

Comparison Worksheet C and Instructions for Use

The third worksheet, the **Comparison Worksheet** (Worksheet C), is an Excel document that compares, side by side, the aggregated responses of participants and local officials to the same public participation assessment statements, and guides initial discussion on these points. This is often a discussion by local officials alone, but may be a joint discussion with participants or participant representatives. In some cases, this worksheet may be used by commissions or other local bodies who are charged with improving public engagement.

The **Comparison Worksheet** (*Worksheet C*) contains a **Participants Tally Sheet**, a **Local Officials Tally Sheet**, and a **Comparison Sheet**. The tally sheets allow easy online computation of the responses from the Participant Worksheet (*Worksheet A*) and the Local Official Worksheet (*Worksheet B*), and the aggregated responses are automatically entered on to the Comparison Sheet.

Review the compared responses to each statement on the Comparison Sheet. What individual statements and subsection categories were rated highest and lowest by participants? Where are the greatest similarities and differences in responses – for individual questions or for the subsection categories – between participants and local officials? What insights into the public engagement process do participant scores and these comparisons offer? Find discussion questions for process organizers/sponsors following the Comparison Worksheet.

To access the tally and comparison Excel sheets, visit www.ca-ilg.org/rapidreview.

Participant Tally Sheet

Local Officials Tally Sheet

Comparison Sheet

Please note that the next worksheet (Process Improvement Worksheet D) offers the opportunity for further reflection on the information contained in Comparison Worksheet C, and provides additional evaluative questions for consideration by local official sponsors. Worksheet D also provides a place to identify and document ideas for improving public engagement processes in the future.

Discussion Questions

1. What individual statements and subsection categories were rated highest and lowest by participants? What does this suggest?
2. What individual statements and subsection categories were rated highest and lowest by local official sponsors/convenors? What does this suggest?
3. Which individual items reflect the greatest similarity – and greatest difference - in scores between participants and local officials? What does this suggest?
4. Which categories reflect the greatest similarity - and greatest difference - in scores between participants and local officials? What does this suggest?