**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 the members of your core team:**

Frederick the cat

Barney the guinea pig

Sage the guinea pig

**Goals worksheet results:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List the resources needed to carry out the above milestones (e.g. funding, technology, workspace):**

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* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**List the activities in ERB you’ll do,**

ADD that table to fill in.

**Communications and logistics:**

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**:

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| --- | --- | --- | --- |
| Team Member | Affiliation | Role | Responsibilities/Tasks |
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**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)

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| --- | --- | --- | --- | --- |
| Suggested Timeframe | Milestone | Deadline | Person Responsible | Status |
| Month 1 | Create a community engagement plan |  |  |  |
| Conduct stakeholder analysis |  |  |  |
| Plan workshops |  |  |  |
| Create a relationship tracker |  |  |  |
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| Month 2 | Gather data |  |  |  |
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| Month 3 | Hold hazard and vulnerability workshop |  |  |  |
| Identify vulnerable populations and root causes of inequities |  |  |  |
| Review and select indicators |  |  |  |
| Score indicators |  |  |  |
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|  |  |  |  |
| Month 4 | Identify priority areas for action |  |  |  |
| Hold workshop on generating action and next steps |  |  |  |
| Create implementation plan |  |  |  |
| Reflect on process |  |  |  |
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