

PLANNING + ENGAGEMENT TACTICS CHECKLIST

Phase 2: estimated 6-12 months

This phase contains most of the activity to collect the information, insight, and resident voice that fuels the plan.

You will want to get all the pieces in place to start the engagement and planning process to make it a success! Follow these steps to ensure you don't miss anything.

Tactic	Play(s)
Hire technical consultants needed to create the plan.	#3, #4, #6
Share inventory and neighborhood infrastructure information with the consultants.	#7
Engage city officials to walk alongside the plan development process to stay informed and advise on their expectations.	#6, #7
Evaluate your objectives with consultant expertise.	#16
Decide the areas of work and what the <u>roles and responsibilities</u> are, for example: engagement and planning events, purchasing, creating surveys, administrative tasks, marketing, and door-to-door outreach to name a few.	#1, #5
Recruit volunteers and establish volunteer work areas and pipelines.	#5, #7, #14
Consider paying dedicated residents as neighborhood ambassadors to help with surveys and events	#4, #5, #13
Gather community insight and feedback	#13, #14, #15
Consider creating Surveys or interactive maps to collect community feedback	#13, #2