

Next Steps Worksheets

After Workshop #2

The questions on the following pages will help you with the first steps involved in implementing your action – project preparation!

For each topic, you will need to reach out to others in your community (and even beyond to others in your watershed) and do some of your own research.

1. Community Research: Partnerships
2. Spread the Word: Communication
3. Expenses Research: Materials, Equipment, Consulting
4. What is the governance context for my action?

As you work on each topic, keep track of what you are doing on Tiki-Toki so we can all see your progress. Add in other water related events on this timeline as well to share your Water Action Plan, in action, with others!

Community Research: Partnerships

Before you get too far into your project, check and see if anything else is going on that is similar or related to what you have planned? You don't want to duplicate something already going on – and you do want to partner and build on existing work and momentum where you can.

What is your community's vision of the future? There may be one that was created as part of a comprehensive community planning, or a land use planning project. How does this connect to your action?

Start by asking these people...

- The Chief and Councilor with a related portfolio (e.g. environment, lands, water, health)
- The school principal
- The youth coordinator

Depending on what you are doing for your water action, you will also want to check in with these people:

- The Environment and/or Lands Department
- The Economic Development Department
- The Housing Department

Based on your research:

1. Who are potential community partners?

Community Water Action Plan, Phase One: Preparation

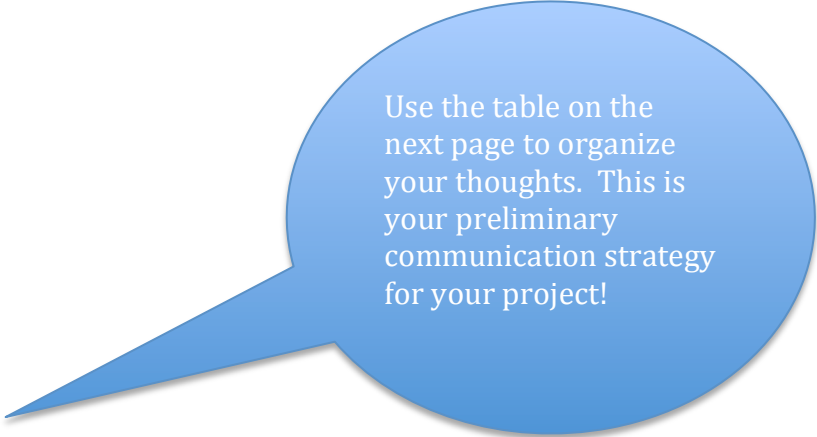
Spread the Word: Communication!

Who needs to know about your water project? How will you tell them? What will you tell them? Use this worksheet plan your project communication. Share what you are doing on Tiki-Toki to keep us all interested!

What are your 3-5 key messages about your project?

Who are your key audiences?

How should you communicate with them so they will best understand?



Use the table on the next page to organize your thoughts. This is your preliminary communication strategy for your project!

Community Water Action Plan, Phase One: Preparation

Key Messages:		
1)		
2)		
3)		
4)		
5)		
Audience	What will you say to them?	How will you reach them?

Expenses Research: Materials, Equipment, Consulting

During the second workshop your group put together a preliminary budget of the things you would need to complete your project and how much money this would cost. Since you were probably estimating costs, you need to do some research to see what the actual costs will be.

1) Do you need any materials for your project? Everything from like printing posters, post-it notes for feedback, and refreshments should be thought through and budgeted for. If your partners are providing these 'in-kind' it still helps to put a real cost to the donations the Band, Office, the school or others are contributing to the project.

2) Do you need any specialized equipment for your project? For example, rain barrels, rain gauges, monitoring equipment, computer hardware and/or software, etc. These can be large ticket items to you need to get the correct cost to stay on budget when you start purchasing these things. You could also ask companies to donate equipment or ask for a special education price – it doesn't hurt to ask 😊

3) What skills and knowledge do you need from people outside of your group? If you know specific people you will ask, talk to them about being involved (remember your key messages and audience) and find out what they charge for their time.

If you don't know *who exactly*, you at least know the skill set or knowledge you need. Do some research to find good team members for your project – asking your partners for recommendations of consultants, academics or university/college students who have worked with your community before is a good place to start. Find out if this person / these people are interested and how much they charge for their time.

Finally, update your budget based on what you learned.