**ERB Project Plan**

*Adapt this template to meet your core team’s needs to plan out the scope of work and come to agreement on how to carry it out. It can be a living document you revisit periodically.*

**Part 1- What are we doing**

**Goals for using ERB**

*Copy over from your goals worksheet, if you haven’t already. Revisit if needed.*

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

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

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

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

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

**Activity Selection**

*Copy over from your activity selection worksheet, if you haven’t already. Revisit your decisions as needed. Add additional items you may want to include.*

Engage your community

Center equity in engagement

Identify and diagram community connections

Create and engagement plan

Begin engagement

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identify hazards and equity issues

Gather information hazards, disasters, and threats your community might face

Gather information on equity in your community

Plan and hold workshop on social vulnerability

Storytelling on experiences with hazards

Hazard and asset mapping

Equity discussion

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assess Your Community’s Resilience

Review and select resilience indicators

Gather data to measure indicators

Plan and hold community workshop on indicators

Sorting and visualization

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Take action

Team storytelling on implementation

Plan and hold community workshop on action

Identify priority areas for action

Community storytelling on equity

Disaster role play

Brainstorm actions to take

Evaluate actions

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 2- How are we doing it**

**Working as a team**

*Decide on issues such as*

How will we communicate with each other?

What do different terms mean to each of us (e.g. vulnerability, community)?

How will we make decisions and resolve conflicts?

How do we make sure everyone has a voice?

How will project materials be stored and shared within the team?

When and where will we meet?

Who is in charge of snacks?

How do we make sure the work is distributed fairly?

**Project Timeline**

*We recognize your timeline may vary depending on deliverable due dates, activities selected, existing community connections, your team’s availability, and other events happening in your area. Here are some guideposts to help you map out your timeline*

Time to prepare workshops Deliverable deadline

[note: still in development]

**Part 3- Who is doing what**

**Core Team Charter**

*Coming to agreement over what people are committing to by being on the core team is important. Discuss everyone’s time availability, preferences for roles and responsibilities, other constraints, and capacity. As you undertake specific activities, decide you need to pull in individual contributors to carry out a limited series of tasks.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Member** | **Affiliation** | **Role** | **Responsibilities** |
| Betty Doubtfire | City sustainability coordinator | Team lead | Lead team meetings  Submit deliverables |
| Li Yuan | Youth intern with the city |  | Take notes  Workshop logistics |
| Derek Roberts | Environmental educator |  | Facilitate workshops |
| Mario Herrera | Pastor, Nuestra Señora de los Dolores | Community engagement lead | Carry out outreach  Recruit workshop participants |
|  |  |  |  |
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