# ERB Project Plan

## Purpose

Use this template to draft the scope of work for your ERB project and discuss team roles and responsibilities. You can complete this template as-is or adapt it to meet your needs. It is intended to be a living document that you can revisit periodically throughout the process of using the ERB toolkit.

## What You’ll Need

**Who:** core team

**Where:** in person or virtual

**How long will it take:** about an hour

## What are we doing

Set your goals for why your team is going through the ERB toolkit. Your goals may depend on key local issues of concern and any specific mandate you have. Setting goals will inform your team’s use of the ERB tool, including selecting which activities to do and who should be included in the process.

**Step 1. Discuss what brings you to ERB**

* Is this a new project or part of an existing project?
  + Example: develop a land use plan or sustainability plan
* Is there a specific deliverable you need to prepare?
  + Example: grant proposal, hazard mitigation plan
* What resilience work is already going on?
  + Example: emergency preparedness trainings for local residents, climate adaptation

**Step 2. Discuss problem framing questions.** For ideas, return to your team storytelling word cloud.

* What are the biggest issues your community will need to address in the next 5-10 years?
* What are the biggest barriers or constraints to addressing these issues?
* What have you heard from residents and businesses?
* What hazards affect people in your community—who is most affected?
* Who participates in decision-making on these issues—who else should be included?
* How has COVID-19 exposed inequalities that still need to be overcome?

**Step 3: Decide on a set of goals to meet by the end of the ERB process.** Draw on the discussion from Steps 1 and 2. For ideas check out our *example* at the end of this plan. Consider:

* What environmental and climate hazards are most problematic?
* Which populations are most at risk?
* How can agencies and organizations working on resilience issues be better connected?

**Step 4. Record your team’s draft goals** below.

**Step 5.** **Reflect** and refine your goals below. Consider:

* Are these achievable and make sense?
* Are there other voices that need to provide input?
* What additional products might you need to develop?

**Goals:**

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

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

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

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

## Review ERB Menu of Activities

Look through the sections of the ERB tool and note below which ones are most relevant and interesting for your team. Consider:

* Your goals for using ERB and products you need to deliver
* Timeline and resources available
* Existing connections with community organizations and residents

Check out the *example* at the end of this plan to see what other communities have done.

**Menu of ERB Activities**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Activity** | **Interest?** | **Considerations** *(examples listed)* |
| **Engage your community** | Centering equity in engagement team exercise |  |  |
|  | Identify & diagram community connections |  | *Degree of existing connection core team has* |
|  | Develop a community engagement plan |  |  |
|  | Start community engagement |  |  |
| **Assess Hazards, Equity, and Resilience** | Hold workshop to share experiences and gather local knowledge on hazards and equity |  |  |
|  | Gather additional data to assess hazards |  | *Familiarity with online data sources on this topic* |
|  | Gather additional data to assess equity |  |  |
|  | Gather additional data to assess the resilience of built, natural, and social environmental systems |  |  |
|  | Hold a workshop to share data gathering results and collaboratively assess resilient systems |  |  |
| **Strategize Actions** | Identify action areas based on previous statements |  |  |
|  | Hold a workshop to collaboratively identify and prioritize actions to address these problems |  |  |
|  | Complete strategy chart |  |  |
| **Wrap Up and Move Foward** | Taking next steps for Implementation |  |  |
| Carrying out final Outreach and Engagement |  |  |
| Monitoring and planning for future action |  |  |

## How are we doing it

Work as a team and 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 is a table to help you map out your timeline.

**Table 1. Project Timeline**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Start to finish how long it’ll take** | **Start date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

FINAL Due Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 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 | Logistics help | Take notes  Workshop logistics |
| Derek Roberts | Environmental educator | Facilitator | Facilitate workshops |
| Mario Herrera | Pastor, Nuestra Señora de los Dolores | Community engagement lead | Carry out outreach  Recruit workshop participants |
| Nadia Stablinski | State University geography department | Data guru | Lead hazards assessment |
| Tanya Frost | Anti-hunger activist | Equity advisor | Lead equity assessment |
| Jason Miller-Ashburn | County public works department | Resilience analyst | Lead resilient systems assessment |
|  |  |  |  |

## What to do next

After you have prepared your project plan, you will reflect on the process and make any adjustments needed to your plan.

## Examples

| **Lead Organizations** | **ERB fits into existing** | **Goals for using ERB** | **Activity Selection (√ = included some or all; O = skipped)** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Getting Started** | **Engage Community** | **Identify Hazards & Equity Issues** | **Assess Resilience** | **Take Action** |
| EPA Regional staff & community organization | Emergency preparedness planning | Identify hazards, environmental justice issues |  |  |  |  |  |
| All | Community connections diagram  Engagement plan | Storytelling  Hazards information | [Outside scope] | Identify priority areas |
| Local environmental organization | Watershed resilience planning | Include equity in resilience plan |  |  |  |  |  |
| [already had a work plan and team] | [Already had a strong relationships with local constituencies] | Storytelling  Equity information  Hazards and asset mapping | [Limited technical capacity, time] | All |
| County emergency manager | Hazard mitigation plan update | Incorporate lessons learned from COVID-19 pandemic |  | * ✓ |  |  |  |
| Select goals & activities  Create project plan | [Initially hesitant due to time limitation; revisited after it emerged as a priority from first workshop] | Hazards information  Community workshop  Social vulnerability assessment | All | Disaster role play  Brainstorm actions |