

### **Collaborative Prioritized Planning Process (CP3)**

The Collaborative Prioritized Planning Process is designed to help groups come to consensus on key challenges, solutions, and action plans within their area of focus. CP3 is process-based and solution-focused and grounded in the guiding principles of creativity, democratic collaboration, and inclusivity. CP3 is ideal for use in strategic planning initiatives, developing organizational priorities, and setting research or project direction.

#### **Guiding Principles**

*Process-Based:* CP3 provides a defined and process to work with any content. Focusing on pre-defining the process rather than the content ensures ownership of the outcomes by all participants.

*Solution-Focused:* While part of the process is identifying challenges, the majority of the steps are solution-focused, ensuring we identify challenges quickly, and focus on how to move forward.

*Creative:* CP3 purposefully provides opportunities for creative brainstorming which is not constrained by existing projects or programs. The process is designed to encourage creativity to identify solutions, which are then refined to address logistical requirements.

*Democratic:* Using technology, CP3 provides opportunities for democratic decision making at each step of the process, through a process of prioritization of challenges and solutions. This ensures all voices are heard.

*Collaborative:* Small group collaborations are used in each step to provide opportunities for discussion and engagement among all participants. Collaboration is particularly encouraged in the action planning component.

*Inclusive:* The use of technology provides opportunities to hear voices which may otherwise be lost during large group discussions. The software used was selected to be inclusive of individuals who may require access to a screen reader or alternative software to include individuals with a range of abilities.

## Method

CP3 is a four phased process, each with several steps from brainstorming to prioritization, resulting in action plans for prioritized solutions which address key challenges.

### Phase 1: Knowledge Synthesis (Pre-Work)

During Phase 1, existing knowledge in the area of interest is synthesized and shared with participations to ensure all participants are informed about key research previously conducted in the area, existing non-research based knowledge, or relevant documents and principles. This may also include presentations to the participations at the start of the workshop. Organizers can tailor the information shared to provide some boundaries on the content which will be discussed during the meeting.

### Phase 2: Challenge Identification and Prioritization

During Phase 2, participants engage in a group or individual brainstorming activity to identify key challenges or gaps in the area of interest. These are recorded, consolidated, and prioritized, prior to moving on to Phase 3. Technology is used to facilitate this process for all or part of the Challenge Identification and Prioritization.

### Phase 3: Solution Identification, Consolidation, and Prioritization

During Phase 3, participants seek creative solutions for a limited number of challenges, selected based on the prioritization exercise in Phase 2. These solutions are then consolidated through collaborative discussion and prioritized according to difficulty and potential impact.

### Phase 4: Action Planning

During Phase 4, Action Plans are created for each of the identified solutions in Phase 3. This phase is guided by a worksheet, and is a collaborative small group planning process. Participants are asked to identify goals and outcomes, key stakeholders, approach or methodology, necessary resources, sources of funding, and next steps. Results are shared with the larger group.

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