

MONTGOMERY COUNTY LWRP CONCEPT MAPPING IDEA GENERATION FORM

Please review the statement below and generate brief phrases or sentences that complete the statement from your point of view. Please spend a moment and think of issues or concerns that others might not think to include. Consider issues that might impact the entire community as well as those that would affect you directly.

Please keep each single idea as brief and concise as possible.

You can provide as many ideas as you like, please try to provide at least five.

One of the benefits of the Concept Mapping process is that it is completely anonymous throughout the process. Therefore, we do not require any contact information or identification of who generated which ideas. Please be as creative and far-reaching as you like.

If you have questions about the process, please contact Doug Green at (518) 853.8334, or Tim Cullenen, Senior Planner – Laberge Group at #607.3372.0066

When completed, you may return the sheet to Doug Greene or email directly to Tim Cullenen at tcullenen@labergegroup.com

Thank you for your participation!

Focus Prompt: *"In order to enhance usage along the Mohawk River waterfront and to revitalize the core of our communities, a specific activity or action you feel is needed or should be done is "*

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Montgomery County LWRP Concept Mapping Project

Instructions for Data Collection

This packet contains complete instructions and data collection forms for three key data collection tasks of the concept mapping process:

Task 1: Demographic questions

Task 2: Rating the relative importance and feasibility of each individual statement

Task 3: Sorting statements into groups and recording your results

For **Task 1: Demographic Questions**, you should have the following:

- Demographics Sheet (*salmon color*)

For **Task 2: Rating**, you should have the following:

- Importance and Feasibility Rating Recording Sheets (*green color*)

For **Task 3: Sorting and Recording**, you should have the following:

- Instructions - Sorting and Recording (2 pages)
- The statements in a deck of cards
- Sort Recording Sheet (*ivory color*)

Please follow the enclosed instructions very carefully; a few small errors can significantly influence the final results.

You need to return only three items:

- Demographics Sheet
- Sort Recording Sheet
- Importance and Feasibility Rating Sheets.

Please return these three sheets to session facilitator.

They will be returned directly to Laberge Group for analysis.

If you have questions regarding the process or need further clarification of instructions, please contact:

Tim Cullenen
Senior Planner – Laberge Group
607.372.0066

Montgomery County LWRP Concept Mapping Project

Task 3 - Instructions for Sorting and Recording

Step 1 - Sorting the Task Statement Cards. Enclosed in your package is a deck of cards with one statement per card. Each card has a statement and an ID number. *Group the statements into piles in a way that makes sense to you*, following these guidelines:

- **Group the statements according to how *similar in meaning* they are to one another. Do not group the statements according to how important they are, how high a priority they have, etc. You have already done this in Task 2 – Rating.**
- There is no right or wrong way to group the statements. You will probably find that you could group the statements in several sensible ways. Pick the arrangement that feels best to you.
- You cannot put one statement into two piles. Each statement must be put into only one pile.
- People differ in total amount of piles. In most cases, anywhere from 10 to 20 piles usually works out well.
- A statement may be in its own pile if you think it is unrelated to all the other statements or it stands alone as a unique idea.
- Do not have a pile of “miscellaneous” statements.
- Make sure that every statement is put somewhere. Do not leave any statements out.

{over}

Step 2 - Recording the Results. You also have in this packet a **Sort Recording Sheet** (*ivory color*) for recording the results of your groupings. On that sheet, please write the results as described below. An example of how to record a pile is shown in the first box on the Sort Recording Sheet.

- Pick up any one of your piles of statements. It does not matter in which order the piles are recorded.
- Quickly scan the statements in this pile, and write down a *short phrase* or *title* that describes the contents of the pile. Write the title on the line provided after ***Pile Title or Main Topic*** in the first available box on the Sort Recording Sheet.
- In the space provided under the pile name, write the statement identification (ID) number of each card in that pile. Separate the numbers with commas. When you finish with the pile, put it aside so as not to record it twice.
- Move on to your next pile and repeat the three steps above, recording the statement numbers in the next available box on the Sort Recording Sheet. Continue in this way until all your piles have been named and recorded.
- Your Sort Recording Sheet has room for you to record up to 20 piles or groups of cards. If you have more than 20 piles, continue recording your results on a blank sheet of paper and be sure to attach this extra sheet to the ones provided.
- ***Please write legibly and clearly.***

Montgomery County LWRP Concept Mapping Project

Task 1: Demographics Questions

Please complete each question below by marking a check next to the most appropriate answer. While your data in this project is anonymous, we will not be able to include your data in some analyses if you don't complete all of these demographic questions.

What is your age:

Under 18 _____ 18 – 35 _____ 36-49 _____
50 – 65 _____ 65 – above _____

Which municipality do you reside in? (please check only one)

Village of Fonda _____ Village of Fultonville _____
Town of Glen _____ Town of Mohawk _____
Montgomery County (other than communities above) _____
Other _____

What is your primary affiliation in the community?

(please check the **one** that most closely reflects how you view your role within the community):

Village or Town Citizen _____
Village or Town elected official _____
Village or Town employee _____
Local Business owner _____
Student _____
County or State elected official _____
County or State employee _____
Other _____