



IAP2's Five Steps for Public Participation Planning

| Step | Action | Tasks |
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| 1. | Gain Internal commitment | <p>Task 1: Identify the decision-maker(s).</p> <p>Task 2: Profile sponsoring organization's approach to P2.</p> <p>Task 3: Clarify the scope of the decision.</p> <p>Task 4: Identify stakeholders and their issues of concern.</p> <p>Task 5: Determine sponsor's expectation for the Spectrum level.</p> |
| 2. | Learn from the Public | <p>Task 1: Understand how people perceive the decision.</p> <p>Task 2: Develop a comprehensive list of stakeholders.</p> <p>Task 3: Correlate stakeholders and issues.</p> <p>Task 4: Review/refine the scope of the decision.</p> |
| 3. | Select the Level of Participation | <p>Task 1: Assess internal and external expectations.</p> <p>Task 2: Select level on the Spectrum.</p> <p>Task 3: Assess "readiness" of sponsoring organization.</p> |
| 4. | Define Process and Participation Objectives | <p>Task 1: Understand the existing decision process.</p> <p>Task 2: Set P2 objectives for each step in the process.</p> <p>Task 3: Compare decision process with P2 objectives.</p> <p>Task 4: Check to confirm objectives meet needs.</p> |
| 5. | Design Public Participation Plan | <p>Task 1: Integrate baseline data into plan format.</p> <p>Task 2: Identify the public participation techniques.</p> <p>Task 3: Identify support elements for implementation.</p> <p>Task 4: Plan for evaluation.</p> |