# Stakeholder Presentations Worksheet

Throughout the LRSP/VZAP planning process, City staff will give presentations to key stakeholders, including technical stakeholders, the community members, and elected officials.

Below is the recommended content to include in presentations for each of these groups at each stage of the planning process which include:

* Phase 1 – Existing Conditions Review & Listening Sessions
* Phase 2 – Recommendations and Draft Plan
* Phase 3 – Final Plan Adoption

Sample presentations are included for reference on the MTC-ABAG Technical Assistance Portal [website](https://abag.ca.gov/technical-assistance/local-road-safety-plan-vision-zero-action-plan).

| Target Audience | Study Phase | Focus/Purpose | Key Content |
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| Technical stakeholder group | Phase 1 | Advisory Team Meeting  | * Advisory Team Introductions and role in the planning process
* Introduction to LRSP/VZAPs and their value
* Introduction to safety analysis approach (e.g. Safe Systems) and plan-specific terminology
* Overview of local safety issues
* Prompts to help identify a safety vision for the planning jurisdiction
* Next steps
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| Phase 1 | Advisory Team Meeting | * Project progress and schedule update
* Project vision and goals
* Preliminary existing conditions findings (e.g., collision analysis and profiles)
* Preliminary proposed countermeasures
* Next steps
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| Phase 2  | Advisory Team Meeting | * Project progress and schedule update
* Preliminary project recommendations and underlying rationale
* Next steps
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| Community members & stakeholder groups | Phase 1 | Community Workshop #1 | * Introduction to LRSP/VZAPs and their value
* Introduction to safety analysis approach (e.g. Safe Systems) and plan-specific terminology
* Project vision, goals, existing conditions findings
* Proposed countermeasures
* Next steps
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| Phase 2 | Community Workshop #2 | * Re-introduction to LRSP/VZAPs and their value and progress and schedule update
* Project recommendations and underlying rationale
* Next steps
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| Councilmembers & community members | Phase 2 & 3 | City Council Meeting | * Introduction to LRSP/VZAPs and their value
* Introduction to safety analysis approach (e.g. Safe Systems) and plan-specific terminology
* High level overview of the whole plan:
	+ Vision and goals
	+ Local safety issues
	+ Existing conditions findings
	+ Project recommendations and the underlying rationale
	+ Summary of prior Council feedback incorporated into plans, as appropriate
	+ Implementation considerations
* Next steps
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