## MVRPC Decision Process for Tools and Initiatives

### 1. Need
- **Identify**
  - The reason or opportunity for creating an initiative.
  - a. Define the reason or opportunity for the initiative.
  - b. What would the initiative address?
  - c. What are the benefits?

- **Interest**
  - a. Who is interested?
  - b. Does the initiative tie in with MVRPC’s Strategic Plan?
  - c. Is anyone else already addressing this? How?
  - d. What should the initiative look like?

- **Merit**
  - a. Does the initiative have enough merit to go to the next step?

### 2. Assess
- **Convene Partners**
  - Identify potential partners.
  - Meet with potential partners to assess the initiative.
  - Discuss priority and timeframe.

- **Goals**
  - a. What should the initiative achieve?
  - b. How should it be structured?
  - c. What would success look like?

- **Resources**
  - a. What capacity currently exists?
  - b. What additional resources would be needed?
  - c. Where would additional resources come from?

- **Roles**
  - a. Who are the potential partners?
  - b. Who should lead and support the initiative?
  - c. What work should each partner do?

### 3. Decide
- **Partner Role Agreement**
  - Confirm partners, their roles and responsibilities.
  - Confirm MVRPC’s role (lead or support).

- **Results**
  - a. Identify deliverables.
  - b. Set major milestones and develop timeline.
  - c. Establish phasing.

- **Resources**
  - a. Define responsibilities.
  - b. Identify current and future capacity requirements.
  - c. Identify funding source(s).
  - d. Confirm action plan.

### 4. Act
- **Implement**
  - a. Implement initiative.
  - b. Fulfill roles and responsibilities.

- **Evaluate**
  - a. Convene and evaluate.
  - b. Learn and adapt as initiative progresses.
  - c. Determine if there is a need to continue.
  - d. Build the capacity to sustain.