

ERB Project Plan Template

Getting together with your project team to do a project plan is a helpful step for ensuring you and your team understand what you are going to do and how you are going to do it. You may need 1-3 meetings with your team to discuss the project plan depending on how detailed you want to make the plan. Remember: If you don't have enough information to make a complete plan at this time don't worry! The planning process can be iterative.

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. _____
2. _____
3. _____
4. _____
5. _____

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 (e.g. funding, technology, workspace):

- _____
- _____
- _____
- _____
- _____

Communication Plan

How will the team communicate with each other?

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

How often will the team meet?

How will the team share progress updates with the community?

How will the team evaluate communication success?

Team Member Roles and Responsibilities:

[illegible]

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			
	Conduct stakeholder analysis			
	Plan workshops			
	Create a relationship tracker			
Month 2	Gather data			
Month 3	Hold hazard and vulnerability workshop			
	Identify vulnerable populations and root causes of inequities			
	Review and select indicators			
	Score indicators			
Month 4	Identify priority areas for action			
	Hold workshop on generating action and next steps			
	Create implementation plan			
	Reflect on process			
