ERB Project Plan – EXAMPLE

**List at least 3-5 goals of your equitable resilience project:**

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 activities you’ve decided to do:

**List the resources needed to carry out the above activities:**

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

**Team logistics**

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.

How are we going to make decisions as a team? Majority vote, consensus, team lead

**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 |