ERB Project Plan – EXAMPLE

List at least 3-5 goals of your equitable resilience project: (If you completed the goals worksheet, fill in the goals from that activity here.)

1. Identify vulnerabilities in my community
2. Identify areas where we can address equity in our existing hazard mitigation plan
3. Learn from the community about their resilience concerns
4. Prioritize areas where we can build resilience
5. Plan next steps to build resilience in our community

List the milestones you will complete while working through the ERB process: (Some milestones are already filled in based on the ERB process, but you can add or subtract based on your goals, priorities, and resources.)

1. Community Engagement
   - Create a community engagement plan
   - Conduct a stakeholder analysis
   - Plan workshops to gather data that will inform ERB process
   - Create a relationship tracker for the ERB
2. Learn About Your Community's Hazards and Vulnerabilities
   - Gather data about hazards, disasters and threats in your community
   - Gather data about equity concerns in your community
   - Hold workshop to learn about community experiences with hazards and vulnerabilities
   - Identify populations that may be experiencing vulnerabilities
   - Discuss root causes of inequities
3. Assess Your Community's Resilience
   - Review and select resilience indicators to work with
   - Input scoring for each resilience indicator
   - Identify priority areas for action
4. Plan Next Steps
   - Host a community workshop to generate a list of equitable resilience actions
   - Create a plan for implementing actions
   - Reflect on the ERB process

List the resources needed to carry out the above milestones:

- Workshop notetakers and facilitators
- Meeting space to accommodate 3 community workshops for approximately 50 participants each
- Virtual meeting software (Zoom or Microsoft Teams)
- GIS

Communication Plan

How will the team communicate with each other?

The team will communicate with each other through email and regular meetings.

How will project materials/files be stored and shared with the team?

Project files will be stored on OneDrive and managed by the data manager.

How often will the team meet?

The team will meet every two weeks.

How will the team share progress updates with the community?

The team will share project updates with the community through fact sheets, city council meetings, and through the city's webpage.

How will the team evaluate communication success?

Communication success will be evaluated through feedback surveys after every public meeting.

Team Member Roles and Responsibilities:

Team Member	Affiliation	Role	Responsibilities/Tasks
Sarah	City	Project Leader	Guides the project, facilitates planning meetings, makes sure goals are met
Mo	City	Project Manager	Administrative duties, meeting note taker, budget
John	NGO	Community Organizer	Engages with community, builds trust with community
Jane	County	Communication Lead	Plans and creates communication materials/events
David	County Dept. Of solid waste	Subject Matter Expert - Waste	Provides relevant sector data
Curtis	City water utility	Subject Matter Expert - Water	Provides relevant sector data
Wanda	City planner	Subject Matter Expert - Infrastructure	Provides relevant sector data
Chloe	Local college	Subject Matter Expert – Natural Environment	Provides relevant sector data
Jim	Historical society	Subject Matter Expert – Local culture	Provides relevant sector data
Paul	County department of health	Subject Matter Expert – Trauma and disaster recovery	Provides relevant sector data
Ann	Community volunteer	Data Manager	Manages technology and data

Project Timeline

Think about what you can accomplish in the short term (immediate – 1 month), mid-term (2-6 months), and long-term (6 months -2 years)

Suggested Timeframe	Milestone	Deadline	Person Responsible	Status
Month 1	Create a community engagement plan	May 31	Everyone	Complete
	Conduct stakeholder analysis	May 31	Jim, Ann, John	Complete
	Plan workshops	May 31	John and Jane	In progress
	Create a relationship tracker	May 31	John and Jane	In progress
Month 2	Gather data	June 30	David, Wanda, Curtis, Chloe, Jim	In progress
Month 3	Hold hazard and vulnerability workshop	July 25	Everyone	In progress
	Identify vulnerable populations and root causes of inequities	July 31	Jim, Paul, Ann	In progress
	Review and select indicators	July 31	Everyone	In progress
	Score indicators	July 31	Everyone	In progress
Month 4	Identify priority areas for action	Aug. 31	Everyone	In progress
	Hold workshop on generating action and next steps	Aug. 15	Everyone	In progress
	Create implementation plan	Aug. 31	Everyone	In progress
	Reflect on process	Aug. 31	Everyone	In progress