#

Input Collection Plan

# Purpose

This tool supports City government practitioners in planning to collect community input. To learn more, review the Collecting Input guide at [engagement-toolkit.phila.gov](http://www.phila.gov/engagement-toolkit).

# Instructions

Set aside 30 minutes to build your plan for collecting community input. Find a comfortable space to think and prepare to sit with questions about your engagement.

## Step 1: Decisions

**Level of engagement:** Can community members truly inform City government’s decision? To learn more, review the Levels of Engagement guide at [engagement-toolkit.phila.gov](https://phila.sharepoint.com/sites/Teams-CAO-ServiceDesignStudio/Shared%20Documents/General/Projects/In-progress/MOCEVS%20ECE%20Toolkit/ECE%20Toolkit/08%20Prototyping/3.0%20Facilitating%20Engagements/engagement-toolkit.phila.gov).

* **Yes:** Move forward with your engagement.
* **No:** Redefine your level of engagement.

**Purpose:** Why is it important to collect community input about this decision? Consider why you care about collecting input and why the community may care about providing it.

**Open-ended question:** What open-ended question can you ask community members to respond to? Consider a question that inspires the input you’re aiming to collect.

**Opportunities:** What can community members provide input about? Consider their opportunities to inform City government’s decision.

**Limits:** Are there any limits to the opportunities that community members have to provide input? Consider budgets, legislation, and regulations.

**Risks:** What are the risks of collecting community input about the decision? Consider negative outcomes it could have on you, your work, or the community.

**Mitigations:** How can you mitigate the risks of collecting community input? Consider ways to challenge negative outcomes of your work.

## Step 2: Stakeholders

**Collaborators:** Who’s providing input about the decision? Consider community members with relevant lived experience or those most impacted.

**Approver:** Who’s approving the final decision? Consider City leadership, colleagues, or sponsors.

**Influence:** What is each person’s sway over the outcome of the decision? Consider opportunities to interrupt unproductive power imbalances.

**Interest:** What is each person’s stake in the outcome of the decision? Consider opportunities to work together in mutually beneficial ways.

## Step 3: Approaches

**Involvement:** What’s your involvement in the decision making process within City government? Consider opportunities to infuse the community’s input into that process.

## Step 4: Methods

**Methods:** How will you collect community input? Consider facilitating petitions and surveys, or hosting in-person and virtual meetings. Also consider canvassing and phone-banking.

**Preparation:** What do you need to prepare to successfully facilitate your methods? Consider preparing activities, discussions, and materials. Also provide access accommodations to bridge digital, disability, and language barriers.

## Step 5: Communications

To learn more about using plain language and simple visuals in your communications, review the City of Philadelphia’s content standards at <https://standards.phila.gov/>.

**Power:** How are you going to communicate about decision making power in your engagement? As much as possible, use plain language and simple visuals. After you explain a key concept, confirm that community members understand.

**Process:** How are you going to communicate about decision making processes in your engagement? As much as possible, use plain language and simple visuals. After you explain a key concept, confirm that community members understand.

**Final decisions:** How are you going to communicate the final decision after your engagement? Consider who needs to receive notice of the approver’s final decision and when.