



## Community Engagement Prompt Planner Template

### Basic Information

- Project Name:
- Objective:
- Target Audience:
- Duration of Engagement:
- Responsible Team/Individual:

### Prompt Development

	Date	Prompt		Target	Communication	Schedule	Follow-Up
Prompt ID	Created	Description	Objective	Audience	Channel	Date	Date

### Implementation Details

- Resources Needed:
  - Tools or platforms required (e.g., survey software, social media platforms).
- Budget:
  - Estimated costs for executing the prompts (e.g., advertising, software subscriptions).

### Monitoring and Evaluation

- Metrics to Track:
  - Engagement rates, response quality, sentiment analysis, etc.
- Feedback Collection Method:



- How feedback will be collected and analyzed (e.g., online surveys, direct messages).
- Reporting Schedule:
  - When and how results will be reported and reviewed.

### **Follow-Up Strategy**

- Immediate Response Plan:
  - Initial responses to community feedback.
- Long-Term Engagement Plan:
  - Strategies for maintaining ongoing dialogue or addressing issues raised.

### **Instructions for Use**

1. Fill Out Basic Information:
  - Define the project, its main objective, the target audience, and the duration of the engagement.
2. Develop and Schedule Prompts:
  - Create specific prompts tailored to different objectives and audiences. Decide on the communication channels (e.g., email, social media) and schedule when each prompt will be deployed.
3. Prepare Resources and Budget:
  - Ensure all necessary resources are in place and budget considerations are addressed before launching the prompts.
4. Implement and Monitor:
  - Deploy the prompts according to the schedule. Monitor the engagement and collect data based on predefined metrics.
5. Evaluate and Report:
  - Analyze the feedback and engagement data. Prepare reports to assess the effectiveness of the engagement efforts.
6. Plan Follow-Ups:
  - Based on the feedback, plan immediate and long-term responses to maintain engagement and address community concerns.

### **Tips for Maximizing Effectiveness**

- Personalize Communication:

# LaAphills

- Tailor messages to fit the specific interests and needs of different segments within your community.
- Leverage Multimedia:
  - Incorporate images, videos, and interactive elements in your prompts to increase engagement.
- Be Responsive:
  - Actively respond to community feedback to show that their input is valued and considered.