	Duty/Task:																	
	D-3 Establish crop planting schedule																	
	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	Obtain scheduling tools	1	Obtained scheduling tools that met the CSA planting needs; tools used communicated the schedule to all employees	1	Calendar; computer; row or block markers; pens	1	Scheduling knowledge; math skills; communication skills; reading skills; analytical; administrative skills	1	None	1	Timely; hard working; accurate; self-motivated	1	What supplies do I need for scheduling? How will I share the schedule?	1	Beginning and ending dates for the season; CSA operational procedures	1	Lack of schedule; chaos; customers dissatisfied; loss of efficiency
2	Review the crop characteristics of the crops being planted e.g. compatibility with other crops, nutrients needed, moisture requirements	2	Accounted for all major characteristics of each crop such that there was maximum yield and no gaps or lags in harvesting	2	Seed catalogs; production manuals; internet references	2	Reading skills; analytical; computer skills; administrative skills; intuitive	2	None	2	Organized; detail oriented; analytical; self-motivated	2	How much light will be needed for the crop? What are the nutrient requirements? How much heat will be needed? How much water will be needed? How long does it take the crop to mature? When do I need to seed in order to transplant at the desired time? Where do I find a	2	Information provided in seed catalogs, manuals and textbooks	2	Poorly planned schedules; chaos; customers dissatisfied; loss of efficiency; poor yields; staff or crew down time
3	Research the characteristics of the growing season by location e.g. estimated rainfall, estimated heat units	3	Accounted for all major characteristics of the growing season at the location such that there was maximum yield and no gaps or lags in harvesting	3	Weather forecasts; internet references; past weather records; information from other farmers; Farmers Almanac	3	Reading skills; analytical; computer skills; administrative skills; research skills	3	None	3	Organized; detail oriented; analytical; self-motivated	3	What are the frost free dates? What is average rainfall amount by month? What are the high and low temperatures? When can and should the environment be adjusted e.g. use of crop row covers, use of greenhouse?	3	Information provided by manuals, crop knowledge; customer preferences; CSAs crop goals	3	Poorly planned schedules; chaos; customers dissatisfied; loss of efficiency; poor yields; staff or crew down time
4	Research the growing location e.g. growing medium, light, water temperature	4	Accounted for all major characteristics of the growing location such that there was maximum yield and no gaps or lags in harvesting	4	Soil and water tests; soil surveys; information from other farmers; seed catalogs; site weather data	4	Reading skills; analytical; computer skills; administrative skills; research skills	4	None	4	Organized; detail oriented; analytical; self-motivated	4	What zone am I planting in? What are the frost pockets of the location? Where are the wet areas? What are the hot areas? What are the limitations of the growing area?	4	Information provided by manuals, site knowledge; weather station information	4	Poorly planned schedules; chaos; customers dissatisfied; loss of efficiency; poor yields; staff or crew down time
5	Estimate labor needs for planting each crop	5	Accurately estimated the labor needs for planting the crops being considered	5	Employee records; crop budgets; computer	5	Reading skills; analytical; computer skills; administrative skills; procurement skills; investigative skills	5	None	5	Organized; detail oriented; analytical; self-motivated; personable; team work	5	How much labor do I have available? What will be the time requirements to plant each crop? Who has the skills needed to plant?	5	Labor information in employee records; crop budgets	5	Poorly planned schedules; chaos; customers dissatisfied; loss of efficiency; poor yields; staff or crew down time
6	Determine equipment and supply needs for planting each crop	6	Correctly determined the equipment and supply needs for each crop being considered	6	Equipment inventory; crop budgets; seed inventory	6	Reading skills; analytical; computer skills; administrative skills; procurement skills; investigative skills; accounting skills	6	None	6	Organized; detail oriented; analytical; self-motivated	6	What equipment will I need to plant the crops being consdered? Where will I get it if I don't have it? Is there a custom planter I can hire to plant the crop? What supplies will I ned to plant this crop e.g. fertilizer, transplants?	6	Inventories; crop budgets	6	Poorly planned schedules; chaos; customers dissatisfied; loss of efficiency; poor yields; staff or crew down time
7	Fill out initial scheduling tools	7	Selected scheduling tools included planting and harvesting timelines for each crop based on CSA needs, e.g. quantity needed, when crop is needed	7	Calendar; computer; row or block markers; pens	7	Scheduling knowledge; math skills; communication skills; reading skills; analytical; administrative skills	7	None	7	Organized; detail oriented; analytical; self-motivated	7	When should the schedule be completed to account for all planting concerns? How do I find out what the CSA needs are for each crop, e.g. volume, timing? How will I share the calendar?	7	Crop information; CSA needs	7	Poorly planned schedules; chaos; customers dissatisfied; loss of efficiency; poor yields; staff or crew down time
8	Adjust crop planting schedules as needed	8	Planting schedules adjusted a minimal number of times as a result of weather, pests, disease, equipment availability, CSA share numbers	8	Calendar; computer; row or block markers; pens	8	Scheduling knowledge; math skills; communication skills; reading skills; analytical; administrative skills	8	None	8	Organized; detail oriented; analytical; self-motivated; team work	8	How might the current weather conditions impact the crop planting schedule? How do I adjust for unanticipated shortages in crop varieties? Are there insect or disease outbreaks?	8	Crop alerts; pest scouting alerts; weather alerts; seed company alerts	8	Poorly planned schedules; chaos; customers dissatisfied; loss of efficiency; poor yields; staff or crew down time
	Analyst: Mike Loyd						Specific Relevant References:											
	Expert Workers:																	
	Brad Bergefurd																	
	Rev. Donovan Larkins																	