

Standards and Practices

STRATEGIC CONSERVATION PLANNING

Creating Your To-Do List

You should create a to-do list or work plan with expectations, goals and names of who is going to do what. The list should also include an outline of your plan, with a general budget and estimate of time and funding requirements.

TO-DO CHECKLIST

Over the course of the planning process, decision-makers may need to be reminded of the overall goals as the plan moves forward. It is helpful to regularly check in with the full board on the progress of each aspect of the plan and keep records of these meetings so everyone in the organization is literally on the same page. Creating this to-do list is a matter of recording many of the early discussions, commitments and expectations of land trust decision-makers.

- List of expectations for the plan by land trust decision-makers
- List of peer land trusts contacted or plans reviewed
- List of the pertinent local, state and federal plans reviewed
- List of goals for the plan
- Key planning questions to be answered
- Important land trust policies and values to be included and affirmed
- For collaborative plans, list of individual land trust priorities
- Mandates that must be fulfilled

- Anticipated final product
- Names of people in charge of the plan or responsible for coordination
- Outline of the process for involving the full board
- List of partners to be involved and what role they will play
- Statement addressing how the public will be involved in the plan
- Estimate of the money and time required for the plan
- Identification of resources needed, including funding, volunteers, consultants, etc., with possible sources