

HRVA Project Work Plan

Community:

Date:

Activities & Deliverables	Start Date	End Date	Duration	Assigned To	Done
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Pre-Requisites: Community Commitment


Obtain Commitment for Planning, Resources & Staff Time from Community Leadership					<input type="checkbox"/>
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Step 1 Getting Started

1.1 Become Familiar With The HRVA Tool					<input type="checkbox"/>
1.2 Identify & Obtain The Necessary Resources					<input type="checkbox"/>
1.3 Define the HRVA Endorsement & Approval Process					<input type="checkbox"/>
1.4 Identify a Project Team & Project Champion					<input type="checkbox"/>
1.5 Complete an Inventory of Existing Assessments & Other Documents					<input type="checkbox"/>
1.6 Identify & Engage Partners & Subject Matter Experts					<input type="checkbox"/>
Opt. Consider consultants or regional collaboration with other communities in order to maximize resources and information.					<input type="checkbox"/>
Key Deliverable: Establish Project Team					



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Step 2 Identify Hazards					
2.1 Gather Hazard Information					<input type="checkbox"/>
2.1a Conduct Hazard Identification Workshops					<input type="checkbox"/>
2.1b Conduct Hazard Identification Interviews					<input type="checkbox"/>
2.2a Select Applicable Hazards from 57 Hazards List					<input type="checkbox"/>
2.2b Define Any Unique Local Hazards					<input type="checkbox"/>
Opt. Provide a Progress Report to the Executive Committee					<input type="checkbox"/>
 Key Deliverable: Completed Hazard List					<input type="checkbox"/>
Step 3 Understand Community Resilience					
3.1 Describe Existing Risk Reduction Measures					<input type="checkbox"/>
3.2 Gather or Generate Community Maps					<input type="checkbox"/>
3.3 Identify Critical Assets & Infrastructure					<input type="checkbox"/>

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3.4a Identify Social & Economic Vulnerabilities					<input type="checkbox"/>
3.4b Identify Physical & Environmental Vulnerabilities					<input type="checkbox"/>
3.5 Identify Underlying Risk Drivers					<input type="checkbox"/>
3.6 Write Hazard Scenarios					<input type="checkbox"/>
Opt. Conduct a Hazard Scenario Workshop					<input type="checkbox"/>
 Key Deliverable: Create Hazard Scenarios					<input type="checkbox"/>

Step 4 Assess Hazard Likelihood

4.1 Gather & Apply Knowledge					<input type="checkbox"/>
4.2 Determine Historical Likelihood Score					<input type="checkbox"/>
4.3 Understand & Document Changing Likelihood					<input type="checkbox"/>
4.4 Assess Future Likelihood					<input type="checkbox"/>
Opt. Conduct a Hazard Likelihood Assessment Workshop					<input type="checkbox"/>



Activities & Deliverables	Start Date	End Date	Duration	Assigned To	Done
 Key Deliverable: Assign Hazards Likelihood Ratings					<input type="checkbox"/>

Step 5 Assess Consequences

5.1 Review Consequence Categories & Rating System

				<input type="checkbox"/>
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5.2 Rate & Document Consequences

				<input type="checkbox"/>
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Opt. Conduct a Hazard Consequence Assessment Workshop

				<input type="checkbox"/>
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 **Key Deliverable: Assign Hazard Consequence Ratings**

				<input type="checkbox"/>
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Step 6 Review Risk Profile

6.1 Generate Your Report

				<input type="checkbox"/>
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6.2 Analyze Your Risk Results

				<input type="checkbox"/>
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6.3 Interpret the Risk Table

				<input type="checkbox"/>
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6.4 Interpret the Consequence Stacking Table

				<input type="checkbox"/>
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6.5 Prioritize Hazards




				<input type="checkbox"/>
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Opt. Provide a Progress Report to the Executive Committee

				<input type="checkbox"/>
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HRVA Companion Documents Step 1 - Work Plan Checklist

Activities & Deliverables	Start Date	End Date	Duration	Assigned To	Done
 Key Deliverable: Rank Hazard Priorities					<input type="checkbox"/>
Step 7 Identify Risk Reduction Strategies					
7.1 Review Risk Reduction Measures Already In Place					<input type="checkbox"/>
7.2 Recommend New Risk Reduction Measures					<input type="checkbox"/>
Opt. Conduct a Risk Reduction Measures Workshop					<input type="checkbox"/>
 Key Deliverable: Determine Risk Reduction Strategies					<input type="checkbox"/>
Step 8 Generate & Assemble Your Report					
8.1a Generate Preliminary Report					<input type="checkbox"/>
8.1b Assemble Companion Documents					<input type="checkbox"/>
8.2 Assemble & Review Final Report (Draft)					<input type="checkbox"/>
Opt. Present the HRVA Report to your Management Committee					<input type="checkbox"/>
 Key Deliverable: Generate Draft Report					<input type="checkbox"/>



HRVA Companion Documents Step 1 - Work Plan Checklist

Activities & Deliverables	Start Date	End Date	Duration	Assigned To	Done
Step 9 Review & Approve Your Report					
9.1 Obtain Feedback from Partners					<input type="checkbox"/>
9.2 Determine a Maintenance Schedule					<input type="checkbox"/>
9.3a Submit Report for Official Approval					<input type="checkbox"/>
9.3b Publish & Share Final Report					<input type="checkbox"/>
Opt. Provide Document Feedback					<input type="checkbox"/>
 Key Deliverable: Submit Report for Review & Approval					<input type="checkbox"/>