Level of Engagement Plan

## Purpose

This tool supports City government practitioners in defining and planning levels of engagement. To learn more, review the Levels of Engagement guide at [engagement-toolkit.phila.gov](http://www.phila.gov/engagement-toolkit).

## Instructions

Set aside 30 minutes to define and plan your level of engagement. Find a comfortable space to think and prepare to sit with questions about your engagement.

## Define your level of engagement

Broadly speaking, which of the following levels of engagement best describes your purpose for engaging community members? You may choose more than one.

* **Inform:** Share information with community members about a City government decision.
* **Consult:** Collect community member input about a City government decision.
* **Collaborate:** Make collaborative decisions with community members.
* **Community-owned:** Shift decision making power entirely to community members.

## Plan your level of engagement

Why does that level of engagement best describe your work?

What factors might impact or limit the amount of decision making power you share with community members?

Who do you intend to engage? Consider community members with relevant lived experience or those most impacted by decisions. Also consider demographic and geographic factors.

How do you intend to engage them? Consider engagement methods that match community members’ digital, disability, and language access barriers.

## Center equity in your level of engagement

Beyond sharing decision making power, identify opportunities to center equity in your engagement. Consider the definition of equitable community engagement outlined as questions below, and respond to those that are serve you, your work, and the community.

How can you account for considerations like racism, trauma, and trust?

How can you center historically excluded and marginalized communities in decision making?

How can you decrease digital, disability, and language access participation barriers?

How can you embrace diversity and prioritize racial equity?

How can you honor unique identities and lived experiences?

How can you invest necessary funding, staff, and time?

## Next steps

Use this document as a starting point for creating a scope of work with your sponsor or supervisor. That scope of work informs the goals, work plans, accountability plans, evaluation plans, and follow through plans for your engagement. To learn more, review the engagement plans section at   
[engagement-toolkit.phila.gov](http://www.phila.gov/engagement-toolkit).