

# Systematic Project Planning

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# Agenda

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Introduction

What are we doing and who is doing what?

The Nitty Gritty

- Budgeting
- Event timeline
- Locations and permissions

Expect the Unexpected and Plan Accordingly

- Global Pandemics
- Volunteer Assistance

Question and Answer

“OK, lets do this!  
Wait...what are we doing??”



### **What is our main objective?**

Education?

Action & Hours?



### **Education-**

Presentations by Project Wildfire or Firewise Committee

Community Events and Annual Meetings



### **Action-**

Active clean-up to accumulate hours for Firewise Designation or Renewal

Firewise  
Committee

Board of  
Directors

Management

“Great! I’m in! Are you in? Who else??”

# The Nitty Gritty: Budgeting

- Is there room in annual budget?
- Outside Assistance/Grants

Gather estimated costs or formal quotes for events.



Education based events: *Quotes*  
Venue, catering, supplies



Action based events: *Estimates*  
Disposal- bin rental, haul & dump costs  
Landscaper services



Volunteers/Charitable Organization

Bottom Line:  
*Be smart with your Association's money and ensure that you aren't spending more than your Association can comfortably afford.*

# When & Where?

## *Event Timeline & Permissions*

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*Correlating with  
Firewise and/or  
County events*



*Locations and  
Permissions*

# “Awesome! Everything is sure to go seamlessly, right??”

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## NOPE...

Expecting the Unexpected

- Global Pandemics
- Volunteer Assistance



### **Volunteers:**

- Matching volunteers to individuals in need on the basis of ability/willingness.





# Questions & Answers