

Organizing & Planning Worksheet

Neighborhood Association Name:

Issue Title or Topic:

Date First Identified:

What's the issue?

Brief Description:

Location affected (e.g. street/block):

Stakeholder Identification

Individuals/organizations reporting the issue (include contact info if available):

Stakeholder Identification Continued: Are others impacted or involved?

Check all that apply.

Renters
 Homeowners
 Other:

Visitors
 Schools/Churches

Business owners

What agencies, utility companies or other organizations have jurisdiction over this issue?

<input type="checkbox"/> Charleston Water System	<input type="checkbox"/> Charleston County
<input type="checkbox"/> City of Charleston	<input type="checkbox"/> St. Andrews Public Service District
<input type="checkbox"/> James Island Public Service District	<input type="checkbox"/> Dominion Energy
<input type="checkbox"/> Other:	<input type="checkbox"/> Town of James Island

Evidence & Documentation

What proof or details do we have?

<input type="checkbox"/> Photos/videos	<input type="checkbox"/> Dates/times/logs	<input type="checkbox"/> News reports
<input type="checkbox"/> Resident testimonials	<input type="checkbox"/> Police or livability reports	
<input type="checkbox"/> Other:		

Describe or attach documentation:

Strategy Brainstorming

What is our desired outcome?

What action should we take to achieve that outcome?

<input type="checkbox"/> Raise awareness	<input type="checkbox"/> Contact city officials
<input type="checkbox"/> Direct resident action	<input type="checkbox"/> Submit service requests
<input type="checkbox"/> Host meeting or forum	<input type="checkbox"/> Collect signatures or survey data
<input type="checkbox"/> Other:	

Who should take the lead?

Communication Plan

How will we keep neighbors informed and involved?

<input type="checkbox"/> Email list	<input type="checkbox"/> Flyers	<input type="checkbox"/> Association meeting
<input type="checkbox"/> Facebook/Social Media	<input type="checkbox"/> Door-to-door	<input type="checkbox"/> Other:

When should we follow up? How often should we communicate?

Resolution & Notes

Was the issue resolved? If so, how?

Is continued action from stakeholders needed to maintain results, or manage an ongoing issue? If so, what?

Lessons learned or ideas for future action: