

# Incubator Farm Work Breakdown Structure Foundation

*Project Aspects to Consider when starting Program Design (non-exhaustive list\*)*

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## FACILITY

### **Business / Legal**

- Mission/Vision/Goals/Objectives
- Define Business/management structure  
(*non-profit, entity of the Town, etc.*)
- Determine Management/oversight for site  
(*existing employee? hiring, salary, etc.*)
- Budget / Financing
- Insurance
- Emergency procedures

### **Land / Infrastructure**

- Secure land for incubator
- Equipment /Infrastructure
- Site Planning / Site Design
- Soil Quality / Soil Preparation / Amendment

### **Production**

- Crops allowed/disallowed. *Livestock?*
- Production philosophy – *organic, conventional, other*

## MARKET ANALYSIS

- Consumers
- Retail, Food Service, Institutions, Food Hubs
- What are the entry points into the markets for participants?

## PARTICIPANTS

### **Recruitment**

#### **Contracts**

- Tenure time of Participants on the Land
- Define community benefit requirement
- Pricing 'rent' of infrastructure equipment

#### **Education**

- Training / Technical Assistance Plan
- Mentorship

#### **Communications Plan**

#### **Land transition plan**

## EVALUATION

- Identifying local resources to support project (Asset/Resource Mapping)
- Understanding needs of local participants
- Evaluation of planning process as well as of the incubator farm once under way.

*\*NOTE: This is not presented as a complete work breakdown structure for an incubator farm. It is a starting point for conversation. All incubator farms are unique to their communities, and therefore, must take into account needs and resources within that specific community.*

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