

Planning Process “Recipe”
Missoula Parks and Recreation
October 2007

- I. Define the Project or Issue, Determine the Mission and priority Goals
- II. Determine timeline
- III. Study the history, complete the research, be thorough
 - a. Site surveys, past public process, deeds, regulations and laws,
- IV. Determine full scope of work
- V. Develop RFP/Q for professional services specific to Project and Scope
- VI. Develop RFP/Q and Acquire facilitator for the Project and per the Scope and Calendar
- VII. Determine who needs to be involved
 - a. Staff and Consultants as Core Team
 - b. Technical Advisors
 - c. Political – decision makers
 - d. Media
 - e. Stakeholders
 - f. Opposition
 - g. Working Group (requirements)
- VIII. Meet with core team to further develop calendar, scope, goals, and public planning process
- IX. Announce the process publicly including the Project/Issue and Goals
 - a. Advertise for working group members, tell them criteria, timelines, commitments
 - b. Select members based on your criteria
- X. Public Process –
 - a. Working group meetings
 - i. Give your working group members ALL the info they need to make good recommendations. (history, normative standards relative to project or issue, trends, costs, impacts, what “exactly” you want them to do and why)
 - b. Public Open Houses hosted by Working Group and Consultants
 - i. One meeting (or series of meetings) early in process to understand values, interests and questions
 - ii. One meeting (or series of meetings) to share early findings and recommendations under consideration to get feedback. Ask

specific questions to provoke thought, but never questions that may polarize or are yes/no, black/white.

- c. Surveys the community, stakeholders, peer communities, and others as needed (scientific or informal depending on need)
 - d. Keep politicians and media informed of process....but NOT of discussions or positions.
- XI. Draft possible solutions, recommendations, plans by Working Group
- a. Staff and technical group works with consultants to ensure solutions are legal, feasible, workable, affordable, accessible...(these parameters are given to the working group and if done well, staff will not need to interject often or in a significant way)
- XII. Adoption Process
- a. Set Public Hearing
 - b. Develop A/V presentations, Resolutions, Recommendations formally
 - c. Refer to appropriate Boards, Commissions, Councils
 - d. Present...Staff outlines process and Working Group shares their recommendations, including why and how the Working Group came to their conclusions