Toolbox: Based on the classification, which methods of participation should be considered?**

**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.***