Activity: Building Welcoming Communities

Goals

1. Identify what documentation your program has that supports growing a successful community

2. Prioritize missing documentation and develop a plan for its development

Prerequisites

Example: None

Who Should Participate?

Program management (tactical thinkers), Program staff (operational experience)
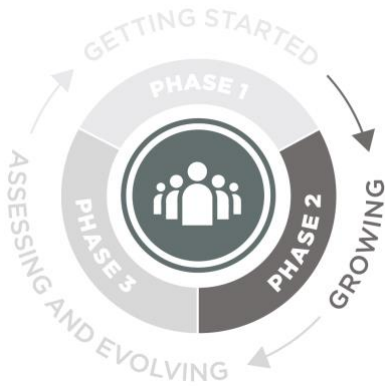
Length

60-90 minutes

Pre-Work

Have a subgroup (2-3 program representatives) complete the checklist on page 2 and bring it to a larger group for broader discussion and prioritization. It is okay to determine that some components are not relevant or propose adjustments.

Activity Instructions

1. As a group, review the submitted checklist. Does everyone agree or not? Are there elements not included in this assessment?

2. Once general consensus on rankings is achieved, lead the group in identifying what components the group considers necessary to work on, then prioritize (as you cannot do everything at once). Plotting elements on an impact/effort matrix (example on page 4) can aid prioritization.

3. Identify who on the program team will be accountable for working on the component - either taking on the responsibility for creating or improving it, or assigning the task to someone else and following up on its completion.

Activity: Name

Building Welcoming Communities Checklist

Does your program have the following documentation?

	Yes	No	In Progress	Unsure	N/A
A friendly README					
Clear code examples					
Code contribution guidelines					
Good first issue tags					
Response plan for new contributors					

Growing Your Community

How can you provide your community with a good foundation for community growth? Do you have the following?

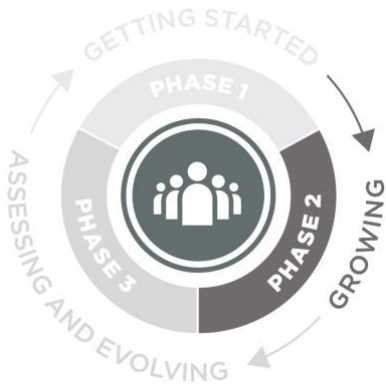|	Yes	No	In Progress	Unsure	N/A
Code of Conduct					
Contributors or Authors file					
Regular newsletter or other communication thanking contributors					
Organizational repository (vs. personal)					
Structured roles for newcomers to fill?					
Clear and transparent communication channels?					
Regular schedule and structure for trainings, onboardings, workshop, etc.?					
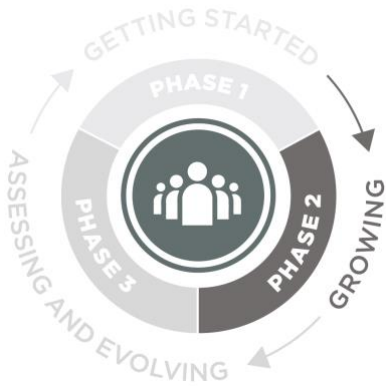
Activity: Name

Resolving Conflicts

Do you have a plan for conflict resolution as your community grows? Do you have the following helpful tools?

	Yes	No	In Progress	Unsure	N/A
Product vision and roadmap					
Documented decision-making process (e.g. consensus, voting)					
Identified community tiebreaker					

Activity: Name