

Duty/Task:									
D-2 Develop crop plan with other farmers									
STEPS (Required to Perform the Task)	PERFORMANCE STANDARDS (Observable & Measurable Criteria)	TOOLS, EQUIPMENT, SUPPLIES & MATERIALS (Needed)	REQUIRED KNOWLEDGE AND SKILLS (Math, Science, & Language)	SAFETY (Concerns)	WORKER BEHAVIORS (Important to Worker Success)	DECISIONS (Identify Decisions that Must be Made by the Worker)	CUES (Identify the Data Needed for Making Correct Decisions)	ERRORS (Indicate What May Result if Incorrect Decisions are Made)	
1 Identify "other" farmers who might be interested in producing and supplying products to you for the coming season	1 Accurately identified other farmers to develop a crop plan with	1 Contact tool, directory, internet, computer	1 Computer skills, knowledge of other area farmers who could produce crops for you	1 N/A	1 Organized, timely, decisive, discerning	1 Who should I contact? What product(s) can they supply? What product(s) do I need?	1 Knowledge of area farmers and their production capabilities	1 Won't have sufficient products for customers or may not offer something not grown by the CSA, may lose sales	
2 Contact the identified farmer(s) to see if they are interested in supplying you with products	2 Contacted other farmers and determined if they were interested in supplying products for the coming season	2 Computer, phone, contact list, email	2 Communication skills, knowledge of the farmer's growing capabilities	2 N/A	2 Personable, clear, knowledgeable	2 How should I contact the farmers? What questions do I need to ask them?	2 Most convenient method, questions around growing and delivery capability	2 Won't know if the farmer is interested in supplying products to other CSAs	
3 Meet with the farmer(s) to conduct a planning session	3 Met with interested farmer(s) and participated in a planning session	3 Notebook or computer to take minutes, crop or product list based on number of CSA shares to fill	3 Communication skills, computer skills, planning skills, interpersonal skills	3 N/A	3 Team player, organized, receptive,	3 Who should participate in the meeting? Where and what time will the meeting be held?	3 Mutually agreed upon participatns and time/location	3 Won't know what products will be provided and in what quantities	
4 Determine which farmer will grow which products (veggies, cheese, meats) and how much of each crop (e.g. acres, pounds)	4 Accurately determined which farmer will grow which products and quantities they could produce	4 Computer, notebook, pen/pencil, crop list, number of CSA shares sold that need to be supplied	4 Computer skills, communication skills, planning skills	4 N/A	4 Analytical, discerning, detail oriented, decisive	4 Which farmer(s) will produce which product(s) and in what quantities? How much should I agree to pay them for the product(s) they produce so that I still make a profit?	4 Prevailing wholesale rates, expected quantities needed based on shares sold	4 Won't know what products will be provided and in what quantities	
5 Develop a production/delivery schedule	5 Developed a reasonable production/delivery schedule that everyone could commit to	5 Computer, notebook, software (CSA scheduling software), calendar	5 Computer skills, communication skills, planning skills	5 N/A	5 Detail oriented, timely, accurate	5 What product(s) is needed? When is the product(s) needed? How much of the product(s) is needed? How often will product(s) be delivered? How will the product(s) be delivered?	5 Delivery and growing capabilities of the farmer, quantity needed to fill sold shares	5 Won't have sufficient products when they are needed, may lose sales or disappoint customers	
6 Develop an agreement/contract including quantities, pricing, and schedule	6 Developed a written agreement that specified what crops would be grown, the quantities of each that would be provided, and a delivery schedule	6 Computer, paper, printer, CSA scheduling software, contract template	6 Computer skills, writing skills	6 N/A	6 Thorough, accurate, discerning	6 What all should be specified in the agreement/contract? Do I need to have it reviewed by an attorney?	6 Contract or agreement template, prior years' agreements	6 Won't have a binding agreement to protect both parties	
Analyst: John Moser			Specific Relevant References:						
Expert Workers:									
Al Welch									
Brad Bergeturd									