

A Tool for Inclusive and Equitable Initiative Planning

This tool is a road map to integrating an equity lens into your upcoming programs and initiatives. Small steps add up, so take your time, work through this with others where possible, and ensure you reach out to the Office of EDI at Western if you need assistance.

This document is not meant to be completed at once. It requires some action and reflection as you progress through it.

Part 1: Defining and clarifying your initiative of focus:

1. What initiative would you like to apply EDI reflection towards?
(Perhaps it's a program, policy, event, decision etc.)

The initiative's name is:

2. What phase is your initiative in?

Conceptual	
Development	
Consultation	
Implementation	
Review/Revision	
Evaluation	

3. What is the desired outcome of your initiative? What are you hoping to improve?

4. What specific area (teaching/community outreach/research, etc.) will this initiative impact?

5. Who is responsible for leading this initiative? (yourself, someone on your team, a committee)

Name/s and roles:

6. Identify the equity-deserving groups potentially impacted by your initiative:

2SLGBTQIA+ Communities	
Black Communities	
Indigenous Communities	
Religious Minorities	
Newcomers	
Persons with Disabilities	
Persons with Low Income	
Racialized Communities	
Women	
Additional Groups	

Part 2: What do you know?

In this section, we ask you to consider the information and data you rely on.

Consider: What data sources does Western University have access to that would assist you with your initiative? Have other departments or units engaged in similar work? What can you learn from their experience? Are there peers you can learn from?

1. What information and data are informing your understanding of the impact of (_____ initiative) on the equity-deserving groups you identified? (i.e., current census data, employee concerns/comments, current demographic research, policy research, etc.)

2. After reflecting further do you need to add any equity-deserving groups to question # 5 in Part 1?

Part 3: Who is Involved?

Engaging community includes outreach to any group impacted by your initiative. By engaging with the communities impacted by our decisions, we can create alignment between community needs and improved outcomes.

Before filling out this section, consider how you will include the voices of impacted equity-deserving groups and the budget you will need. For accessible and inclusive engagement, account for budget considerations such as facilitated focus groups, targeted outreach, honoraria, meals, transportation, and administrative costs. In addition, if your identified community is a staff group, consider how you will engage employees without access to computers, those who work outdoors, those who work longer shifts, and those who work remotely or outside of business hours.

1. How are the equity-deserving groups you identified involved, and providing input into your initiative?

If not, how will you engage them?

2. How will you measure your initiative's impact on the equity-deserving groups you identified (e.g., feedback from community members, survey, number of people from equity-deserving groups represented, etc.)?

NOTES