**Roadmap Worksheet**

Use this worksheet to plan your collaborative roadmap. Not all collaborative groups or agency units will have the capacity or comfort-level to collaborate at every stage. The table below lists each stage and some of the benefits of collaboration. The collaboration continuum column should be used as a discussion point to identify roughly where on the continuum you would like to interact. The last two columns are for you to fill in to indicate where you are committed to work together and what that commitment may look like. Use the notes column to record preliminary information about timelines, who will be involved, etc. An example has been provided. Note that some of the tools listed in the example were pulled from pages other than the “Where” page of this document; adapt this tool to your needs.

| **Stage Name** | **Benefits of Collaboration[[1]](#footnote-1)** | **Commit-ment**  **(Yes or No)** | **Collaboration Continuum**  **Comm. 🡪 Collab.** | **Tools** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| **Where**  (Location) | * Creates early ownership in the project. * Incorporates local knowledge into the project. * …. | 🗹 | ………………..x… | Stakeholder analysis  Brainstorming  Mylar overlays  Field trip | Complete stakeholder analysis prior to beginning process. |
| **Where**  (Location) | * Creates early ownership in the project. * Incorporates local knowledge into the project. * Emphasizes mutual learning. * Can bring partners together based on shared sense of place. | € |  |  |  |
| **When**  (Timing) | * Creates early ownership in the project. * Can incorporate socio-economic and political factors in the prioritization process. * Emphasizes mutual learning and understanding. * Enables use of stewardship contracting authority. | € |  |  |  |
| **Why**  (Desired/Existing Condition) | * Increases understanding of the rationale for action. * Helpful when science is in dispute. * Facilitates the sharing of knowledge (technical and experiential) and data. * Can bring partners together based on shared problems or shared vision. | € |  |  |  |
| **What**  (Possible Activities) | * Generates range of activities likely to have broad support. * May encourage creative solutions early in the process. | € |  |  |  |
| **Purpose and Need** | * Increases ownership in the project. * Lays the foundation for a project that can be widely supported. * Ensures the needs of both the public and the project proponent are taken into account (when project proposal originates outside the agency) | € |  |  |  |
| **Proposed Action** | * Generates proposed action that most parties are able to live with. * Promotes the creation of the best possible proposed action. * Can potentially expedite the NEPA process. | € |  |  |  |
| **Scoping** | * Facilitates identification of most substantial issues. * Helps to define project boundaries. * Can help determine realistic timelines for analysis. * Can illustrate gaps in resources and opportunities for collaboration. | € |  |  |  |
| **Alternatives** | * Alternatives more likely to withstand external challenges. * Can reduce future conflicts. * Can potentially expedite the NEPA process. * Can generate an alternative that minimizes negative effects and improves the existing conditions. * Can incorporate collaborative monitoring into the project design. | € |  |  |  |
| **Effects** | * Increases mutual understanding of project its impacts. * Helpful when science is in dispute. * Maintains momentum and communication. * Improves credibility and legitimacy of analysis. | € |  |  |  |
| **Objection** |  |  |  |  |  |
| **Decision/**  **Notification** | * Increased trust through clear communication of rationale and decision. * Tracks collaborative involvement through the process. * Opportunity to share successes and results with the community. * Increased legitimacy and acceptability of the decision. | € |  |  |  |
| **Appeal** |  |  |  |  |  |
| **Implementation** | * Builds trust. * Beneficial for projects on units with previous implementation issues or litigation. * Can generate additional funding. * Reinforces relationships made during planning. | € |  |  |  |
| **Monitoring** | * Builds trust. * Helpful when science is in dispute. * Can generate additional funding. * Increased efficiency through the sharing of personnel and equipment. * Increased efficiency through the sharing of data. * Important when adaptive management is utilized. | € |  |  |  |
| **Evaluation** | * Builds shared knowledge base. * Smoothes future interaction between the collaborative group and agency. * Emphasizes mutual learning. | € |  |  |  |
| **Adjustment** | * Better decisions, better collaborative process. * Promotes a culture of learning and adaptation. * Increases individual, community, collaborative group and agency capacity. | € |  |  |  |

Tips for Your Trip:

Plan your trip before hitting the road. Work together early to adapt and complete this worksheet for your specific project.

Share the map. Make the Roadmap Worksheet available to those involved in the process.

Use waypoints. Consider adding a column to the Roadmap Worksheet to identify milestones, timelines and outputs. This information (particularly with respect to outputs of collaboration) can be used by the Interdisciplinary Team to track collaborative input through the project.

Identify the destination. Stakeholders want to know how their input will be utilized in the decision process. Both collaborative groups and the agency should give thought to their expectations and work to explore a mutual understanding of how the products of collaboration will be used. A column could be added to the Roadmap Worksheet for this purpose.

Don’t be afraid to take the scenic route. The Roadmap Worksheet should be considered a starting point. It is not the only way to shape collaboration during the NEPA process. Be creative and innovative while communicating the process and expectations to those involved.

Ask for directions if you need them. There are a number of resources available to help. See Collaboration in the Toolbox for more information.

Check-in along the way. Just because you planned to use a specific tool before you started your collaborative process doesn’t mean that tool will be appropriate when you finally reach that point in the journey. Check-in with participants and don’t be afraid to revise the Roadmap as your process and needs evolve.

For agencies, collaboration can improve:

1. Relationships, understanding, and support among agencies and between agencies and the public

2. Decisions and the ability to get work done

3. The planning, assessment, and conducting of project across boundaries and resources

4. Project effectiveness and efficiency

5. Job satisfaction of employees

6. Opportunities for leveraging funding and enhancing institutional capacity

For communities, collaboration can:

1. Reinforce democratic values and civic culture

2. Build capacity, networks, and relationships

3. Enhance an ethic of stewardship and collective responsibility

4. Connect natural resources to community needs

For individuals, collaboration can:

1. Advance self-interests

2. Make one’s surrounding neighborhood healthier and safer

3. Increase one’s ability to define problems and craft solutions

4. Provide access to resources (money, equipment and technology) for fuel reduction

5. Facilitate learning about fire risk and mitigation possibilities

For a society interested in sustainable natural resource

management and use, collaboration can:

1. Produce more environmentally sound and ecologically integrated decisions

2. Bring innovative and longer term solutions

3. Create environmental gains beyond the minimum standards required by laws or policies

Sturlevant et al., 2005

1. Bryan, 2004; CEQ, 2007b; Charnley et al., 2013; Cheng and Sturtevant, 2012; Interviews with collaborative groups and agency partners; Sturtevant et al., 2005. The benefits of collaboration listed here are by no means exhaustive. For a summary of the general benefits of collaboration, see the pull-out box below. [↑](#footnote-ref-1)