GETTING ORGANIZED WORKSHEET

EXCERCISE 1: Executive Committee

The executive committee is made up of a mix of public, private, and community members who are committed dreamers and/or key implementers. The executive commitee should be between 5-8 people, and members can be official or unofficial.

Who is my core group? Who am I missing?

MEMBER	ROLE

💡 Remember this is not a technical committee, though technical people may support it.

EXCERCISE 2: Stakeholder Committee

Generally, stakeholders are respected, trusted, and well-known citizen leaders who can help guide your process. They are committed to an honest, open, and fair evaluation of the issues. They are those affected—positively or negatively—by the outcome of a process and who can implement it. Stakeholders love their community and are passionate about the issues facing it. The stakeholders for each planning process consist of those who see themselves as having an interest or stake in the decision and its outcomes. As a result, stakeholders will vary among projects and decisions.

The questions below may help you identify stakeholders:

Who will be affected by the plan outcomes?
Who are the representatives of those likely affected?
Who is representing the "voiceless" or underserved populations?
Which groups would be responsible for the plan implementation?
Which groups may be actively opposed?
Who can contribute resources or funding?
Who would have to change their behavior or practices if this decision were made?
Who is critical for plan implementation?
Who is a local issue–expert who can share expertise?
Who is missing from the conversation?

💡 Remember a stakeholder group is not a coalition with a common agenda but a collaboration of all affected parties.

GETTING ORGANIZED WORKSHEET

Who are some of my stakeholders? What additions do I need to make?

MUNICIPALITY

_____
_____
_____
_____
_____

ECONOMY & DEVELOPMENT

_____
_____
_____
_____
_____

URBAN DESIGN AND LAND USE

_____
_____
_____
_____
_____

EXECUTIVE COMMITTEE

_____
_____
_____
_____
_____

HOUSING

_____
_____
_____
_____
_____

PUBLIC SECTOR

_____
_____
_____
_____

TRANSPORTATION

_____
_____
_____
_____

PUBLIC SECTOR

_____
_____
_____
_____
_____

GETTING ORGANIZED WORKSHEET

EXCERCISE 3: Champions

A project champion is the "public face" of your process. Champions are select group of stakeholders that are articulate, persuasive, and passionate who can effectively communicate your message to the public. Champions must be individuals who are already well-known within the community, and trusted by a diverse group of people. Champions share the values of the community, and are able to speak to those values in a way that helps the public feel and understand their love for the community.

Who are my champions? Are they present in my stakeholder group?

💡 Remember a project champion is not somebody who is championing a particular perspective about the outcome; a champion is somebody championing a process of discovery.