CIVIC ENGAGEMENT INITIATIVE: PROGRAM PLAN WORKSHEET

**Step 1**: Focus of Program & Internal Assessment

1. What will be the focus of our program?

2. Do we have staff/volunteers available to manage program? If yes, who? If no, how can we change that?

3. Do the staff and Council support our program focus? If no, can we change that and how?

4. Have we done Asset Mapping with our staff and Council? If yes, what collective assets do we have that could support this program?

5. What is our timeline for Community Outreach & Assessment and reporting back to the Council?

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**Step 2**: Community Outreach & Assessment

1. Do we have access to community connectors (people who have their fingers on the pulse of a community and are connected to various groups/neighborhoods)? If yes, who are they? If no, where can we find them?

2. Have we set up casual conversations with these connectors? Which are the prevalent issues that the connectors say are affecting the community?

3. Do we have enough information to assess where our Program Focus intersects with community issues? If yes, where is that intersection? If no, how can we get more input from the community?

4. Are we prepared to create a plan and present it to the Council so that we can forward with our Program Focus? If yes, when will we present? If no, what else do we need?

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**Step 3:** The Plan

1. How can our Program Focus support positive change within prevalent community issues? What will this look like?

2. What resources do we anticipate needing in order to implement this program? Staff? Money? Community Partners?

3. Of the resources needed, which do we have? Which resources don’t we have and how can we get them? (This would be a good place to review results of Internal Asset Mapping)

4. Will be the lifecycle of this program? Will this be a renewable program or a program with a finite timeline?

5. How often will we evaluate the effectiveness of this program? What will be our quantifiable and/or cultural measures of evaluation?