

# MADISON FOOD POLICY COUNCIL

## WORK GROUP PROJECT SCOPING TOOL

<b>PROJECT TITLE:</b>	
Description of Project <ul style="list-style-type: none"> <li>What will be accomplished?</li> <li>Who will be involved?</li> </ul>	
<b>EQUITY IMPACT ANALYSIS</b>	
Complete the <a href="#">fast-track RESJ tool</a> for all proposed projects/actions: <ul style="list-style-type: none"> <li>How will you identify and mitigate unintended consequences for low-income communities and communities of color in particular?</li> <li>Are there communities that stand to be disproportionately impacted by this project?</li> <li>How will the project address those impacts?</li> </ul>	
<b>SUSTAINABILITY ANALYSIS</b>	
Complete <a href="#">The Natural Step MFPC Sustainability Charter</a> for proposed projects/actions <ul style="list-style-type: none"> <li>How will this Project move the City towards greater sustainability and resilience in the future?</li> <li>In particular, how will this Project improve the ability of residents to meet their basic needs without interfering with the needs of others in the community?</li> </ul>	

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POTENTIAL OPPORTUNITIES, TRADE-OFFS & BARRIERS	
<ul style="list-style-type: none"> <li>What opportunities does this project seek to take advantage of and build on?</li> <li>What trade-offs (social, environmental and/or financial) might need to be made, and why would they be worth it?</li> <li>What barriers might restrict progress, and how can they be mitigated?</li> </ul>	

TEAM MEMBERS	
<ul style="list-style-type: none"> <li>Work Group Members</li> <li>Community Members</li> </ul>	

PARTNERS & EXPERTS	
<ul style="list-style-type: none"> <li>Are there other City programs that should be consulted, partnered with?</li> <li>Are there technical experts in the community that could be helpful?</li> </ul>	

IMPLEMENTATION PLAN	
<b>ESTIMATED LAUNCH DATE:</b>	
<b>APPROXIMATION OF SCHEDULE/TIME COMMITMENT:</b> e.g. bi-weekly meetings, 10 hrs/mo for each team member	
<b>ESTIMATED COMPLETION DATE:</b>	
<b>ESTIMATED TARGET DATES FOR KEY PHASES:</b>	
<b>PHASE DESCRIPTION</b>	<b>ESTIMATED COMPLETION DATE</b>
e.g. Inception	

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e.g. Planning	
e.g. Action	
Other?	

COMMUNICATION PLAN	
What needs to be communicated?	
When?	
By whom?	
How?	