

Project Post-Project Reflection Template

CE Staff Name: [fill in here]

| **Today's Date:** [fill in here]

Project Title: [fill in here]

| **Project Manager:** [name and department/division]

Actual Start Date:

Actual End Date:

Instructions: Congratulations on helping another regional partner to implement an equitable community engagement process! Now, take a deep breath, maybe find a buddy, and spend some time reflecting on your experience. Go through the questions below with the project you've just completed in mind. Remember that these reflections are meant to help yourself and the Community Engagement team capture insights, lessons learned, and nuggets of wisdom so we can continue improving our work and our impact!

Reflection Questions:

1. What went well for you in this project?

2. What do you wish could have gone differently?
 - a. Were there any contextual barriers that affected the things you just listed?

3. What would you like to remind your future self or a teammate to do or avoid in upcoming projects?

4. Who were some of the partners you worked with on this project that we should keep in mind going forward?

5. Does the project manager have any reflections or feedback to share?

Project Reflection Checklist:

	Yes	No	Comments or Elaboration, if desired
MAPC staff reach out to CE staff in the scoping stage of projects to ensure budgetary resources are sufficiently allocated to equitable community engagement activities.			
MAPC staff create separate budget codes for the community engagement portion of projects.			
MAPC staff include the Racial Equity Diversity, and Inclusion Statement (REDIS) statement in the scope of projects.			
MAPC staff articulate a clear purpose to the community engagement.			
The project team conducts a stakeholder analysis for the project that highlights differential levels of power.			
CE staff conduct research on historically marginalized community members and include findings in the Community Engagement Plan.			
The project team agree upon a common definition of “community” and articulate it in the Community Engagement Plan.			
The Community Engagement Plan describes the types and quantity of input or data needed from the public.			

<p>The project team dedicates resources to engaging community groups proportionally to need (e.g., more outreach to the community groups that were identified as historically excluded or underrepresented).</p>			
<p>The project team ensures that engagement opportunities are accessible to each of the identified community stakeholder groups, as articulated in the Community Engagement Plan.</p>			
<p>The project team provides translation, based on need determined in the Community Engagement Plan.</p>			
<p>The CE team checks in throughout the project to course-correct the outreach and engagement strategy, making sure to adjust as needed to capture the voices of those who have been historically or currently excluded.</p>			
<p>The CE team produces a summary memo, which analyzes the results of the community engagement process, including addressing comments that are not directly related to the project.</p>			
<p>The CE team works with MAPC staff to ensure the input gathered through the CE process is included in the final deliverable.</p>			
<p>The CE team follows-up with stakeholders engaged in the process to ensure the final results are accessible and interpretable for community partners who contributed to the project.</p>			