

# STEP 1 TOOLKIT

## Assess Community Readiness

### What will this Toolkit help you do?

- Assess the community's readiness for infrastructure planning
- Get ready for Step 2: Build an Infrastructure Planning Team

### What Tool is in this Toolkit?

- Community Readiness Checklist

### When should you use this Toolkit?

- If the community is in the process of developing a Comprehensive Community Plan (CCP), use this Toolkit as you complete Step 1 as described on page 19 of the *CCP Handbook*.
- If the community is going through another infrastructure planning process, use this Toolkit to help you complete Step 1 in the Guide and before you take any further steps in the planning process.



**TIPS:**



- Share the introductory sections of the Guide with Chief and Council to build awareness of the importance of linking infrastructure planning to the community's vision and goals.
- Consult with Chief and Council as well as the Public Works Department (or department providing similar functions) to assess the community's readiness for infrastructure planning.
- Use the outcomes of this Toolkit to inform your work plan and to plan for how you will communicate and engage with the community.
- It's okay if you can't check 'YES' to every question in the Community Readiness Checklist—this doesn't mean the infrastructure planning process has to stop altogether. What it does mean is you may have to go through some additional readiness steps before you proceed. The Community Readiness Checklist provides direction on specific steps you can take to get ready.

## COMMUNITY READINESS CHECKLIST

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Complete the checklist on the following page to see if the community is ready for the infrastructure planning process.

If you are unsure about whether to check 'YES' for the following:

**AWARENESS**—Read ahead to Step 3: Conduct a Stakeholder Analysis. Step 3 will help you think through how to raise awareness among elected officials (Chief and Council) and key staff about the link between infrastructure and the community's vision and goals.

**PEOPLE**—Read ahead to Step 2: Build an Infrastructure Planning Team. Step 2 will help you engage knowledgeable people prior to moving on to the next pre-planning steps.

**INFORMATION**—Read ahead to Step 5: Gather Background Information. Step 5 includes tips on how to find relevant information/data/studies.

**ENGAGEMENT**—Read ahead to Step 3: Conduct a Stakeholder Analysis. Step 3 will help you think through how to engage the broader community in the infrastructure planning process. You may need to provide additional information on infrastructure planning to the community before they can effectively participate in the process.

**FUNDING**—Consider talking to the finance manager, administrator, or a trusted advisor about funding opportunities. Adequate funding must be in place before infrastructure planning begins to ensure the community can maintain momentum throughout the process.

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## **AWARENESS**

- ☐ Do Chief and Council and key staff see the importance of infrastructure in achieving the community's vision and goals?

## **PEOPLE**

- ☐ Is there a Project Leader who has the skills, time, and motivation to lead the infrastructure planning process and successfully work with others? This person will lead both the pre-planning and planning work.
- ☐ Are there people within the community who have knowledge and experience related to infrastructure, and who may want to be on an Infrastructure Planning Team? For example, an Infrastructure or Capital Projects Manager, Public Works Manager, and/or Operators?
- ☐ Does the community have a Public Works Department, or department providing similar functions?
- ☐ Do you know who you can engage as outside experts on infrastructure issues? For example, trusted advisors, planning mentors, consultants, or Tribal Council staff?
- ☐ Do key individuals have sufficient capacity and motivation to commit to the infrastructure planning process?

## **INFORMATION**

- ☐ Do you have access to information/data/studies on the community's infrastructure?

## **ENGAGEMENT**

- ☐ Has the community had open discussions about infrastructure in the past 5 years?

## **FUNDING**

- ☐ Does the community have adequate funds available to conduct the infrastructure planning process?