

B. DECISION PROCESS CHECKLIST WORKSHEET

Before beginning your public involvement plan, use the worksheet below to define the purpose, decision, parameters, and public's role in the project. Then determine how decisions will be communicated.



1. Define the purpose for the project:

What is the problem to be solved or the decision to be made?

What is the agency's position on the project?

What types of actions are being considered?



2. Define the decision:

What decisions need to be made during and as a result of the project?

What information will be used to make the decision?

Who will make the decisions?

How will decisions be made?

3. Define the parameters of the project:



What is the scope of the project?

What are the constraints of the project?

4. Define the public's role:



At what points in the decision-making process can the public most usefully contribute?

What are the potential obstacles to obtaining public input (known controversy, budget, time, public distrust, etc.)?

What information is needed from the public to make the decision?

What decisions need to be made after the engagement and how will the public be involved in that process?

5. Determine how decisions will be communicated:



How will decisions made at each level be communicated to stakeholders, the affected community, and the public?