# The Comprehensive Planning Process Worksheet

**Time Frame:** Total Length of Time (in Months) _____
Start Date _____
RFP Time Requirement (If Needed) _____
Completion Date _____
Legal Advertisement (Planning Commission) _____
Public Hearing Date (Planning Commission) _____
Legal Advertisement (Elected Body) _____
Public Hearing Date (Elected Body) _____

**Cost /Budget:** Initial Amount $_____
Consulting Services (If Necessary) $_____
Staff Costs $_____
Meeting Costs $_____
Duplication Costs $_____
Advertising Costs $_____
Mapping/Data Collection Costs $_____
Printing/Media Costs $_____

**Citizen Involvement Questions:**

1. What level of citizen involvement do you want to achieve? High Medium Low
2. Are you going to use a citizens action/advisory committee, a steering committee, or the planning commission to guide the process? Yes No Undecided
3. Are you planning to use a survey? Yes No Undecided

**State Enabling Act Requirements**

| Requirement | Code reference | Responsible Party |
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**Process Steps:** Responsible Party: Who is responsible for completing the step (S=Staff; EO=Elected Officials; PC=Planning Commission; C=Citizens (Steering Committee/Citizen Action Committee); OA=Outside Agency (consultant, university, planning district commissions, etc.). Time Requirement: How much time is required for each step? Budget Estimate: How much will each step cost?

| **Step/Process** | **Responsible Party** | **Time Requirements** | **Budget Estimate** |
|---|---|---|---|
| Establishing Planning Process | | | |
| Establishing Budget/Time Frame | | | |
| Developing RFP (if applicable) | | | |
| Public Outreach (news releases, newsletter, website, presentations to organizations, etc.) | | | |
| Public Input (community meetings, workshops, surveys, hearings, etc.) | | | |
| Data Collection & Analysis (historical and trend data, local program & facility data, population data, etc.) | | | |
| Maps | | | |
| Developing Goals, Objectives, and Strategies (Core Plan) | | | |
| Developing Implementation Plan | | | |
| Developing Financing Plan & Recommendations | | | |
| Public Hearing Process / Advertising Public Hearings | | | |

**Deliverables:** List the documents or products to be produced during the planning process. The list will vary based on local and state requirements.

| Document/Product | Responsible Party | Time Frame/Due Date |
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