Templates and Tutorials

Step 1: Launch the Project

Task 1: Scoping
- ✓ Project Scope

Task 2: Identifying Resources
- ✓ Project Budget
- ✓ Sample Grant Proposal

Task 3: Developing a Task Force
- ✓ Stakeholder Identification and Taskforce Development worksheet
- ✓ Sample task force invitation (print and email versions)
- ► *Tutorial: Developing Your Task Force*

Task 4: Lay the Foundation for Engaging Your Community
- ✓ Community Attitudes Assessment
- ► *Tutorial: Knowing your Audience*

Task 5: The Kickoff
- ✓ Sample agenda for quiet launch
- ✓ Sample agenda for public launch
- ✓ Planning checklist for public event
- ✓ Event signup sheet (PDF and Word)

Step 2: Assess Past and Future Trends

Task 1: Gather Information About Historical Climate Trends and Future Projections
- ✓ Data collection checklist

Task 2: Create a Climate Trends Primer
- ✓ Climate Trends Primer Detailed Outline

Task 3: Create a Socioeconomic and Natural Systems Primer
- ✓ Community Primer Detailed Outline
- ► *Tutorial: Value of a Community Primer*

Task 4: Develop an Electronic Presentation of the Primers
- ► *Tutorial: Sample videos and Prezi*

Step 3: Identify and Prioritize Vulnerabilities

Task 1: Prepare for the Vulnerability Assessment Workshop
- ✓ Invitation brainstorm document
- ✓ Workshop invitation letter (print and email)
- ✓ Sample participant workshop agenda
- ✓ Sample facilitator workshop agenda
- ► *Tutorial: Communicating about climate change*

Task 2: Facilitate Workshop
- ✓ Vulnerability Assessment Examples
- ✓ Workshop evaluation

(Task 2, continued)
- ✓ List of supplies
- ► *Tutorial: Creating Your Vulnerability Assessment Spreadsheet*

Task 3: Develop Vulnerability Assessment Report
- ✓ Vulnerability Assessment Spreadsheet
- ✓ Tips for integrating workshop data into Vulnerability Assessment Spreadsheet
- ✓ Detailed vulnerability assessment report outline

Step 4: Develop and Prioritize Resilience Strategies

Task 1: Prepare for the Resilience Strategy Development Workshop
- ✓ Invitation brainstorm document
- ✓ Workshop invitation letter (print and email)
- ✓ Sample participant workshop agenda
- ✓ Sample facilitators agenda
- ► *Tutorial: How to group the vulnerabilities for cross-sector strategy development*

Task 2: Facilitate the Workshop
- ✓ Workshop evaluation
- ► *Tutorial: Creating win-win and no regrets strategies*

Task 3: Develop Draft Strategies
- ✓ Strategy Development Spreadsheet
- ✓ Detailed outline for strategies report

Step 5: Finalize and Share the Plan

Task 1: Develop the Draft Climate Resilience Plan
- ✓ Strategy Implementation Spreadsheet
- ✓ Detailed outline for full climate resilience plan

Task 2: Finalize the Plan
[none]

Step 6: Implement the Plan

Task 1: Develop Implementation Task Force
- ✓ Developing your implementation team
- ✓ Strategy Implementation Table

Task 2: Implement Initial Strategies
[none]

Step 7: Monitor and Reassess

This step does not contain any tasks, templates, or tutorial videos