

Neighborhood Involvement and Community Engagement (NICE!) **PART 1: Appreciative Inquiry.** The sample plan below can be used for planning a focus group. For more information about Forward Wayne County’s NICE Program visit [forwardwaynecounty.org](http://forwardwaynecounty.org).

### Focus Group Sample Plan

Start Date	Action Item	Resources/Notes	Due Date (Completion)
12 weeks before session date.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with a small group of volunteers that can help coordinate a Community Listening Session.</li> </ul>	Key community members, friends and other volunteers. Volunteer roles may include facilitator (or hire one), documenter, table coach.	
10 weeks before session date.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Secure a location.</li> </ul>	Find a suitable and available gathering place for approx.8-12 people.	
8 weeks before session date.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Design an invitation/communication plan to invite residents to attend.</li> <li><input type="checkbox"/> Create an EventBrite event, (it’s free) and will help you manage how many people register.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Social media/Facebook Events.</li> <li><input type="checkbox"/> Send invitation home with students.</li> <li><input type="checkbox"/> Ask local churches to spread the word.</li> <li><input type="checkbox"/> Drop off flyers with residents.</li> </ul>	
6 weeks before session.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Begin to communicate the Focus Group.</li> <li><input type="checkbox"/> Prepare the questions to ask.</li> </ul>		
4 weeks before session.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Secure supplies from supply list.</li> </ul>		
1 week before session.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare wall charts.</li> </ul>		
Focus Group Day.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Arrive at least 1 hour prior to the start time.</li> <li><input type="checkbox"/> Leave a ‘sign up’ sheet on the table and encourage those interested in bringing a project to life to sign up.</li> </ul>		
After the Focus Group.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct an evaluation of what was learned by listening to the residents.</li> <li><input type="checkbox"/> Share the findings the neighborhood.</li> </ul>		