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Follow Through Checklist

## Purpose

This tool provides City government practitioners with a follow through checklist for engagement. To learn more, review the Follow Through guide at [engagement-toolkit.phila.gov](http://www.phila.gov/engagement-toolkit).

## Instructions

Set aside 30 minutes to review your follow through checklist. Find a comfortable space to think and prepare to sit with questions about your engagement.

After completing a follow through item below, check it off your list. Then build a plan to complete the remaining follow through items for your engagement.

## Step 1: Work plans

To learn more, review the Work Plans guide at [engagement-toolkit.phila.gov](http://www.phila.gov/engagement-toolkit).

* I’ve completed my work plans for my engagement.
* I’ve completed my benchmarking plans for my engagement.
* I’ve adapted my benchmarking and work plans for future engagements.

## Step 2: Accountability

To learn more, review the Accountability guide at [engagement-toolkit.phila.gov](http://www.phila.gov/engagement-toolkit).

* I’ve followed through on my commitments to the community.
* I’ve followed through on my commitments to my sponsor and team.
* I’ve facilitated team debriefs throughout my engagement.
* I’ve completed personal reflections throughout my engagement.
* I’ve adapted my accountability, debrief, and reflection plans for future engagements.

## Step 3: Evaluation

To learn more, review the Evaluation guide at [engagement-toolkit.phila.gov](http://www.phila.gov/engagement-toolkit).

* I’ve facilitated a community feedback form in my engagement.
* I’ve evaluated goals in my engagement.
* I’ve evaluated equity in my engagement.
* I’ve adapted my community feedback form, goals evaluation, and equity evaluation for future engagements.

## Step 4: Communication

Tailor the communications below to your relevant audiences.

* I’ve communicated the completion of my engagement to the community, my sponsor, and my team. Consider highlighting important moments of celebration or tension. And thank everyone involved.
* I’ve communicated the findings of my engagement to the community, my sponsor, and my team. Consider highlighting important conclusions or decisions. And include next steps.
* I’ve communicated the lessons learned from my engagement to the community, my sponsor, and my team. Consider highlighting important opportunities for growth from your community feedback forms, personal reflections, and team debriefs.
* I’ve communicated about my engagement to relevant external and internal stakeholders. External stakeholders could include community-based partners and trusted messengers. Internal stakeholders could include City government leadership and our community of practice, the Equitable Engagement Collaborative.

## Step 5: When necessary

The follow through items below may only be applicable for some engagements.

* I’ve compensated the community members who participated in my engagement.
* I’ve included the community input from my engagement in decision making processes within City government.
* I’ve upheld confidentiality and consent agreements for the community members who participated in my engagement. Consider deleting any sensitive recordings or transcripts.
* I’ve identified opportunities to invest in community leadership. Consider how your engagement supports the community’s ability to pursue their own priorities.
* I’ve identified opportunities to sustain relationships with the community after my engagement.