

# NPPT Data Collection Guidelines

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The purpose of this document is to provide guidance that the NPPT can utilize to prioritize the Neighborhood Plan Strategies. Ideally by following these guidelines we will have:

- Documentation that supports that the prioritization process was approached methodically leading to greater community and city support of the team's efforts
- Documentation out of the process that is thorough and supports future activities of the RNA and the City when delivering on the Strategies.

Since these are "guidelines", strict adherence is not expected. However, deviation from these guidelines needs to be consistent with the objectives mentioned above.

We are only considering the Strategies that are documented in the Roosevelt Neighborhood Plan from July 2006. If other ideas for strategies come up during this process the RNA would like the NPPT to capture them. However, the City has currently only agreed to consider existing documented Strategies. Newly discovered strategies will be considered as part of this process only if the City has the capacity to take on the work.

## Overview

Documentation that supports how decisions were made and ratings were given will be very helpful to support future activities. Ideally higher rated Strategies will have more detailed documentation. In order to assure enough time is dedicated to the higher rated Strategies it is recommended that you execute Steps 1 and 2 for all Strategies first. Then go back through the rest of the steps processing all higher rated Strategies, then lower rated Strategies until all are completed.

## Step 1: Prioritize all Strategies

The idea of this step is to get familiar with all of the assigned Strategies, how they related to each other and how they relate to issues/topics that concern the community.

- For each assigned Strategy..
- Review 2006 Survey Tabulated results
  - Find and note survey items that relate to the Strategy.
  - Note if any survey comments apply.
  - Consider experiences you have interacting with your neighbors and note thoughts they have shared.
- Look up Key Integrated Strategies
- If you have questions about what a Strategy means:
  - Utilize the Goals and Policies of the Element to help.
  - Contact Randy and John to help get questions answered.
- Think of survey questions that we could provide the Outreach team to help get additional input.
- Assign a priority: High, Med or low.

- Document how the survey items impact the priority choice.

## **Step 2: Establish a timeframe and urgency for delivery**

During this step you need to consider the timing of delivery on the Strategy. What opportunities could be lost if the Strategy was not delivered at a particular time? What synergies can be gained by delivering with the current political agenda within the neighborhood/city? What risks are we facing if delivery isn't soon enough? And so on.

- Assign a timeframe consistent with the way the City views timing.
  - Near-term: within 5 years
  - Long-term: beyond 5 years
  - Near-term and long-term
- Assign an urgency
  - High: if activities don't begin soon significant opportunities may be lost and/or risks increase
  - Med: activities need to begin soon, but risk of inaction is not significant
  - Low: low risks, low opportunity loss

## **Step 3: Identify some Strategic Next Actions**

This step has three purposes. One is to generate ideas about tasks that could be executed to carry out the Strategy. This will help the RNA start plans to take action. (And, to be honest, will hopefully spark your interest in volunteering to help carry out the Strategy.) Another purpose is that after identifying tasks further consideration of the priority of the Strategy as a whole may be necessary. Another is to prepare data to help with the next step in prioritization.

- Make a list of tasks that could be executed to deliver on this Strategy.

## **Step 4: Identify the RACI**

These Strategies are only going to happen if people are involved. This step is about identify people or groups that should take responsibility for making things happen.

- Responsible: Who will be managing the activities/tasks listed in Step 3?
- Accountable: Who will be asked to execute a task and be expected to carry it out?
- Consulted: Who will be asked to provide assistance in making decisions about how to carry out the task?
- Informed: Who will be kept apprised of the task status? Assume that Responsible and Accountable are always informed since they are overseeing or executing the task.

There is often confusion over "Responsible" v. "Accountable". Think of Responsible as the person/group that everyone is expecting to deliver results. Think of Accountable as the person/group that only the Responsible person/group will be expecting to deliver results. For a manager/employee relationship, the

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manager is responsible and the employee is accountable. Responsible and Accountable are often the same person or group.

Use the following groups for RACI. If you think of others, please make a note of them.

RNA - Roosevelt Neighborhood Association  
LUTC - Land Use Transportation Committee  
RBC - Roosevelt Bike Committee  
RNC - Roosevelt Neighborhood / Community  
RBA - Roosevelt Business Association  
RHS - Roosevelt High School  
CCA - Calvary Christian Assembly  
DPD - Department of Planning and Development  
SDOT - Seattle Dept of Transportation  
**Metro - King County Transit Division**  
WSDOT - WA D.O.T.  
DRB - Design Review Board  
**ST - Sound Transit**

## Step 5: Set a schedule

In addition to the timeframe and urgency it will be useful to track a schedule. This is obviously something that will need to be tracked continuously. But if you are aware of timing that could help information an actual schedule, it will be useful to note it now. Use these groups:

- In Progress
- On-going - Yes/No
- Starting in:
  - 2008-2009
  - 2010
  - 2011
  - Future
- **Document why time schedule was chosen**