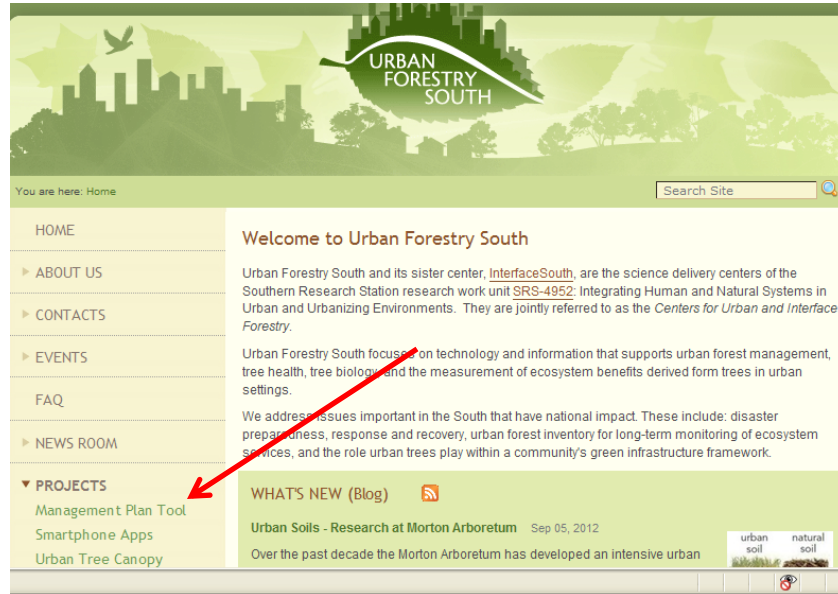


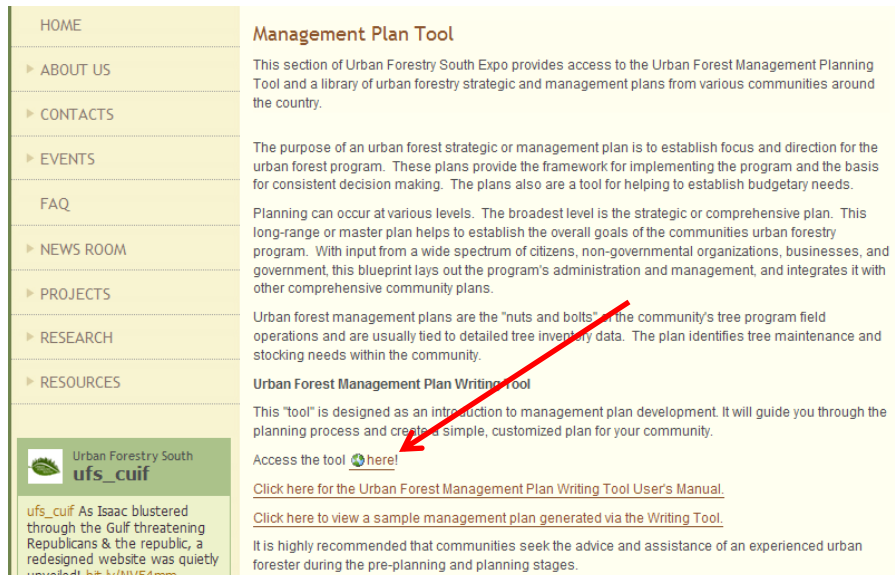
Urban Forest Management Plan Writing Tool User's Guide

To Create a User's Account and to Login

On the Urban Forestry South home page (www.urbanforestrysouth.org), click on Projects on the left-hand side of the page, and then click on Management Plan Tool in the drop-down list.



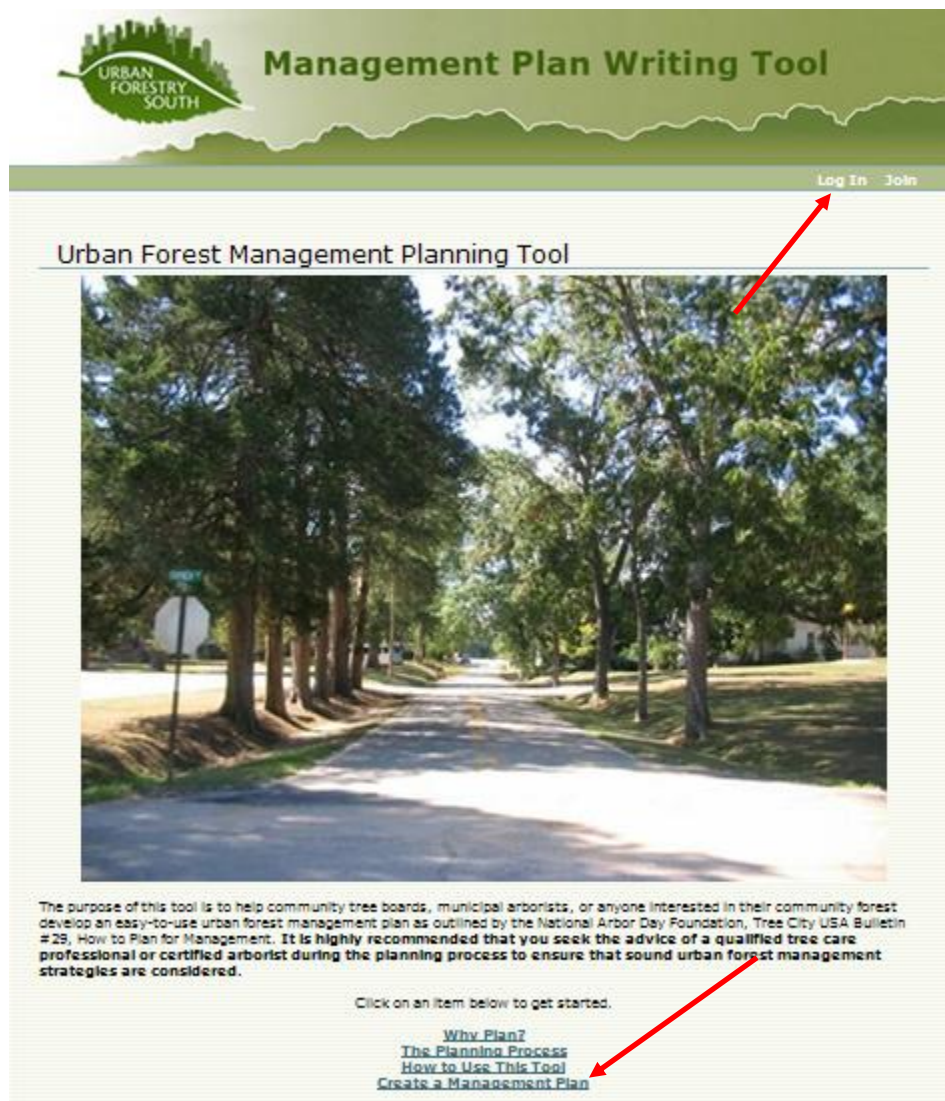
Once on the Management Plan Tool web page, scroll down the page and click on 'Access the tool here!'.



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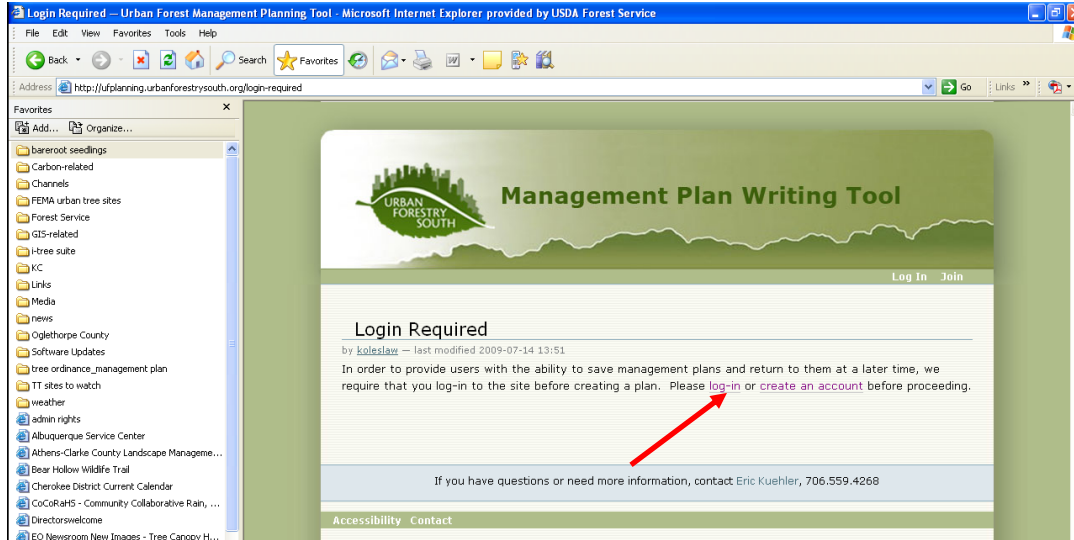
On the Management Plan Writing Tool home page, select “Create a Management Plan” at the bottom of the page, and you will be taken to the “Login Required” page. Or you can simply click on the Log In text.



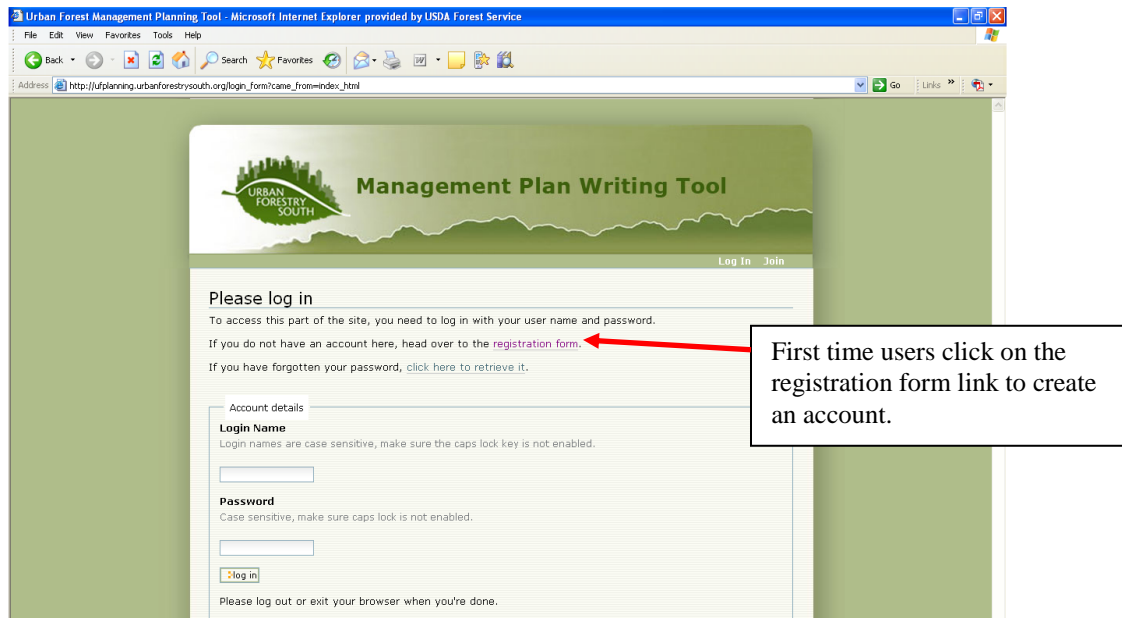
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On the “Login Required” page, click on “log-in” and you will be taken to the log in page.



On the “Please Log in” page, enter your Login name and password. If you do not have an account, click on the “registration form” link to create an account and you will be sent an email link to set your password. **There is no cost to register.** A user’s name and password are required to prevent other users from tampering with your plan(s).



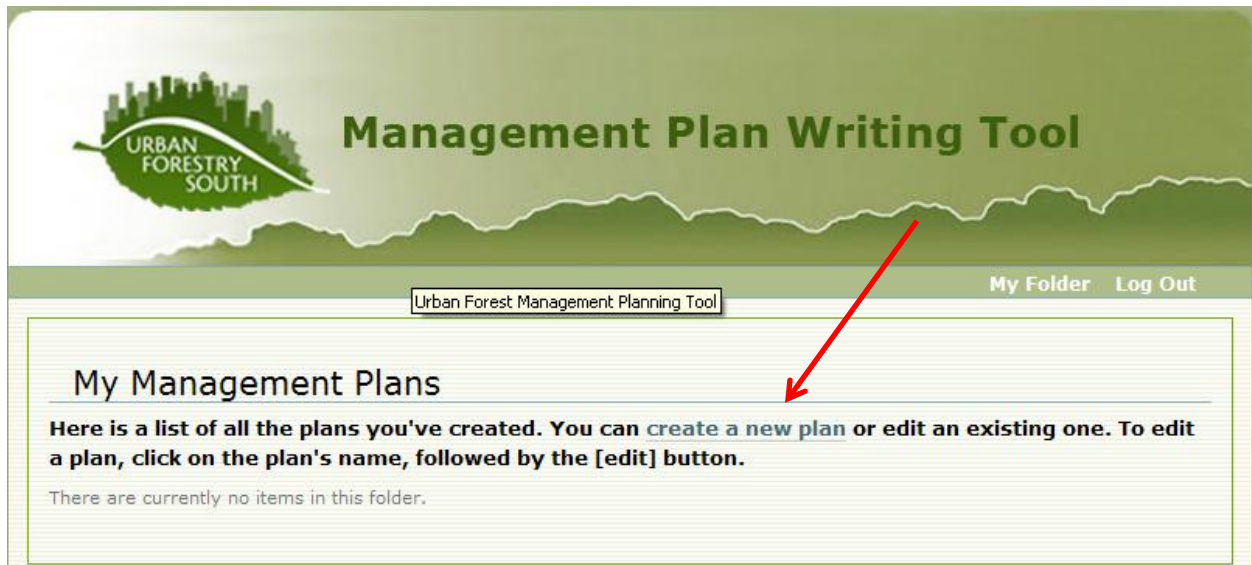
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After entering your Login Name and Password, click on “log in” and you will be taken to the “How to Use this Tool” page. Click on ‘My Folder’ in the upper, right-hand portion of the page, and you will be taken to the “My Management Plans” page.



The “My Management Plans” page lists all of the projects that you have created. If you have not yet started a management plan project, click on “create a new plan” to begin answering some preliminary questions regarding your community.



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Begin Writing a Management Plan

Answer the five questions on the Management Plan page as completely as possible. The answers to these questions will be inserted into your management plan document to make it specific to your community. When you are finished answering these questions, click on “Next” to begin setting your vision for your community’s urban forest.

Urban Forest Management Planning Tool - Microsoft Internet Explorer provided by USDA Forest Service

http://ufplanning.urbanforestrysouth.org/Members/ekuehler/management_plan.2009-08-11.0352482301/plan_edit

URBAN FORESTRY SOUTH Management Plan Writing Tool

My Folder Log Out

Management Plan

To create a management plan, use the form below and on the following pages to generate your customized plan.

A * indicates a required field.

What is the name of the community for which this plan is being written? *
i.e. Lexington, Dallas, Columbia
Covington

What is the name of the organization overseeing this plan? *
i.e. Lexington Tree Board, Dallas Tree Commission
Covington Tree Keepers

Identify the first year of the plan. *
This tool generates a five year plan. Enter the first year that this plan will cover.
2010

What is the name of the organization's leader for the first year of this plan? *
i.e. Jane Smith
Cindy Nelson

What is the title of the organization's leader overseeing this plan? *
i.e. President, Chairperson
Chair-woman

Next >>

If you have questions or need more information, contact Eric Kuehler, 706.559.4268



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Creating a Vision for the Urban Forest

The series of screens entitled Vision Statement, will help you establish a vision for your community with regards to its urban forest. Depending on which items are selected, your vision statement and list of needs will be established. The vision statement series of screens addresses:

1. urban forest function
2. urban forest structure
3. community citizens' involvement
4. municipality involvement
5. a time frame in which the vision will be realized

On each Vision Statement screen, read the question and select the statement(s) by clicking on the box next to it that best satisfy the question for your community. If a statement that would satisfy the question for your community is not present, click on the box next to "Other", and complete the sentence that pops up.

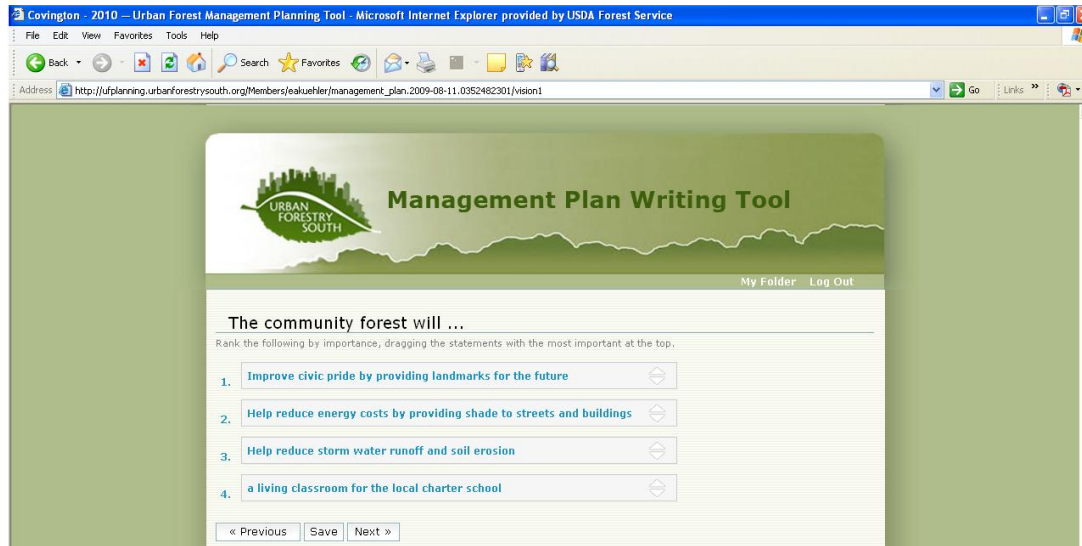
Click Next to prioritize your selected items (if you selected more than one item). Click Save to save your information and be taken back to your "My Documents" page.



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Prioritize an item by clicking on the highest priority item and dragging it to the top of the page. Likewise, click on the second highest priority item and drag it to the second position on the page. Do this for all items chosen. This is the order in which these items will be shown in the vision statement of your plan.



When done prioritizing your items, click next to go to the next question. Do this for all Vision Statement screens.

Each checked item on the vision statement screens will automatically populate a “Needs” list. This list of needs is what the community should address in order to move toward realizing its vision.



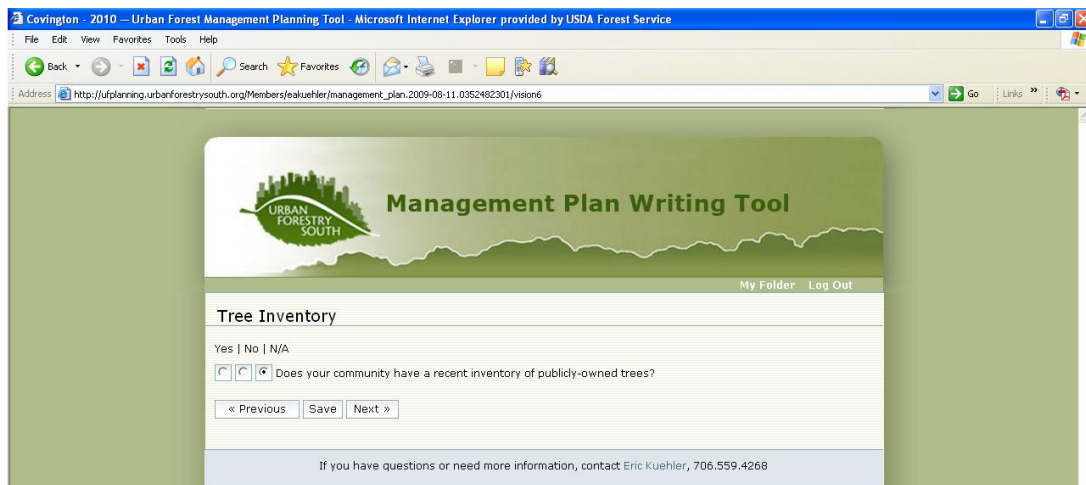
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Assessing the Needs

Depending on the items selected on the vision statement screens, a series of “Needs” screens will be displayed. The “Need” being assessed will be displayed at the top of the screen, and a series of yes/no/not applicable questions will be presented to help you assess the needs of your community and set goals to address those needs.

On each “Needs” screen, answer to the best of your ability the questions by clicking on the yes, no, or not applicable (N/A) box. If you are not sure of what the answer should be, choose the ‘no’ response. By choosing ‘no’, the goal will be placed in your plan for you to address. Choose N/A only if you are certain that the statement does not pertain to your community’s situation.



After answering all questions, click on ‘Next’ to be taken to the next screen. Do this for all of the Needs screens.



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Setting Goals to Address the Needs

After assessing the needs, a list of goals to address each need will automatically be generated. This series of screens allows you to determine when in the next five years you will work toward accomplishing the goals that were set to address the needs. By default, all goals are set to be addressed in the first year of the plan. To change the year in which the goal will be addressed, click on the box under the desired year. After setting the year that each goal will be addressed, click 'Next'.



The screenshot shows the 'Management Plan Writing Tool' interface. At the top left is the 'URBAN FORESTRY SOUTH' logo. The title 'Management Plan Writing Tool' is centered at the top. Below the title, there are links for 'My Folder' and 'Log Out'. The main heading is 'Goals to Address the Need for Tree Maintenance Policy'. Below this heading is a table with columns for the years 2010, 2011, 2012, 2013, and 2014. There are six rows of goals, each with a description and a set of radio buttons for selecting a year. The first goal is 'Develop a list of reputable, reliable contractors that your community can call in an emergency, update it annually, and ensure that all department heads have a copy of that list'. The second goal is 'Identify the municipal department that cares for public trees and obtain their written tree planting and/or tree care policy'. The third goal is 'Identify those tree maintenance operations that are routinely contracted out'. The fourth goal is 'Ensure that contracted tree care companies follow current safety standards and current standards that maintain the health and longevity of the tree'. The fifth goal is 'Develop a standardized tree care policy and ensure that it is consistently followed'. The sixth goal is 'Develop a standardized tree planting policy and ensure that it is consistently followed'. At the bottom of the table are buttons for '« Previous', 'Save', and 'Next »'. Below the table is a footer with the text: 'If you have questions or need more information, contact: Eric Kuehler, 706.559.4268'.

Note: Not all goals can be addressed in the same year or at the same time. This is one reason why seeking the help of a professional urban forester is encouraged.



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Creating an Annual Work Plan

After setting the year that each goal will be addressed, a series of screens allowing you to develop an Annual Work Plan will appear. Only those goals that you selected to be addressed in the first year of the plan will be present in the Annual Work Plan section of the tool. Each goal by need will be present on the screen. Most goals will have links to on-line resources that will give you more information about its subject matter. To create action items that will move you toward accomplishing the goal, click on the 'Add Action' box.

Management Plan Writing Tool

My Folder Log Out

Action items to address tree maintenance policy goals

Add Action

Have each contractor used in emergencies sign emergency contracts and provide rates for emergency services annually

<http://www.treesaregood.com/pressrelease/press/contractingtreework.aspx>

	Date	Task	Person	Cost
	1/30	Have each contractor used in emergencies sign emergency contracts and provide rates for emergency services annually	Smith	\$0
		TOTAL		\$0

Add Action

Identify those tree maintenance operations that are routinely contracted out

http://www.treesaregood.org/treecare/hire_arborist.aspx
<http://www.treesaregood.com/pressrelease/press/contractingtreework.aspx>
<http://actrees.org/files/Research/apwa2.pdf>

	Date	Task	Person	Cost
	1/30	Identify those tree maintenance operations that are routinely contracted out	Jones	\$0
		TOTAL		\$0

Add Action

Update your emergency response tree care contractor's list annually, and ensure that all department heads have a copy of that list

<http://www.treesaregood.com/pressrelease/press/contractingtreework.aspx>

Links to on-line resources

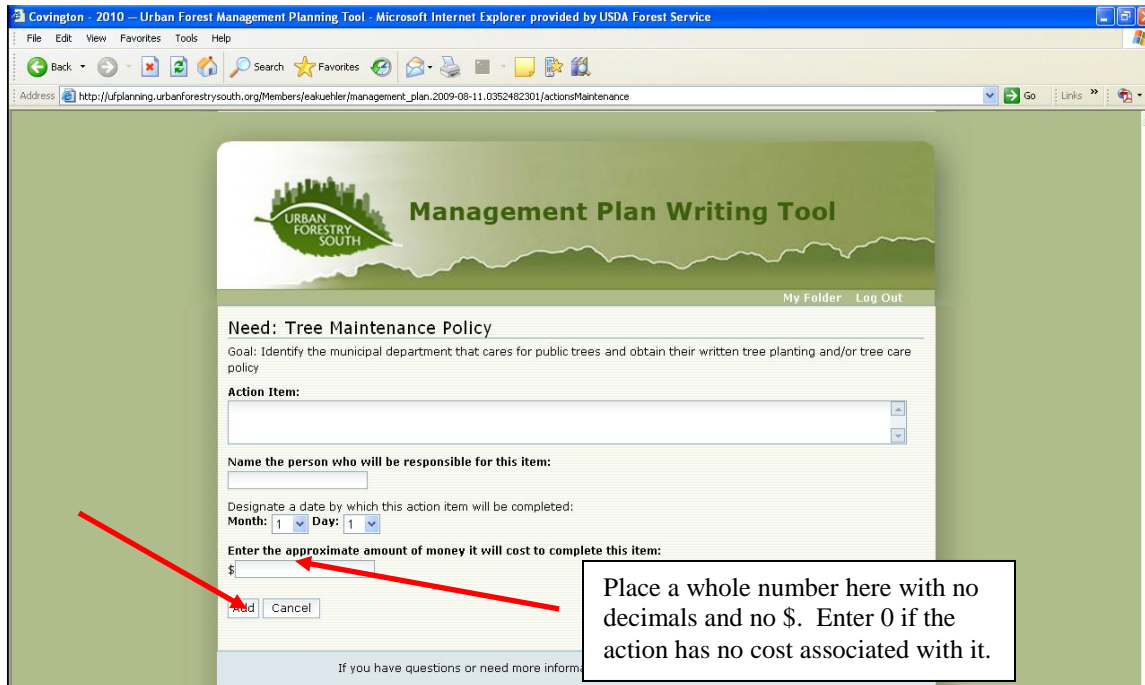


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Add an Action Item

Action items are incremental steps that are needed to be accomplished in order to ultimately satisfy the goal. Click in the 'Action Item' box and type the action that you think should be taken to help complete the goal. Next, type the name of the person or organization that will be responsible for completing this action in the next box. Indicate by what month and day this item will be completed by using the drop-down menus for month and day. Place a whole number (no decimal point and no \$ sign) in the last box to indicate what the proposed cost to complete that item will be. Enter 0 if the action will not cost anything to complete. When you are done with that action item, click on the 'Add' box and you will be taken back to the previous screen. Your newly created action item will be displayed under that goal.




The screenshot shows a web browser window titled "Covington - 2010 - Urban Forest Management Planning Tool - Microsoft Internet Explorer provided by USDA Forest Service". The address bar shows the URL: http://ufplanning.urbanforestrysouth.org/Members/ekuehler/management_plan.2009-08-11.0352482301/actionsMaintenance. The page content includes the "Management Plan Writing Tool" header with the Urban Forestry South logo. Below the header, the current goal is "Need: Tree Maintenance Policy" with the sub-goal: "Identify the municipal department that cares for public trees and obtain their written tree planting and/or tree care policy". The form fields are: "Action Item:" (text input), "Name the person who will be responsible for this item:" (text input), "Designate a date by which this action item will be completed:" with "Month: 1" and "Day: 1" dropdown menus, and "Enter the approximate amount of money it will cost to complete this item:" (text input with a "\$" prefix). There are "Add" and "Cancel" buttons at the bottom of the form. A red arrow points from the "Add" button to a text box that says: "Place a whole number here with no decimals and no \$. Enter 0 if the action has no cost associated with it."



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Management Plan Writing Tool

My Folder Log Out

Action items to address tree maintenance policy goals


Add Action

Have each contractor used in emergencies sign emergency contracts and provide rates for emergency services annually

<http://www.treesaregood.com/pressrelease/press/contractingtreetwork.aspx>

	Date	Task	Person	Cost
✎ ✕	1/30	Have each contractor used in emergencies sign emergency contracts and provide rates for emergency services annually	Smith	\$0
		TOTAL		\$0

To edit an action item, click on the box with the pencil in it, and to delete the entire action item, click on the box with the red X.



Management Plan Writing Tool

My Folder Log Out

Action items to address tree maintenance policy goals

Add Action

Have each contractor used in emergencies sign emergency contracts and provide rates for emergency services annually

<http://www.treesaregood.com/pressrelease/press/contractingtreetwork.aspx>

	Date	Task	Person	Cost
✎ ✕	1/30	Have each contractor used in emergencies sign emergency contracts and provide rates for emergency services annually	Smith	\$0
		TOTAL		\$0



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Click on “Next” at the bottom of the page when you have completed the action items for that goal. Not all actions need to be addressed before moving on to the next page. Some action items will need to be investigated first. You can always come back to the action items page later to add or delete items as needed.

Viewing the Microsoft Word Document

After completing all action item pages, save your project. The tool will take you to your “My Folder” page where the title of your plan(s) and the vision statement will be displayed. On this page, you will be able to view the Word document by clicking on the link under “Generated Plan” or you can click on the “Edit” box to return to the tool for further revisions.

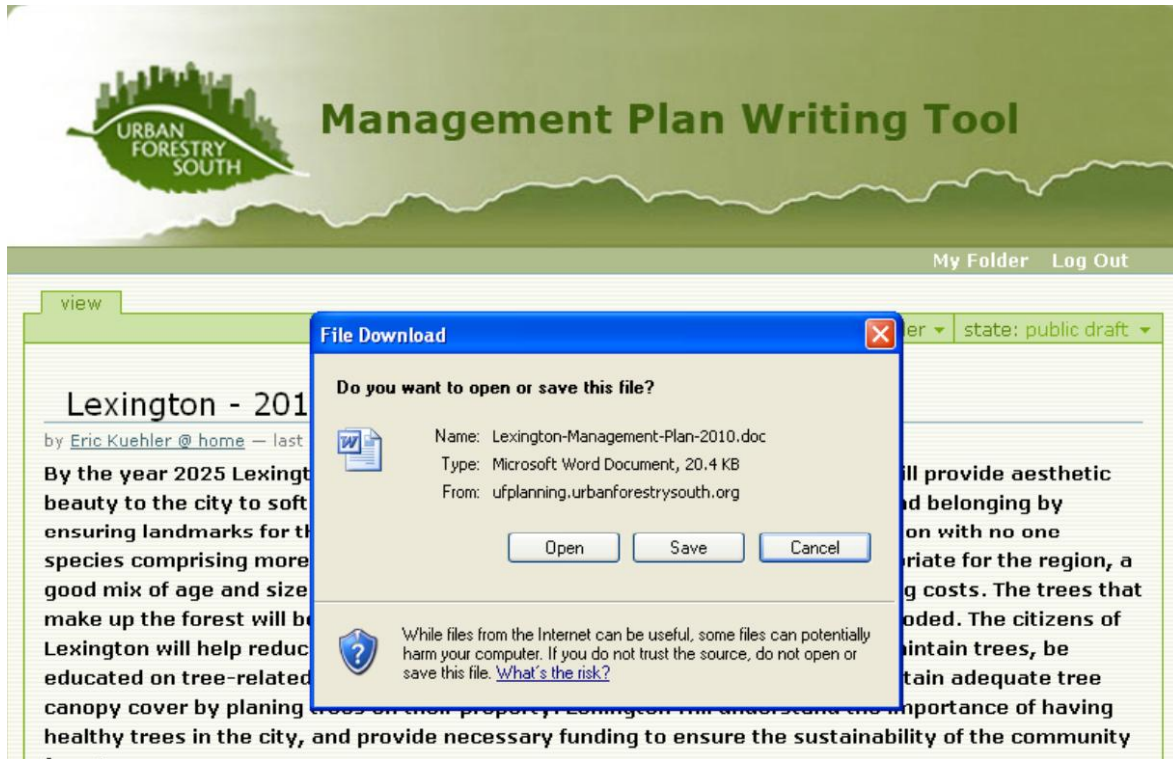
The screenshot shows the 'Management Plan Writing Tool' interface. At the top left is the 'URBAN FORESTRY SOUTH' logo. The main title is 'Management Plan Writing Tool'. Below the title are links for 'My Folder' and 'Log Out'. A navigation bar includes a 'view' tab and dropdown menus for 'actions', 'add to folder', and 'state: public draft'. The main content area displays a document titled 'Lexington - 2010' by 'Eric Kuehler @ home', last modified on 2009-08-27 16:33. The document text describes a vision for a well-maintained community forest by 2025. Below the text is a section titled 'Generated Plan' with a link to 'Lexington-Management-Plan-2010.doc (Microsoft Word Document 20Kb)'. An 'Edit' button is located below the link. Two red arrows point from callout boxes to the link and the 'Edit' button. The first callout box says 'Click here to view your plan in a Microsoft Word document.' The second callout box says 'Click here to return to the on-line tool for further revisions'.



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After clicking on the Word document link, a pop-up window will appear asking you if you would like to save the document onto your personal computer or if you would like to open the document to view now. By clicking on Save, you will be allowed to navigate to the folder in which you would like to save the document. Once saved onto your PC, you will be able to edit it as you would like.



The Word document will be divided into five sections:

- The vision statement
- List of needs
- Long range goals
- Annual work plan
- On-line resources for each goal

Because the document is editable, you may add other sections to include graphs or tables or any other documentation that will make the plan more meaningful to you.

To exit the Management Plan Writing Tool, click on “Log Out” in the upper right-hand corner of the page.



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