

Phases...	Functional Areas...	Administration	General Manager	Membership	Finance	Accounting	Legal	Education / Marketing	Construction Logistics	Preliminary Time Frame...
1) Organizing		- Research co-op formation - Start the Founding Team		- Research membership structures, equity plans, etc - Gather census data - Produce a rough market study	- Research grant options, financial performance data on other co-ops		- Research incorporation options, health codes and insurance - Research bylaw options	- Research education and branding done by other co-ops - Establish web site	- Research real estate rates/options	(completed)
2) Feasibility		- Develop draft business plan - Propose membership details to community - Hold community meeting		- Develop membership materials - Promote and manage community meeting	- Help prepare feasibility projections		- Advise administration on legal/insurance implications of considered plans	- Develop logo design - Work with membership to develop membership materials - Maintain/improve web site		Oct 2009
3) Planning and Fundraising		- Transition to formal Board - Hire accountant or company - Finalize business plan - Identify candidates for store planner, architect and general manager		- Undertake membership drive - Carry out or Commission a market study - Develop loan materials - Undertake member loan drive	- Identify accounting service company candidates - Assist with financial evaluation of each potential location - Support membership and loan drives - Help identify members likely to support large loans	- Establish bookkeeping procedures to properly monitor fundraising finances	- Incorporate	- Develop education plan to support local product development - Develop community class plan - Hold classes at donated/rented location - Create newsletter, begin regular publication	- determine prime location candidates - develop preliminary store layout	April 2010
4) Construction		- Retain store planner - Retain architect - Work with logistics to approve all plans - Bid construction contracts - Oversee construction activities - Hire general manager - Start transition to policy governance	- Review staff job descriptions, write employee handbook - Identify product supplier options - Help evaluate store planner and architect recommendations - Assist with construction oversight - Set up worker's comp insurance - Recruit staff: place ads, interview, hire. - Start training	- Continue membership drive - Engage current members during construction with fun, educational and social events.	- Help arrange for outside financing - Guide financial operations through construction phase	- Set up all production accounting and bookkeeping operations	- Review contracts and agreements - Advise if any conflicts arise	- Work with store planner and architect on store appearance	- Identify construction contractor candidate (write Request For Proposals?) - Obtain building permits? - Oversee all construction details	Oct 2010
5) Sustaining		- Guide the co-op towards its long term goals	- Refine operations to find the highest level of efficiency and quality - Identify prime candidates for local product development	- Membership support	- Guide the co-op towards its long term goals	- Help refine operations to find the highest level of efficiency and quality	- Guide the co-op towards its long term goals	- Develop/supervise ongoing advertising - Refine operations to find the highest level of efficiency and quality		
6) Expansion		- Develop detailed business plans for rental kitchen, cafe and brew pub operations		- Form plans for new membership and loan drives	- Develop detailed business plans for rental kitchen, cafe and brew pub operations		- Develop detailed business plans for rental kitchen, cafe and brew pub operations	- Develop detailed business plans for rental kitchen, cafe and brew pub operations	- Develop detailed business plans for rental kitchen, cafe and brew pub operations	Jan 2012