

MANAGING EXPECTATIONS CHECKLIST:

1) What are you offering?

You need to be very clear about what you can offer your beneficiary partner. By the time you start the project all parties should have a clear vision in their minds of what the project is going to entail and what the end result is going to be. To reach this alignment, your conversation should address:

- a) What type of garden are you creating? Is it large or small?

- b) What Reel Gardening Product are you donating? Eg. A few educational Grow Pods to be scattered around the school? A large 200m² Garden in a Box?

- c) Will you be working with your beneficiary partner alone or as part of a team? How big is the team? How much interaction will the team have with the beneficiary partner? Eg. You might be working alone, within your own capacity to help with setting up a garden and you'll visit every Saturday for the next 3 months. Or, you may be representing a team of your colleagues who will come and help with creating the garden on a specific day, but you will be visiting alone once a month for the next 4 months to provide training.

- d) Will you be expecting to take photographs on the day? Do you need to get consent from the people who will be part of the training before you do so?

- e) Will you be providing training? Or will you only be helping with creating the garden?

- f) Will you be supplying compost, fertilizer or tools?

- g) Will you be providing refreshments or lunch during any of your visits?

2) What will the project structure look like?

Be clear about your vision of every detail of the project, from start to finish. To create a comprehensive plan, talk through the following details with your partner:

- a) How many times are you going to visit the garden? How long will they be? Who needs to attend?

- b) Will you visit on weekends or weekdays?

- c) If you are providing training, how many people can you train at one time?

- d) Will you be contactable for help in between these visits?

- e) What will you cover during each of these visits? Eg. Reel Gardening will often donate a 200m² Garden in a Box, but we will only plant 1 x 50m² Box on the first day. We then expect our partners to plant the second box before the next visit in one month's time.

- f) Do you need your beneficiary partner to do any preparation before you arrive for any of your visits? E. If the garden location is very hard, Reel Gardening will ask the partner to water the area before we arrive to make soil preparation easier.

3) What will your beneficiary partner need to contribute?

Just as your partner now has a clear idea of what to expect from you, you will need to be very clear about what you can expect from your partner. You may determine your own criteria, but here are some examples of things Reel Gardening expects from beneficiary partners:

- a) The garden will be weeded and watered every day.
- b) Everyone who volunteers to be part of the first training needs to show their continued commitment to the project by making themselves available for every training thereafter.
- c) We expect that everyone will make themselves available for the entire training session and not leave early.
- d) We expect that those trained will use their new skills to look after the garden. Eg. If the garden experiences problems with pests, we expect the garden carers to create the Reel Gardening natural pesticide to address the problem.
- e) For those projects that receive a once-off training and donation, we expect them to send us photographs of the garden growing once a month. This can either be via WhatsApp or email.
- f) If the garden carers abandon the project, we expect the beneficiary partner to identify a new team and for the old team to pass their knowledge onto the new team before they leave.

