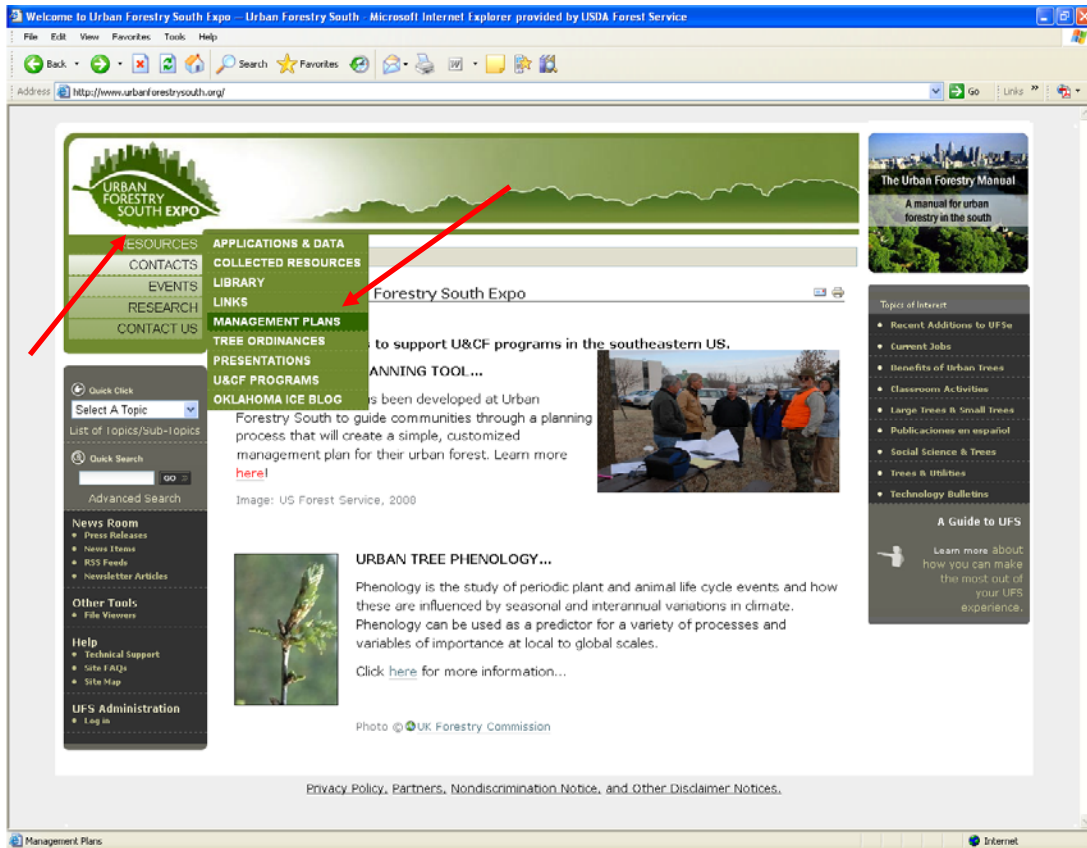


Urban Forest Management Plan Writing Tool User's Guide

To Create a New Management Plan Project

On the Urban Forestry South home page (www.urbanforestrysouth.org), click on Resources on the left-hand side of the page, and then click on Management Plans in the pop-up window. Once on the Management Plans web page, scroll down the page and click on 'Access the plan here' under Urban Forest Management Plan Writing Tool.



On the Management Plan Writing Tool home page, select "Create a Management Plan" at the bottom of the Home page and you will be taken to the "Login Required" page.

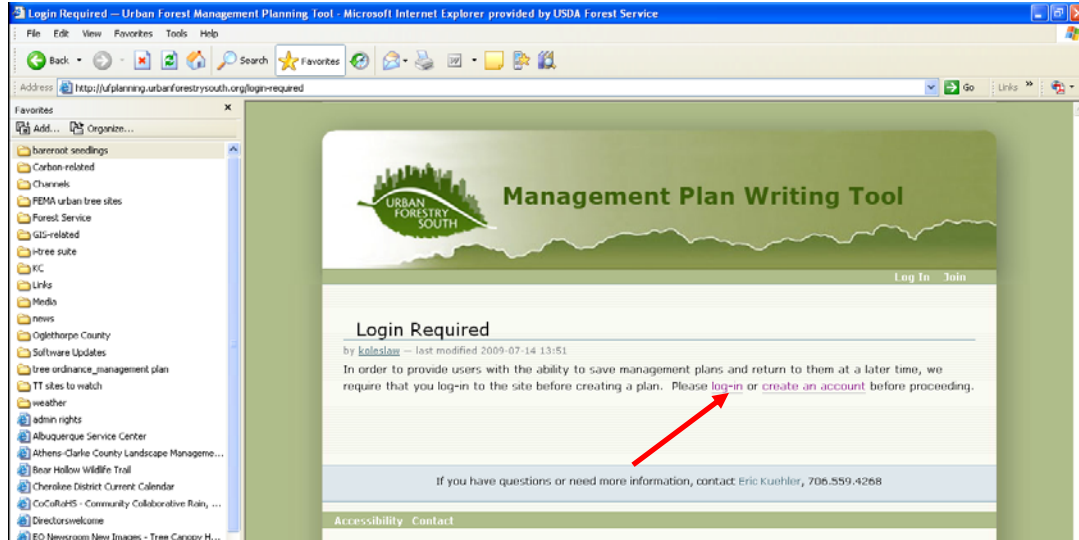


Eric A. Kuehler, Technology Transfer Specialist
Urban Forestry South
320 Green St., Athens, GA 30602
706-559-4268
ekuehler@fs.fed.us

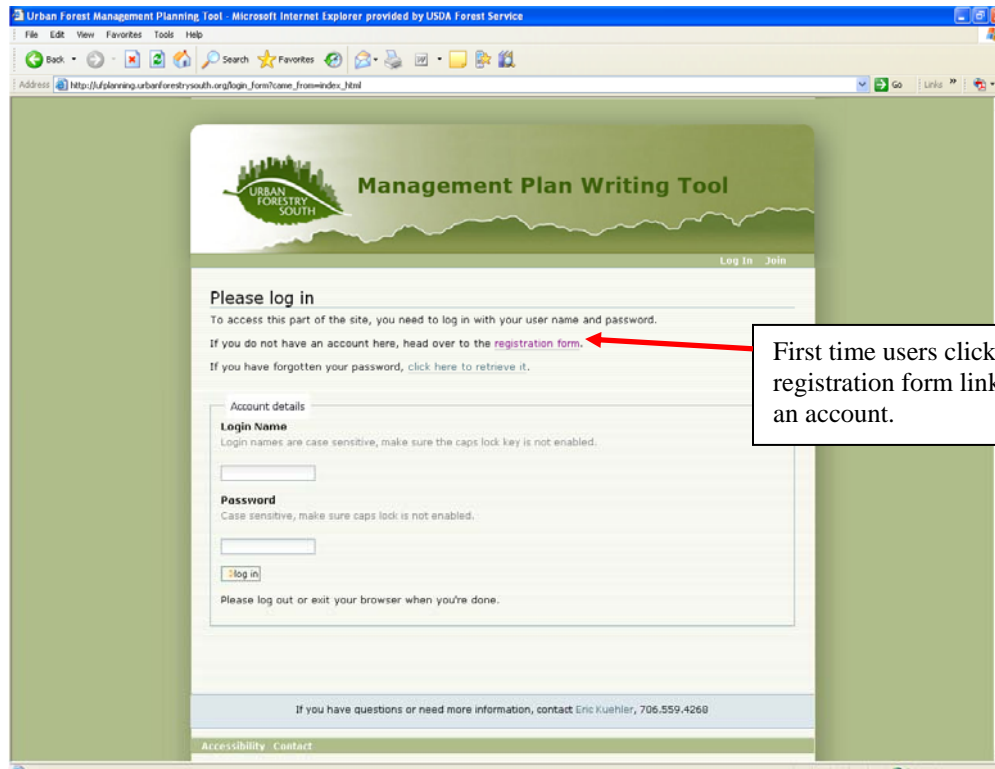


www.urbanforestrysouth.org

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.



First time users click on the registration form link to create an account.



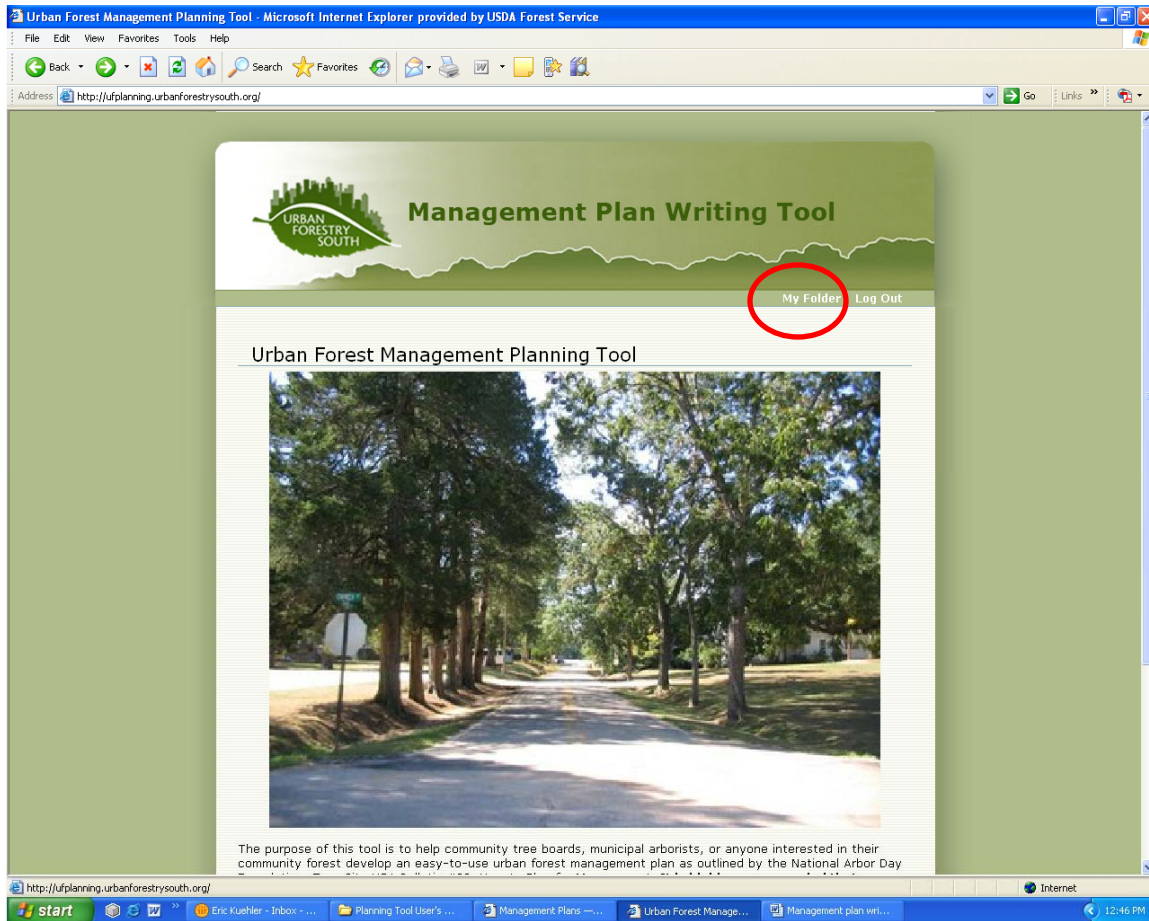
Eric A. Kuehler, Technology Transfer Specialist
Urban Forestry South
320 Green St., Athens, GA 30602
706-559-4268
ekuehler@fs.fed.us



www.urbanforestrysouth.org

After entering your Login Name and Password, click on “log in” and you will be taken to the “How to Use this Tool” page. Scroll to the bottom of the page and click on “Back to Home” to be taken to the Management Plan Writing Tool Home Page.

Back on the Home page, if you have not yet started a management plan project, click on “Create a Management Plan” to begin answering some preliminary questions regarding your community. If you have previously started a project and want to return to it, click on ‘My Folder’ in the upper, right-hand portion of the page, and you will be taken to a page that lists all of the projects that you have created.



Eric A. Kuehler, Technology Transfer Specialist
Urban Forestry South
320 Green St., Athens, GA 30602
706-559-4268
ekuehler@fs.fed.us
www.urbanforestrysouth.org



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

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



Eric A. Kuehler, Technology Transfer Specialist
Urban Forestry South
320 Green St., Athens, GA 30602
706-559-4268
ekuehler@fs.fed.us

www.urbanforestrysouth.org



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.

Covington 2010 - Urban Forest Management Planning Tool Microsoft Internet Explorer provided by USDA Forest Service

Management Plan Writing Tool

URBAN FORESTRY SOUTH

My Folder Log Out

Vision Statement

Trees provide benefits to the community. Choose all benefits that you would like for your community forest to provide in the future. If the benefit that you would like is not listed below, select Other and insert the benefit in the space provided. For more information, see [The Planning Process](#).

What are the things you would like your community forest to do?
Click on all boxes that apply

Provide aesthetic beauty

Help reduce energy costs by providing shade to streets and buildings

Help reduce air pollution levels

Help reduce storm water runoff and soil erosion

Provide habitat for wildlife

Help increase property values and improve business traffic

Improve civic pride by providing landmarks for the future

Provide social, psychological, physical health, and recreational benefits

Reduce noise, glare, and/or odors

Other

The community forest will provide a living classroom for t.

< Previous Save Next >

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

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.

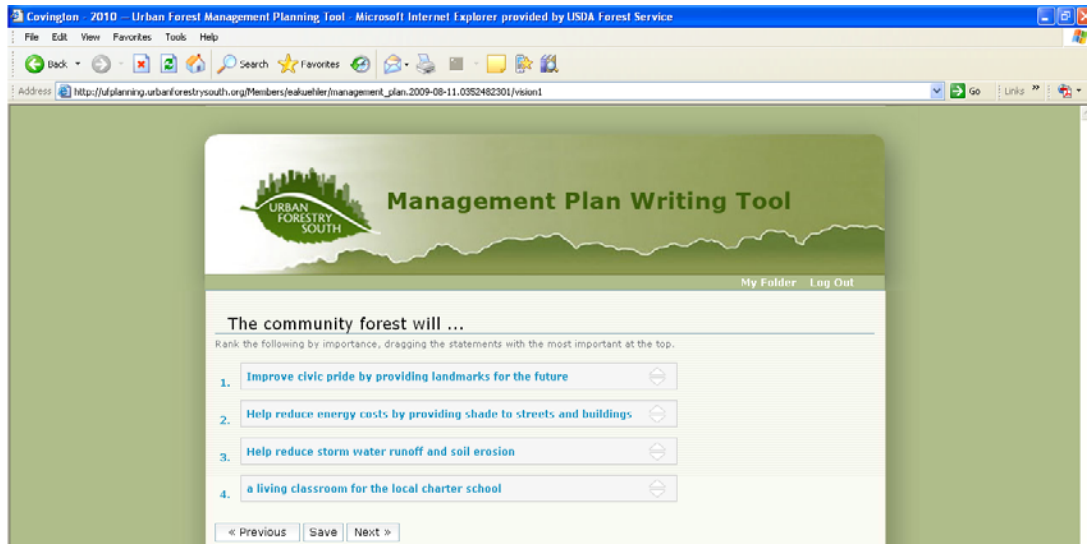


Eric A. Kuehler, Technology Transfer Specialist
Urban Forestry South
320 Green St., Athens, GA 30602
706-559-4268
ekuehler@fs.fed.us

www.urbanforestrysouth.org



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.



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.



Eric A. Kuehler, Technology Transfer Specialist
Urban Forestry South
320 Green St., Athens, GA 30602
706-559-4268
ekuehler@fs.fed.us

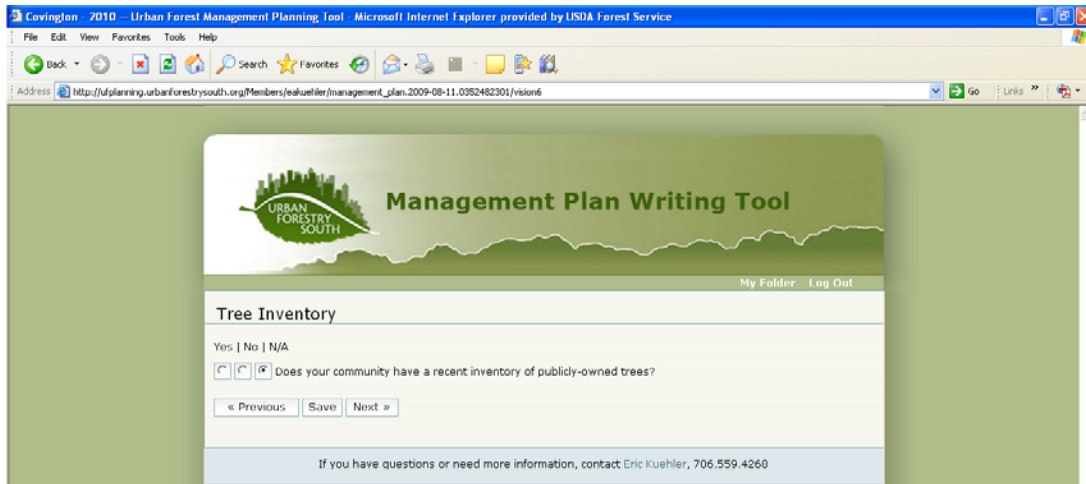


www.urbanforestrysouth.org

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.



Eric A. Kuehler, Technology Transfer Specialist
Urban Forestry South
320 Green St., Athens, GA 30602
706-559-4268
ekuehler@fs.fed.us
www.urbanforestrysouth.org



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'.

| 2010 | 2011 | 2012 | 2013 | 2014 | Goal Description |
|-----------------------|----------------------------------|----------------------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 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 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Identify the municipal department that cares for public trees and obtain their written tree planting and/or tree care policy |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Identify those tree maintenance operations that are routinely contracted out |
| <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Ensure that contracted tree care companies follow current safety standards and current standards that maintain the health and longevity of the tree |
| <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Develop a standardized tree care policy and ensure that it is consistently followed |
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Develop a standardized tree planting policy and ensure that it is consistently followed |

<< Previous Save Next >>

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.



Eric A. Kuehler, Technology Transfer Specialist
Urban Forestry South
320 Green St., Athens, GA 30602
706-559-4268
ekuehler@fs.fed.us
www.urbanforestrysouth.org



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/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 |

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/contractingtreetwork.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/contractingtreetwork.aspx>

Links to on-line resources

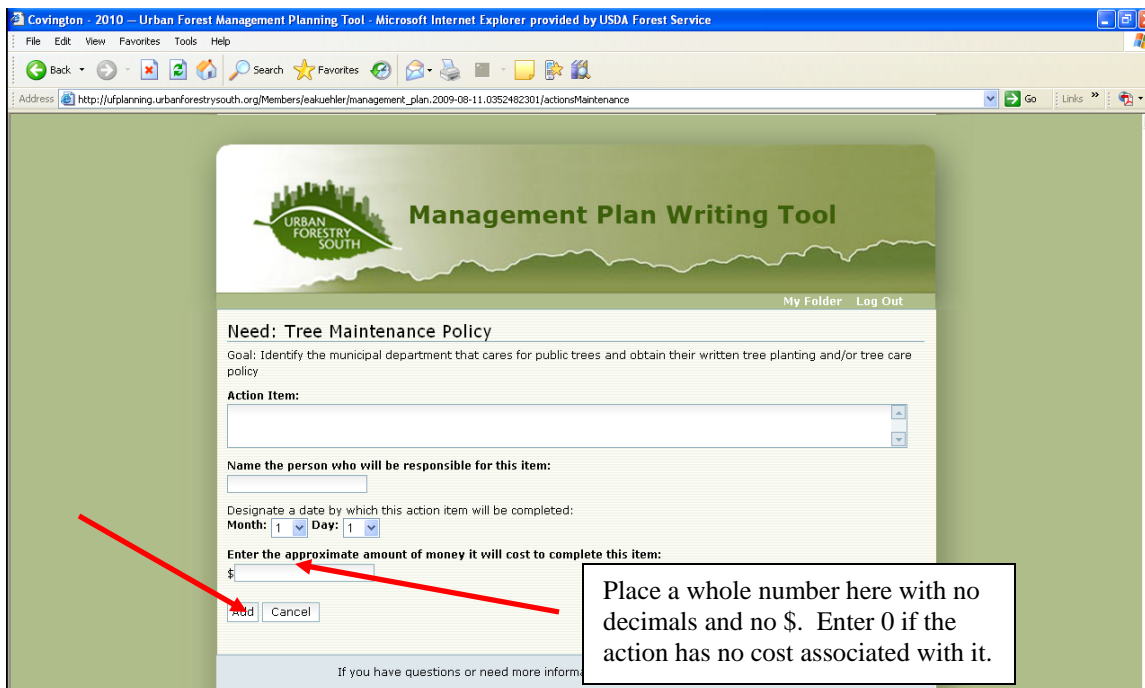


Eric A. Kuehler, Technology Transfer Specialist
Urban Forestry South
320 Green St., Athens, GA 30602
706-559-4268
ekuehler@fs.fed.us
www.urbanforestrysouth.org



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 with the URL http://ufplanning.urbanforestrysouth.org/Members/ekuehler/management_plan.2009-08-11.0352482301/actions/maintenance. The page title is "Management Plan Writing Tool" and the logo for "URBAN FORESTRY SOUTH" is visible. The main content area is titled "Need: Tree Maintenance Policy" and includes a goal description: "Goal: Identify the municipal department that cares for public trees and obtain their written tree planting and/or tree care policy". Below the goal, there is a form for adding an action item. The form includes a text input field for the "Action Item", a text input field for "Name the person who will be responsible for this item:", and two dropdown menus for "Month" and "Day". A red arrow points to the "Add" button, which is located next to a text input field for "Enter the approximate amount of money it will cost to complete this item:". A callout box with a white background and black border contains the text: "Place a whole number here with no decimals and no \$. Enter 0 if the action has no cost associated with it."



Eric A. Kuehler, Technology Transfer Specialist
Urban Forestry South
320 Green St., Athens, GA 30602
706-559-4268
ekuehler@fs.fed.us

www.urbanforestrysouth.org





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 |



Eric A. Kuehler, Technology Transfer Specialist
 Urban Forestry South
 320 Green St., Athens, GA 30602
 706-559-4268
ekuehler@fs.fed.us



www.urbanforestrysouth.org

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, 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.

Management Plan Writing Tool

My Folder Log Out

view actions add to folder state: public draft

Lexington - 2010

by Eric Kuehler @ home — last modified 2009-08-27 16:33

By the year 2025 Lexington will have a well maintained community forest that will provide aesthetic beauty to the city to soften the linearity of its structures, and a sense of place and belonging by ensuring landmarks for the future. The forest will have a diverse species population with no one species comprising more than 10% of the population, native tree species appropriate for the region, a good mix of age and size classes, and low-maintenance trees to reduce operating costs. The trees that make up the forest will be predominantly medium-sized trees, and be strong-wooded. The citizens of Lexington will help reduce labor costs by volunteering to inventory, plant and maintain trees, be educated on tree-related issues by attending workshops, and motivated to plant trees to increase canopy cover by planing trees on their property. Lexington will understand the value of healthy trees in the city, and provide necessary funding to ensure the sustainability of the forest.

Generated Plan

[Lexington-Management-Plan-2010.doc \(Microsoft Word Document 20Kb\)](#)

Click here to view your plan in a Microsoft Word document.

Click here to return to the on-line tool for further revisions

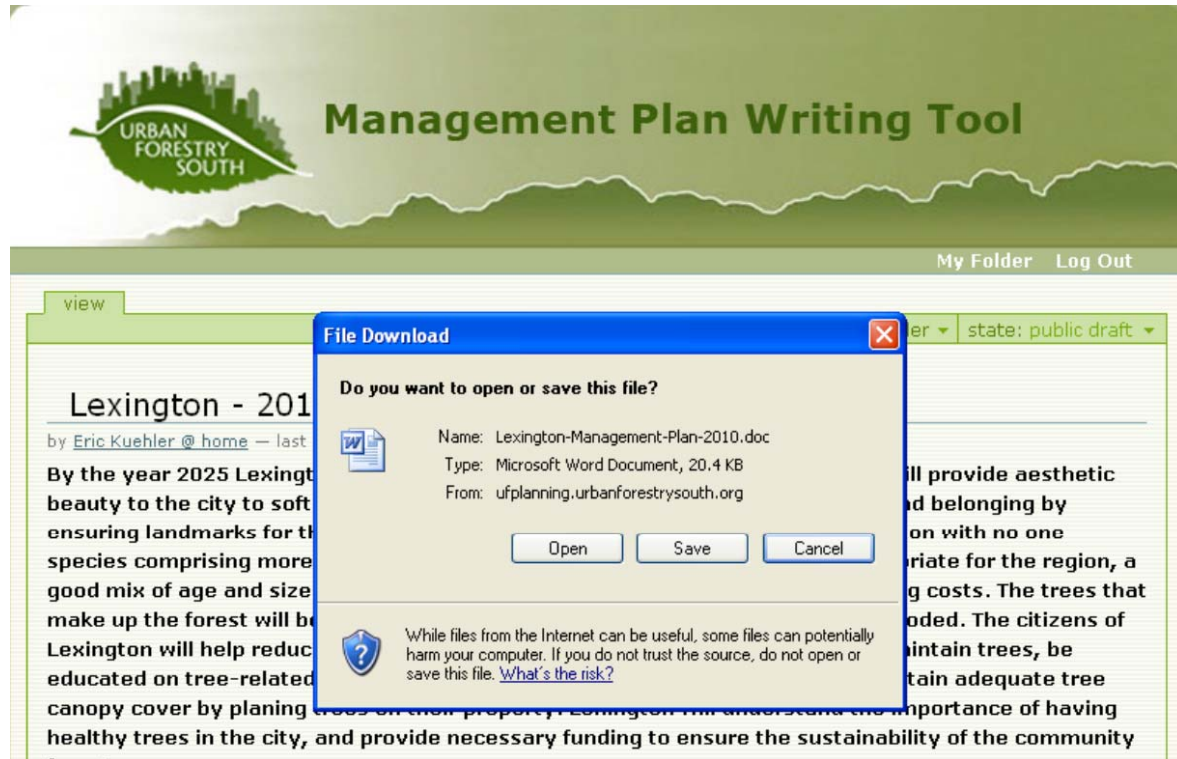


Eric A. Kuehler, Technology Transfer Specialist
Urban Forestry South
320 Green St., Athens, GA 30602
706-559-4268
ekuehler@fs.fed.us



www.urbanforestrysouth.org

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.



Eric A. Kuehler, Technology Transfer Specialist
Urban Forestry South
320 Green St., Athens, GA 30602
706-559-4268
ekuehler@fs.fed.us

www.urbanforestrysouth.org

