
Light of Christ Community Garden

Project Initial Understanding

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CONTENT OWNER:

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Light of Christ Lutheran Church, Care Ministry

Document Information

Version	Date	Description
1.0	15 March 2011	Initial release

Credits: Project Management techniques and methodologies are based on training received from The Boeing Company with documentation templates based on Macroscopic®, an integrated suite of business and IT methods developed by the Fujitsu Corporation.

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Project Information

Project Identification			
Project Name:	Light of Christ Community Garden	Owner Name:	Light of Christ, LCMS
Start Date:	1 March 2011	Finish Date:	1 April 2013

Confirm Project Understanding	
Project Background	<ul style="list-style-type: none"> - LOC mission "...to reach out with God's Grace to help people know, trust and share God's purpose for their life". - 19xx purchase of land to expand mission of LOC - Component of City of Federal Way Human Services Initiatives (??)
Project Justification	<ul style="list-style-type: none"> - Community outreach – feed the hungry - Congregation project to help others, pull together with common goal - Mission field activity, spread the word regarding LOC - Productively use God's gift of property to LOC
Project Objectives	<ul style="list-style-type: none"> - Provide community outreach as part of LOC Mission - Provide organic fruit and vegetables for citizens in need - Provide an safe tranquil environment to work the soil and refresh the soul - Provide an opportunity for shared community and the experience of working together for various Federal Way churches, organizations and interest groups.
Project's Initial Assumptions	<ul style="list-style-type: none"> - LOC will provide project ownership, oversight and coordination - LOC Community Garden project will be a part of the Federal Way Community Gardens Foundation, 501C3 - This is a community project, not restricted to LOC i.e. neighboring houses of worship; ethnic centered youth and senior groups; local businesses and professional associations. - Target groups west of US99, South of 320th – include NE Tacoma - Federal Way Community Gardens Foundation will provide ; Master Gardner, Garden Layout, ... - The land, house and shed bordering 21st avenue south will be made available for the Federal Way Community Gardens for a period of at least 10 years - LOC will provide funding for water and electricity as need - LOC will provide liability insurance for property
Project's Initial Constraints	<ul style="list-style-type: none"> - Initial funding of \$10,000 will be required to start project - House on property is known to contain asbestos – will need to be addressed
Project's Initial Known Risks	<ul style="list-style-type: none"> - Project will require substantial, long term commitment on behalf of LOC congregation - Project will have high visibility in community, once committed to project LOC will need to follow through to completion - Location on 21st avenue more open to vandalism - Fund raising difficult in current financial times
Project's Initial Known Issues	<ul style="list-style-type: none"> - Commitment of resources to manage project - Due to size, complexity, resources and cost, other Federal Way groups will need to be involved - Distribution of food – identify needy

Relationships with Other Projects	<ul style="list-style-type: none"> - LOC "TGIF / Mission Possible" - Federal Way Community Gardens Foundation
Project Characteristics - Overview	<ul style="list-style-type: none"> - Guidelines for community garden provided by Federal Way Community garden, includes guidelines for organic gardening, watering, planting and harvesting - A community <u>project</u> that will bring the Federal Way community together to create and maintain a garden that will provide organic vegetables and fruit for citizens in need. - Volunteers will gain gardening skills, create friendships, and support good nutrition - Common Project Management processes and tools will be employed to manage, track and report on project - Standard financial accounting and reporting practices are to be employed. - Monies associated with the LOC Community Garden project is provided by the Federal Way Community Garden organization in a fund designated for use strictly for the Light of Christ Community Garden Project.
Project's Major Deliverables	<ul style="list-style-type: none"> - Approximately 100' x 100' Community Garden with supporting infrastructure, including water, electric, food distribution, maintenance and project oversight - It is anticipated that between 7,000 and 10,000 pounds of organically grown fruits and vegetables will be made available to needful persons in Federal Way and N.E. Tacoma.
Location/Facilities	<ul style="list-style-type: none"> - Property of Light of Christ Lutheran Church, located along 21st Avenue SW and 21st Avenue SW in Federal Way, WA. 98023 - Includes use of current house and shed on property - Approximate land use from sidewalk on 21st Av. SW, west towards tree line approximately 200 feet and from the road on 344th ST SW North to property line, to include parking area, garden, house, shed and expected green house facilities. Existing LOC signage will not be impacted.
Stakeholders	<p>Primary Stakeholders:</p> <ul style="list-style-type: none"> - Congregation of Light of Christ Lutheran Church – Project Ownership - LOC Care Committee – Project coordination, architecture - LOC TGIF / Mission Possible – Adjacent property stewardship - LOC Buildings and Grounds – Property use and maintenance - Federal Way Community Garden , project association, guidelines, master gardener, relationship with City and Business leadership <p>Secondary Stakeholders:</p> <ul style="list-style-type: none"> - Associated church and community groups – various support roles, i.e. garden build and maintenance, financial contributions, services and supplies - City of Federal Way – Sponsorship (???)
Users Group	<ul style="list-style-type: none"> - LOC Care Ministry will coordinate various user groups in association with Federal Way Community Garden - LOC Pastor, Congregation President and designees will coordinate with other church groups, political and professional business associations - Federal Way Community Garden will be responsible for providing coordination with City of Federal Way and the LOC Pastor and Congregation President - Unidentified church and local organizations will be responsible for their particular projects, schedules, logistics and participants as coordinated with LOC Community Garden Care Ministry
Staffing Assumptions	<p style="text-align: center;"><i>All positions are volunteer and are unpaid</i></p> <ul style="list-style-type: none"> - LOC Care Ministry, Ministry Chair; Julie Hiller - LOC Care Ministry, Project Coordinators; Jim and Donna Cox - LOC Building and Grounds, Ministry Chair; Byron Hiller - <u>Add more here</u> - Federal Way Community Garden Foundation; Mike Stanley

Key Resources	<ul style="list-style-type: none"> - Congregation of Light of Christ Lutheran Church – prayer, financial and labor support, commitment to successful completion of project - Light of Christ Committees of Care, Building and Grounds, TGIF / Mission Possible – project coordination and leadership - Light of Christ Pastor and Congregation President – coordinate church and religious community support - Federal Way Community Garden Project – Community Garden vision, master gardener, City of Federal Way liaison
Project's Allocated Budget	- Approximately \$30,000. Does not include LOC land payments, water, electric, insurance or discounts, donations, etc.
Project's Major Milestones	<ul style="list-style-type: none"> - 1 March 2011 – Project Start - 1 April 2012 – First Planting - 1 xxx, 2012 – First Harvest <p><u>More detail required</u></p>
Subcontractors Information (Subcontractors participating in the project and their specific roles)	- Other religious and community organizations, <u>TBD</u>

Project Manager's Perspective

These are identified challenges, real or imagined, that immediately come to my mind for the project. They need kept under close watch, clarified, further developed, or settled.

Knowledge Area	Concerns / Issues
Project size and coordination	<p>This is a large and complex project, <u>requiring a substantial and long term commitment</u>. The overall project manager will need to commit at least 20 hours (probably more) / week for six months to get the project in motion.</p> <p>There are many components that will require additional leadership commitments from LOC congregation and like organizations, e.g. funding, contributions, labor coordination, distribution, communications, relationship management with religious organizations, professional business associations, various government agencies, etc.</p> <p>This project may well consume available resources and become the focus for the LOC congregation for the next two or more years.</p>
Seed funding of \$10,000	LOC is asking the congregation for additional support for TGIF / Mission Possible. An additional \$10,000 is a significant challenge before building can commence.

<p>Name - Light of Christ Community Garden</p>	<p>The name of the Community Garden needs to be addressed early in the project. The name was selected to follow the convention established by the Federal Way Senior Center, and Truman Community Garden. Will this name have problems with other organizations that we invite to participate, i.e. Brooklake Community Church, Foursquare, etc.?</p>
<p>Retail Community Support</p>	<p>Groups like Home Depot, Lloyd Enterprises, and others have provided significant support to the Senior Center and Truman Gardens. Are they able to provide support for another Garden in Federal Way? Can we find others to step up i.e. Lowes, True-Value, etc.?</p>
<p>TGIF / Mission Possible Land Funding</p>	<p>The funding for the TGIF / Mission Possible Land has been tenuous in past and remains a challenge area.</p>