

Project Engagement Checklist

PLANNING

- Organic** create a project dashboard focused on your initiative
- Organic** subscribe to a custom project digest in Subscriptions
- Community Survey** review report for key community insights and input
- Pulse Survey** design and approve your questionnaire with the Zencity team

LAUNCH

- Engage** design and launch an Engage Project (for help, use automated setup)
- Engage** share your Engage Project via link, QR code, or embed
- Organic** inform residents about your new Engage Project through your social media accounts via Organic Publishing and by using the Press Release Generator in Organic News Feed

IMPLEMENTATION

- Engage** review your engagement results in Results & Analysis
- Engage** adjust your Project messaging/design as needed and share relevant updates to residents through Project Updates and Online Summary Reports
- Pulse Survey** review your results via executive report and dashboard
- Organic** monitor your project through your digest and dashboard. Create a recurring report in Reports or Organic project dashboard and share internally.

COMPLETION

- Engage** create an additional engagement survey to get targeted feedback on resident experience with your Project hub
- Organic/Engage** use Organic dashboard, Engage Reports & Analysis, and main menu Reports to evaluate initiative success