

Transitions Checklist

Community Reconciliation

Managing Endings

- Do we understand the history of the conflict or injustice? Have we explored the possible impacts the project will have on the community?
- Have we identified who is likely to lose what – including how the loss will impact you as the project coordinator?
- Have we anticipated will the community likely try to hold onto?
- Have we helped community members acknowledge these losses?
- Have we permitted stakeholders to grieve and express their own sense of loss?
- Have we given accurate information about the transition? Have we repeated this information several times?
- Have we used asset-based strategies¹ to assess the community's readiness to transition from one way of being to another?
- Have we found ways to mark the ending?
- Have we been careful not to denigrate unnecessarily stakeholders' pasts but found ways or strategies to honor them, where appropriate?
- Have we created a plan for people to take a piece of the past with them?
- Are we acting as role models or found supportive resources to help stakeholders through the transition process?



Navigating the Neutral Zone



- Have we tried to normalize the neutral zone by explaining it as an uncomfortable, often chaotic time which, if harnessed can be incredibly creative?
- Has the steering committee set short-range goals for the project and identified checkpoints along the way?

¹ An asset-based approach begins with what the community has. Its fundamental premise is that all communities have capacities, gifts and skills which, if identified, mobilized and applied can bring about significant economic and social change.

- Have we identified opportunities to help the community deal successfully with the neutral zone?
- Have we found ways for the steering committee and the community as a whole to creatively engage with the project, sharing their unique gifts and talents?
- Have we built in opportunities for the steering committee and the community as a whole to address the issues underlying the conflict or injustice in a real way and offer emotional support to each other?
- Have we helped the steering committee/community to transform the losses into opportunities by trying to do things a new way?
- Have we regularly checked in with the various participants/stakeholders?
- Have we prepared the steering committee for the reality that their recommendations and actions will be a "change" for community members?²

Supporting New Beginnings

- Have we paid attention to the endings(s) and the neutral zone, or are we trying to make a beginning happen prematurely?
- Have we effectively communicated the transition?
- Have we helped the steering committee and/or the community to understand how the change will affect them? Or given the steering committee the opportunity to name this change and the implication for themselves?
- Have we been providing accurate information during this transition process?
- Have we found ways to celebrate the new beginning and the conclusion of the time of transition?
- Have we found ways to symbolize the new identity?
- Have we created ways for people to engage in the implementation phase of the project?
- Have we as a community participated in a symbolic event as a reminder of the difficult and rewarding journey we all took together?



² The Marathon Effect: Transition is simultaneously an individual and a collective process. Individuals will go through the transition at different paces. There is a tendency for people to come and go from the steering committee: some will miss several meetings, some will encounter push back from their organizations, some will be replaced unexpectedly, and some will start showing up suddenly because the process is starting to work. Given that the community will be in different places in the marathon, have we prepared the steering committee to expect resistance from the anticipation of transition, so that they do not automatically assume the worst when the community pushes back against the change?