Lesson 3B: Work Plan Warm Up: What's Missing? 🕵️



Instructions:
In small groups, review the case studies based on different community projects below. Each work plan Gantt chart is missing important tasks. Discuss in your breakout groups: what are the gaps? What would you add?

Together, consider the following guiding questions to fill in missing rows in each chart:

- What procurement, staffing, or training tasks need to take place for each activity to be successful?
- How and when will resources be acquired, and activities be held?
- Do any reporting, evaluation, or compliance tasks need to take place?
- Are any partnerships being executed that require agreements?
- Are internal project governance or staff check-ins included?
- What outreach needs to happen, and who is responsible for outreach material being developed and distributed?

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Case Study #1

Problem: The Baywood neighborhood has less than 10% tree cover, contributing to extreme heat and frequent flooding

Desired Outcomes: Baywood tree cover increases to 25%; community participation in tree stewardship rises; resident knowledge about the inverse relationship between extreme weather and tree cover rises; and high heat days and flooding events decrease

Key Activities List:

- Baywood Neighborhood Association (BNA) will partner with local nurseries and city agencies to host planting events
- BNA will train residents as "Tree Stewards" to install and maintain new plantings
- BNA Tree Stewards will maintain trees, host neighborhood educational seminars on the importance of tree cover and the relationship between extreme weather and tree cover, and record heat and flooding data

Baywood Neighborhood Association Urban Canopy Program Work Plan	Year 1				Year 2				Year 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Program Administration												
BNA CEO signs partnership agreements with local nurseries and city agencies												
BNA hires Outreach Coordinator to train tree stewards												
Program Implementation												
BNA Outreach Coordinator finalizes and distributes flyers for planting events												
BNA hosts weekly spring and summer planting events												
BNA Education Committee finalizes tree steward training curriculum												

💡 Do any other resources need to be procured or distributed? Governance structures convened? Evaluation tasks included?

💡 How will tree stewards be recruited? Where will outreach material come from? When will training, tree maintenance, educational seminars, and data collection happen?

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Case Study #2

Problem: Households in Northside face a 25% higher energy burden (% of income spent on energy costs) than the city average

Desired Outcomes: 80% of Northside homes are weatherized and become more energy efficient, Northside household utility bills are reduced by 30%; 80 high-wage renewable jobs are created in Northside (raising household income)

Key Activities List:

- NCSWI will train and hire community members as weatherization and solar installation and maintenance technicians
- NCSWI will conduct home energy audits with trained community members
- NCSWI will enroll local households in its solar co-op and weatherization program
- NCSWI will provide weatherization retrofits and solar installs for enrolled households

Northside Community Solar & Weatherization Initiative (NCSWI) Work Plan	Year 1				Year 2				Year 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Program Administration												
Program Implementation												
NCSWI Outreach Coordinator finalizes and distributes training program outreach and audit sign up materials												
NCSWI Enrollment Manager interviews and onboards selected weatherization and solar installation technician applicants												
NCSWI Training Director trains weatherization and solar installation technicians to conduct home energy audits												
Trained community members conduct home energy audits												

💡 Who needs to be hired or onboarded to run this program? What governance structure will be used? How will outcomes be measured?

💡 How are households selected for participation in NCSWI's weatherization program? Who conducts, and who signs off on weatherization retrofits and solar installs?

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Case Study #3

Problem: Stormwater runoff from abandoned industrial lots is contaminating Maple Creek

Desired Outcomes: 85% of stormwater runoff is diverted or filtered before reaching the Creek; Maple Creek is restored to pre-contamination conditions; community participation in local cleanups rises; community knowledge about green infrastructure and nature based solutions rises

Key Activities List:

- Maple Youth Association (MYA) will partner with schools to teach students about nature-based solutions
- MYA students will measure stormwater and install bioswales and rain gardens in runoff-prone areas around Maple Creek
- MYA will organize monthly creek cleanups with local schools and volunteers

Maplewood Youth Association Creek Cleanup Work Plan	Year 1				Year 2				Year 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Program Administration												
MYA's Outreach Coordinator conducts outreach to local schools												
MYA's Executive Director executes agreements with local schools												
Program Implementation												
MYA's Education Director updates science classroom curriculum and bioswale/rain garden installation schedule		■				■				■		
Youth in MYA science classrooms learn about and measure stormwater runoff			■	■			■	■			■	■
MYA technicians analyze runoff data and identify locations for MYA projects				■				■				■
MYA technicians and youth in MYA science classrooms install bioswales and rain gardens					■	■			■	■		

💡 What materials need to be procured to install bioswales and rain gardens, and run clean ups? Do any governance and evaluation tasks need to be included?

💡 When and by who will creek cleanups be organized? How will volunteers be recruited and trained?

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