This worksheet will help you/ your group, map a course for addressing your issue or concern. This is a living document and should be updated as you go through the process and collect more information. For today’s training, try to get through the entire worksheet and write down at least one note, thought, question, or follow-up item for each.

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| **Advocacy Approach** | **Details/Notes** |
| **Initial information to get started:** *What do you already know about the issue? What is there to find out? What do you need to know to better understand the problem? Has this issue been in the media? Or are other individuals or groups working on this issue you can check in with?**What stretch of road are you addressing? Who has authority over the roadway or area of concern?* |  |
| **Define the Problem***Use conversations with stakeholders to shape the problem. Define the problem as clearly and concisely as possible. Identify the stretch of roadway and what you see.*  |  |
| **Building a case:** *Use available data, studies, observations, testimonies to demonstrate to others that this is a real problem they should care about and act on.* *For transportation and traffic safety issues: look for records of collision or fatality counts, air quality surveys, etc.; review existing state, local transportation and land use plans to understand citywide priorities, goals, and proposed projects in the pipeline; conduct local observations of the roadway of interest (e.g. walk the area and document what you see, do traffic count); do a survey of neighbors; take photos or videos of the issue; collect personal stories or testimonies from those affected by the problem.* *\*You may decide to tweak your problem statement based on information you discover.\**  |  |
| **Stakeholders/Partners\*** *Identify other individuals, groups, or organization(s) that are affected by this problem, who may be working on a solution, who have influence or power over the outcome, who can support you in finding a solution.*  |  |
| **Contacts:** *Who do you want to follow-up with or exchange information with from this training?* |  |
| **Potential Solution(s):** *There may be many solutions to a problem. Some may be long term while others could happen more quickly.*  |  |
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| **Action Plan*****Leave today with at least one next step identified*** |
| **What is my next step(s)?** | **When will I do this?** |
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