**Seed Project Plan Part B**

In Part B of the Seed Project Plan, you will **build out an implementation plan** for your Seed Project. This process helps take the vision for the project and make it actionable by mapping out the tasks, timeline, budget, and how you will monitor the success of the project over time. The process of completing both Parts A and B should help when applying for an MVP Action Grant or other implementation funding in the future.

Again, for inspiration when designing your project, explore the **Municipal Climate Resilience Playbook** (coming spring 2025). Additionally, check out the [**GEAR online tool**](https://resilient.mass.gov/GEAR), select the guides most relevant to your community resilience priority, and explore the “Actions to Consider” and “Case Studies” for more ideas.

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## Step 1: Seed Project Vision and Goals

 **1A**  Give a brief overview of your Seed Project. What are the goals and desired outcomes? How will achieving those outcomes help to build resilience in your community or region in the near-term and as the climate continues to change?

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 **1B**  Building community resilience is an ongoing process. Where does this project fit in? How does this project build on existing work? How does this project lay the groundwork for future steps?

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## Step 2: Project Partners

 **2A**  Who will be the project partners involved in developing and implementing this project? What are their roles and responsibilities on this project? What experience or expertise do they bring? Identify all project partners who will be paid from the Seed Project. If specific individuals or vendors have not been identified, name the role that will be filled.

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## Step 3: Project Scope

 **3A**  What are the steps involved in completing this project? Break the project down by phases or by tasks. For each phase or task, specify:

* What are the activities that will be completed?
* How will community members, and specifically EJ and other priority populations, provide insight, advise the process, participate in decision-making, or vet the ideas during this step of the process?
* What are the deliverables or outputs of this task or phase?

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| **Tip:** For projects that have discrete tasks, consider listing out the steps by task. Alternatively, if many of the tasks are integrated or occurring simultaneously, consider breaking the project into phases. |

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 **3B**  Outline your engagement plan for the activities that involve community outreach and engagement. For each activity, specify how the activity is specifically designed for, or increases accessibility for, EJ and other priority populations. Use the [**Engagement Plan**](https://www.mass.gov/doc/engagement-plan/download) for developing your approach.

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## Step 4: Project Budget and Timeline

 **4A**  Use the [**Seed Project** **Budget and Timeline**](https://www.mass.gov/doc/seed-project-budget-and-timeline-template) to plug in your tasks and subtasks and to map out your project timeline. In the box below, list the dates for the completion of major milestones. Note when you will provide your halfway project report to the MVP team. List any regulatory or permitting approvals that may be required and note where they will fall in the project timeline. Please do not select a Seed Project that will require extensive regulatory approval or permitting.

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 **4B**  Use the [**Seed Project** **Budget and Timeline**](https://www.mass.gov/doc/seed-project-budget-and-timeline-template) to map out your project budget. Does the budget feel feasible? Which parts may be tight? Are there adjustments you would make to the scope to better fit the budget? Make sure to allocate a portion of the budget to compensate your Core Team members (Community Liaisons and municipal volunteers) for their time and role in project implementation.

## Step 5: Measuring Impact

 **5A**  How will you know if the project is successful? What will be the signs? How will you evaluate whether the project is supporting equity and social resilience? Consider the desired outcomes you outlined in Part A of your Seed Project Plan and refer to the ways to measure procedural, distributional, and interactional justice that you learned about in the learning session from your Equity Partner. How will the people who will be most impacted by the project evaluate or weigh in on whether the project is successful?

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 **5B**  How might the learnings from this project be transferable to other communities? Will this project create tools, frameworks, or methods that could be easily adopted? How will the learnings from this project be shared with other communities?

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 **5C**  What will be needed to sustain or maintain this project over the long-term? Outline how the municipality or region will plan on addressing those needs.

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