Equity Starts in Process: Inclusive Planning

Plan who participates, how people share influence, and what people need to contribute.

An inclusive process needs more than an invitation. Use these questions to decide how people will participate and how their contributions will influence the work.

1 Who is in the room?

Involve people most affected by the work, including perspectives that often go unheard.

2 How is power shared?

Co-create the process so that authority, seniority, and volume do not determine whose voice matters.

3 Are you being transparent?

Explain timelines, decision points, and how you will use contributions.

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Design for participation, then keep checking

4 Can everyone participate fully?

Consider language, technology, timing, childcare, compensation, and other barriers.

5 Are you listening and learning?

Pause to review participation and adjust when the process does not reflect the organization's values.

Put the design into practice

What will we change, who will take responsibility, and when will we check whether it is working?

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