

CHECKLIST

Use this checklist with your project team, partners and stakeholders to assess the progress of your welcoming community project, and help keep its momentum.

Vision and Goals

- Our committees, task forces and leaders support the project's vision and goals.
- We evaluate results regularly.
- The most involved community leaders would say that we are making progress.

Tip: Schedule time on a regular basis to assess your project goals. Revise them as needed, addressing any challenges to meeting the project's vision and goals. This step is essential.

Structure and Organization

- The structure of the organization still fits the current objectives and is effective in meeting project goals.
- Committees and project teams continue to meet on a regular basis.
- Efforts to coordinate project activities are working and producing the right results.

Tip: Build enough time and resources into your schedule so you can network keeping all partners engaged in the project.

Human and Financial Resources

- New people continue to join the project.
- There are enough financial, human and other resources to meet project goals.

Tip: It's important to continually evaluate your progress. If you find that resources are falling short, you may need to adjust your goals, or identify additional resources.

Communication and Collaboration

- Partners continue to support and participate in the work.
- Completed programs and actions are visible to the media.
- Enough communication is taking place to make all involved feel included in decisions and aware of the project's progress.

Tip: Encourage partners to bring concerns to the project team or appropriate committee. Openly address controversy with the project team. Conflict, if worked through sensitively, can be a springboard for positive change. A facilitator from outside the team may be needed to tell if the issues you see are the problem itself or whether they are symptoms of an underlying problem.