

Worksheet 3: Plan Process Design

Use this worksheet to help design the planning process.

- Instructions:
- 1) Define major stages and steps of the local planning process.
 - 2) Identify tasks to be completed at each stage.
 - 3) Identify parties responsible for completing each task.
 - 4) Identify timeline for completion.

| Planning Steps | Planning Tasks | Responsible Party | Timeline |
|--|--|---------------------------------------|---------------|
| <i>Example</i> Data Collection and Analysis | 1. Identify data and information needs | Plan commission, Consultant | August 2012 |
| | 2. Gather technical and spatial data | Consultant | December 2012 |
| | 3. Verify data for accuracy | Plan commission, Town board, Citizens | December 2012 |
| | 4. Analyze data for patterns and trends | Consultant | April 2013 |
| | 5. Provide information to citizens and local decision-makers | Plan commission, Consultant | June 2013 |
| Issue Identification | | | |
| Goal and Objective Formulation | | | |
| Strategy Formulation | | | |
| Plan Review and Approval | | | |