Worksheet 2: Planning Your Project and Engaging the Community

Adapted from*Framework for Safe and Ethical International Service Work* UW, Madison

The purpose of this Planning Document is to help you:

* think critically about your public service work and **the impact your involvement will have**
* **identify the stakeholders** involved in the work you are undertaking
* prepare to **collaborate and engage with stakeholders** and organizations to establish common, agreed-upon goals
* consider **the space you will occupy** in the project and the **expectations various stakeholders may have** of you
* identify **resources at Yale and beyond** that can help you develop your project

Being as honest and thoughtful as possible in your answers can help you identify the preparation you still need to do.

If you are going to discuss your project preparation with a mentor, it may be useful to complete this planning document beforehand.

If you would like to discuss your project planning with a peer, a fellowship adviser, or an adviser from Dwight Hall, please be in touch at [fellowships@yale.edu](mailto:fellowships@yale.edu) for help making those connections.

# Briefly describe your project:



# How did you identify the need for this project? (for insights into defining the need for a project, please refer to the Dwight Hall Method)



# Who are the key stakeholders (community members, leaders, organisations, etc) in this project?

# Pencil

# Select all of the resources that you will contribute to the partnership and the project:

* o Research
* o Connections to other organizations
* o Technological support
* o Fundraising support
* o Advocacy
* o Needs assessment
* o Supply collection/donation
* o Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Is this project being continued from a previous year, or is it new?

## If it’s being continued, how do you see your involvement in taking on the role?

## If it’s new, how do you see your role as a member of the initial team and what will happen when you leave?



# Consider:

## What is your short-term and long-term investment in this project?

## What is the short-term and long-term investment of the community/organisation you will be working with?

## Is there a difference?



# 

# Specify:

## Your goals and desired outcomes for this project.

## How you will gauge whether or not you have achieved your goals.



# Describe:

## The goals of the community/organisation you are working with, regarding your involvement.

## As far as you are aware, do their desired outcomes and measurements of success align with yours? Have you checked to make sure?



# What and who do you represent when entering this space?

## Might there be expectations placed upon you related to this? (for example, your Yale label, your age, your country of origin)



# Have the project plans been reviewed by a Yale faculty member or staff?

## If yes, please share the feedback and guidance you received.

## If no, who could you approach to talk about these plans?



In order to successfully fulfil the goals of both yourself and the partner organization/ community, the following should be incorporated in planning throughout the duration of the project:

1. You and community partners should **communicate frequently** in advance of and during the project’s duration.
2. Projects and goals should be **approached with thoughtfulness** and intention.
3. **Evaluation and reflection should be performed on a regular basis.** ie: What is expected from the partnership and how can this experience provide a space for student growth and learning?

# Describe your plans for communication and project evaluation/reflection:



# In planning your project, you will have met with and heard the voices of many stakeholders. Whose voices have you not heard and how could you redress that balance?

