

Project Planning Checklist



This checklist has been designed to help you track the progress of your project as you move from STEP 1 to STEP 7. You can add your expected completion dates to the right of the check box to help schedule your activities.

STEP 1: FOCUS

Create mission statement

STEP 2: RESEARCH and RECONNAISSANCE

Investigate your watershed (Data Sheet 1)

Landowner permission (Data Sheet 2)

Reach level investigation (Data Sheet 3)

Classify stream type (Data Sheet 4)

Stream site survey (Data Sheets 5, 6 and 7)

Revisit mission statement

STEP 3: EVALUATION AND IMPACT ASSESSMENT

Consult with MNR and/or local Conservation Authority

Organize and analyze data from STEP 2

Identify watershed level issues

Identify reference reach

Identify reach level issues

Identify site level issues

Identify opportunities and constraints

Consult with MNR and/or local Conservation Authority

STEP 4: GOAL, OBJECTIVES AND TARGETS

Create your project goal

Create your project objectives

Develop your project targets

Public, stakeholder and regulatory agency consultation
(verify need based on project scale)

STEP 5: PLAN, CONSULT AND PREPARE

Consult with MNR and/or local Conservation Authority

Prepare base maps

Prepare draft *Adopt-A-Stream* concept plan

Document long list of alternatives

Project Planning Checklist

- Public, stakeholder and regulatory agency consultation
- Document preferred alternatives
- Finalize *Adopt-A-Stream* concept plan

- Prepare work plan
- Prepare project budget
- Prepare fundraising plan
- Prepare and submit grant proposals
- Confirm partnerships
- Secure landowner permission
- Secure regulatory approvals

STEP 6: IMPLEMENT

- Finalize design details
- Confirm *Stream Team* commitment to project
- Consult with MNR and/or local Conservation Authority
- Confirm volunteer expertise
- Devise checklist for materials and equipment
- Determine work party dates
- Purchase materials and equipment
- Coordinate volunteer labour force
- Make contingency plans for bad weather
- Inform media
- Divide tasks into manageable segments
- Coordinate set-up crew for work day
- Divide volunteer labour into teams
- Assign group leaders to teams
- Assign teams to task segments
- Record volunteer activity (Data Sheet 8)
- Take photos of before, during, and after
- Check over completed work thoroughly
- Tell everybody about next planned work day
- Check for anything left unfinished

STEP 7: MONITOR AND REPORT

- Consult with MNR and/or local Conservation Authority
- Develop monitoring plan
- Revisit and repair any failures with implementation of tasks
- Monitor effects of project
- Summarize volunteer hours and activities
- Monitor project performance indicators
- Report project summary, volunteer effort and results of monitoring to partners, agencies and sponsors