The Edible Schoolyard New Project Process

Project:
Dates:

THIS PROJECT WILL BE A SUCCESS IF

1.
2.
3.
4.

WE WILL COORDINATE AND COMMUNICATE ALONG THE WAY BY

1.
2.
**WHO**
Manager: Assigns responsibility and holds owner accountable. Makes suggestions, asks hard questions, reviews progress, serves as a resource, and intervenes if the work gets off track.

Owner: Has overall responsibility for the success or failure of the project. Ensures that work gets done (directly or with helpers) and that others are involved appropriately.

Consulted: Should be asked for input or needs to be bought in to the project.

Helper: Available to do part of the work

Approver: Signs off on decisions before they are final. May be the manager, though might also be ED

Informed: Doesn’t hold any responsibility on the project, but should know what it going on.

Scope out the Project

<table>
<thead>
<tr>
<th>Area of Work</th>
<th>Steps</th>
<th>Due</th>
<th>Who:</th>
<th>Status/Notes</th>
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