# Considerations for reviewing and providing comments on Full PA Business Plans

Please consider the following questions as you review the Business Plan chapters. The second page provides a template into which your feedback may be captured.

Prior to reviewing and commenting on the Business Plan drafts, a reviewer may wish to review the updated Business Plan Checklist found on the CAEECC [Guidance webpage](http://www.caeecc.org/business-plan-guidance). In addition to comparing the Business Plan contents against the Updated Business Plan Checklist, the following questions are intended to highlight those items that would be helpful in updating the business plans. These questions are food for thought; we do not expect stakeholders to specifically addresss these questions in their form. Please choose those that are relevant to your interests.

1. **Structural Review**
   1. Do the chapter layout and order of topics comply with NRDC compiled guidance document “outline”?
   2. Does the stylistic/visual presentation allow for easy navigation through the chapter (i.e., allowing easy comparison of the chapter against the NRDC compilation)?
   3. What examples from other PA chapters (whether same PA different sector or different PA all together) would you suggest be considered for this document
2. **Content-Related Review** 
   1. Are all key pieces of information, tables, graphics, and supporting documents called for in the Updated Business Plan checklist present in the Chapter?
   2. Are your previous comments and input addressed in the document?
   3. Is the overall sector plan coherent and clear?
   4. Are proposed activities (intervention strategies) sufficiently justified by the market assessment and other data analyses presented?
   5. Are substantive assertions and conclusions supported with clear reasoning and adequate citations?
   6. Are metrics relevant, representative, and associable with future IPs and PIPs?
   7. Is material presented at the right level of detail for a Business Plan?

On the next page, please find the comment template in which substantive comments can be recorded and then submitted to facilitator@caeecc.org. If you have any questions about using this form or the review process, please contact the facilitator by phone or email.

Instructions: **Please make comments specific, reference pages where appropriate, and be focused on Business Plan level strategies**.

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| **Commenter: Please Fill In This Part Of The Form** | | | | |
| **Comment #** | **PA(s)** | **Sector** | **Page #** | **Comment** |
| *[org]-1*  *Comment numbers are made of your organization’s name/acronym and the number of your comment you make in this form* | PA Name(s**)** | *Name of the BP Chapter (e.g., Com-mercial)* | (*e.g., Page # in PA Document to which you refer*) | Observations   * *E.g., “In PA XYZ presentation document title PDQ, we see that you plan to….”* * *Observation number two* * *Observation number three*   Recommended Action   * ***In view of the observations and comment above we recommend the following solutions…*** |
| *[org] – 2* |  |  |  | Observations   * *Observation number one in PA X presentation document title XYZ, we noted….* * *Observation number two* * *Observation number three*   Recommended Action  ***In view of the observations and comment above we recommend the following solutions*** |
| *[org] – 3* |  |  |  | Repeat as above |
| *[org] – 4* |  | *General input that doesn’t fit the strurcture provided in rows above.* | | |

Commenter—please replace red text with the information you wish to provide. Please submit completed comments to **facilitator@caeecc.org**