

Planning Checklist

Steps for Inclusive Community Engagement

Step 1: Organize for Participation

- Explore the issue. How complex is it? Who will it impact? What is its history?
- Ensure that public engagement is possible
- Identify and commit needed resources
- Develop objectives for the issue

Step 2: Identify and Get to Know Your Stakeholders

- Identify the range of stakeholder perspectives that need to be involved
- Plan additional efforts on how can be inclusive
- Invite key and diverse stakeholders to assist in planning engagement
- Build relationships through involvement

Step 3: Pick an Appropriate Level of Public Participation (PP)

- Planning group decides on what level(s) of needed PP for issue
- Review and select appropriate engagement tools to objectives
- Develop PP objectives and “promise to the public”

Step 4: Integrate Public Participation into the Decision Process

- Explore if intend to give decision-making authority to the public on all or part of the decision areas.
- Frame Consult, Involve and/or collaborate tools to truly reflect where you intend to use the input in the decision process
- Clarify and be explicit about how decisions will be made and who has authority

Step 5: Match Public Participation Tools to Objectives Throughout the Process

- Develop a PP timeline and process where objectives and tools are aligned
- Communicate and maintain clear expectations among all stakeholders
- Evaluate the PP engagement process and its effectiveness

Step 6: Provide Feedback and Follow up

- Share issue results with stakeholders and participants involved in the process
- Review evaluation of PP engagement and provide and receive feedback from those involved including suggestions for strengthening or improving the PP engagement
- Provide follow up as promised and needed