

Sample First Year Plan

	Time Frame	Steps	Resources
<input type="checkbox"/>	Month 1	Initial discussions with company Senior Leadership	Business Impact ; Ways to Evaluate ; Best Practices
<input type="checkbox"/>	Month 1	Site assessment	Site Selection
<input type="checkbox"/>	Month 2	Survey for gardener interest	Sample Pre-Project Survey
<input type="checkbox"/>	Month 2	Explore & decide on structural model, goals & mission, & propose budget	Sample Logic Model ; Ways to Evaluate ; Planning
<input type="checkbox"/>	Month 3	Project approval	n/a
<input type="checkbox"/>	Month 3-4	Identify Garden Manager/Project Coordinator, Site Coordinator, Intern/s (if choose to proceed that route)	Role Descriptions
<input type="checkbox"/>	Month 5	Develop project logic model & evaluation plan	Sample Logic Model ; Ways to Evaluate
<input type="checkbox"/>	Month 5-6	Follow-up Site assessment (assess site to inform garden design)	Planning
<input type="checkbox"/>	Month 6	Garden maintenance discussion	Planning ; Site Selection
<input type="checkbox"/>	Month 6	Design garden (based on employee survey interest, site assessment, and best practices)	Planning ; Site Selection ; Sample Pre-Project Survey ; Best Practices
<input type="checkbox"/>	Month 6	Begin contact with builders & others on purchases (discuss what's possible)	Planning
<input type="checkbox"/>	Month 6	Develop list of supplies needed & tasks to be completed for site set-up; Get approval for purchases	Planning
<input type="checkbox"/>	Month 6	Develop site-specific Volunteer Plan, including volunteer duties	Role Descriptions
<input type="checkbox"/>	Month 6	Develop site-specific Employee-Gardener Application	Role Descriptions
<input type="checkbox"/>	Month 6	Develop site-specific guidelines & develop Welcome Packet accordingly	Role Descriptions ; Best Practices ; Internal Communications Plan
<input type="checkbox"/>	Month 6	Outreach to employees about garden project & send out call for plots	Internal Communications Plan
<input type="checkbox"/>	Month 6	Overview/Info meeting for those potentially interested—provide viewing copies of Welcome Packet	n/a
<input type="checkbox"/>	Month 7	Communicate/meet with local hunger relief agency about produce needed & donation system	Giving Back
<input type="checkbox"/>	Month 7	Meeting with all interested employee-gardeners: Sign Gardener Application; Provide plot preference info; Go over Welcome Packet; Sign-up for volunteer shifts	Role Descriptions ; Best Practices
<input type="checkbox"/>	Month 7	Send out call for Garden Teams and leaders	n/a
<input type="checkbox"/>	Month 7	Assign plots to employee-gardeners	n/a
<input type="checkbox"/>	Month 7	Determine workshop schedule and topics	Sample Pre-Project Survey
<input type="checkbox"/>	Month 7	Form Garden Teams, with leaders; assign plots	n/a
<input type="checkbox"/>	Month 8	“Hire” Summer Garden Educator Intern(s) / Optional	Role Descriptions
<input type="checkbox"/>	Month 8	Buy pots, build raised beds or arrange plot areas & construct garden site	Planning ; Site Selection
<input type="checkbox"/>	Month 8	Press releases	n/a
<input type="checkbox"/>	Month 8	Kick-off event	n/a
<input type="checkbox"/>	Month 8	Purchase tools, etc. for garden	Planning
<input type="checkbox"/>	Month 8	Infrastructure Overview gathering (composting, using watering system, etc.)	Planning ; Site Selection
<input type="checkbox"/>	Month 8	Maintenance planning check-in meeting	Planning ; Site Selection
<input type="checkbox"/>	Month 8	Bulletin board & white boards set up	Informational Signage
<input type="checkbox"/>	Month 9	Community Giving Plot planning (what to plant & where)	n/a
<input type="checkbox"/>	Month 9	Community Giving Plot(s) planting parties	n/a
<input type="checkbox"/>	Months 10-11	Growing season workshops	n/a
<input type="checkbox"/>	Month 12	Harvest Potluck/Wrap up meeting	n/a
<input type="checkbox"/>	Month 12	Post-season survey	n/a