The weed management team cannot afford all the time it would take to plan every project in detail together. People would frustrate themselves by spending too much time meeting vs. doing weed management and quit before any actual work takes place. However, the people doing on-the-ground weed management need a written record of their planned actions and assumptions. This is project planning.

Planning occurs at several levels (state, county, or local) for a variety of objectives. The War on Weeds Step 2 – Build Coalition Through Collaborative Planning and Management (Fact Sheet 99-76) discusses the level of planning needed to build coalitions, uniting people behind a common goal based on a vision. That process must provide enough specifics to be achievable and it often needs to prioritize a long list of individual projects.

Often the weed management team develops action plans for sub-areas within the overall weed management area. In coordinated planning or as project planning begins the weed management area can be broken into smaller units of a size that is effective for project planning. Each area (pasture, range, drainage, lot, soil type etc.) that will need a different treatment project team, billing method, application timing, or other project variation should be referred to as a "unit". Even a right-of-way could be classified as a "unit". Use as many units as needed. They can be of any size as long as the combined unit descriptions adequately cover the total area that you will be working on. A unit may even describe entire ranches, sections or townships. The key is to link unit size and area characteristics to the project planning needs.
The weed management team will find a detailed and user-friendly map very useful (See War on Weeds, Step 3-Map Important Weeds for a Living Inventory, Fact Sheet 99-77). If the information needed for mapping and analysis is not available for the whole area, the inventory-type information collected in the form at the end of this fact sheet can help establish priorities.

The team needs to involve people who know the country and who will be working on the project in delineating units. As people look at maps and aerial photographs of a unit, they may remember or learn of small, isolated infestations others may not know about. Or, they may discuss particular features or management issues that could be addressed better by rearranging unit boundaries. In doing so, the group creates a unit map for the whole weed management area. This map is part of the essential record of what was planned and implemented.

After unit mapping, project plans are built from an assessment or inventory and analysis of the situation in the unit. To make project planning easier and more complete, a form is provided that includes spaces for inventory, analysis, treatment alternatives considered, and decisions made. Complete a form for each unit in the management area. Feel free to make multiple copies of the blank forms and as many copies of the completed forms as you will need to keep workers informed about the specifics of their project tasks.

Although all the inventory information is useful, some is more useful than others, or more useful in certain situations. This information could be used to prioritize among units. A point system could help rate units on the basis of importance or urgency (See War on Weeds Step 4. – Prioritizing Weed Management, Fact Sheet 99-78). With or without a point system, the form provides some information for objectively comparing units and alternative treatments.

As the project is implemented, the Unit Project Plan______ (or Record of Action_______) form can be used as the permanent record.

REFERENCES:


Anonymous. *Blueprint For Success, Weed Management Training Materials*. DowElanco, 9002 Purdue Road, Indianapolis, IN 46268

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**Unit Analysis Worksheet**

**Unit Name:**  
**Unit Number:**  
**Unit Description (back 40 acres, John and Mary Doe Farm, Duck Cr. Watershed):**  

**Legal description (Township____ Range____ Section _______, etc.):**  

**Owner:**  
**Manager:**  
**Address:**  
**Town:**  
**State:**  
**Zip Code:**  
**Phone:**  
**Date Unit Mapped:**  

**Inventory**

<table>
<thead>
<tr>
<th>Total acres within this unit:</th>
<th>%-infested</th>
<th>Density of infestation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cropland acres:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Density of infestation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Range/pasture acres:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Density of infestation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trees/brush acres:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Density of infestation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wetlands/riparian acres:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Density of infestation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterway length:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Density of infestation:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Is this unit on the outer edge of a major invasive weed infestation?**

**Are adjacent or nearby sources of invasive weeds being treated?**

**If the infestation source is not currently being treated, can a cooperative, planned treatment program control it?**

**If yes, who are the key people with whom to plan this?**

**Unit’s value if invasive weeds are left untreated (Value may be expressed as carrying capacity, resale value, forage production/acre, etc.):**

**Unit’s potential value if invasive weeds are eliminated:**

**Estimated economic losses from spread from this unit to other areas if the unit is left untreated:**

1. Predominate surface soil types in this unit (underline one, and/or circle one or more)  
   - Clay, Clay loam, Silt loam, Silty, Sandy loam, or Sandy

2. Predominant terrain in this unit (mark % of each that applies)  
   - % Flat to gently rolling (0% to 5% slopes)  
   - % Rolling (5% to 15% slopes)  
   - % Steep (greater than 15% slopes)

3. Accessibility of this unit for ground application (mark % of each that applies)  
   - % very difficult  
   - % easy  
   - % both (some easy, some difficult)

4. Are there sensitive crops or other plants such as alfalfa or other crops, home gardens, endangered plant species, desirable range plants, etc. adjacent to invasive weed infested acres?  
**Describe:**

---

**Table:**

<table>
<thead>
<tr>
<th>Soil Type</th>
<th>% Infested</th>
<th>Density</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clay loam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Silt loam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Silty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sandy loam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sandy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Describe the aquatic characteristics of the weedy areas in this unit:
   - Boggy/sub-irrigated/marshy
   - Springs
   - Drainage
   - Creak/stream/river
   - Irrigation ditches
   - Lake/pond/reservoir
   - None

6. What percentage of the infestation is adjacent to surface water?_________

7. Identify the treatment methods that could be used on this unit:
   - Herbicide hand sprayer
   - Cultivation
   - Herbicide wick application
   - Hand pulling
   - Herbicide boom sprayer
   - Tillage and seeding competition
   - Herbicide aerial application
   - Biological agents
   - Livestock grazing
   - Mowing
   - Use of mulch
   - Shading weeds
   - Altering moisture status of the site

For each of the treatment methods worthy of further consideration estimate or calculate answers to
the following questions before choosing the preferred treatment method:

A. Is the ______________________ treatment method applicable to all or only a part
   of the unit? ________________________ (If only a part, consider dividing the unit)
   - What chemicals or special equipment is needed?
   - What is the cost for obtaining or using the special equipment?
   - What is the cost of treatment per acre ________ Number of acres? _______
   - Total cost ________
   - What is the likely level of control from this method? _______________________
   - What is the likely level of control on the rate of spread after using this method? ______________
   - Will any special permits or permission be required and if so what kind?
   - Will follow up treatment be required and if so what kind? ______________
   - What is follow-up cost per acre _________ Number of acres? _______
   - Total cost ________

B. Is the ______________________________ treatment method applicable to all or only a part
   of the unit? ________________________ and
   - What chemicals or special equipment is needed?
   - What is the cost for getting or using the special equipment?
   - What is the cost per acre __________ Number of acres? __________
   - Total cost __________
   - What is the likely level of control from this method? _______________________
   - What is the likely level of control on the rate of spread after using this method? ______________
   - Will any special permits or permission be required and if so what kind?
   - Will follow up treatment be required and if so what kind?
   - What is follow-up cost per acre _________ Number of acres? _______
   - Total cost __________

C. Is the ______________________________ treatment method applicable to all or only a part
   of the unit? ________________________ and
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What chemicals or special equipment is needed?</td>
<td></td>
</tr>
<tr>
<td>What is the cost for getting or using the special equipment?</td>
<td></td>
</tr>
<tr>
<td>What is the cost per acre __________ Number of acres? __________</td>
<td></td>
</tr>
<tr>
<td>Total cost __________</td>
<td></td>
</tr>
<tr>
<td>What is the likely level of control from this method?</td>
<td></td>
</tr>
<tr>
<td>What is the likely level of control on the rate of spread after using this method?</td>
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<td>Will any special permits or permission be required and if so what kind?</td>
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</tr>
<tr>
<td>Will follow up treatment be required and if so what kind?</td>
<td></td>
</tr>
<tr>
<td>What is follow-up cost per acre ________ Number of acres? _________</td>
<td></td>
</tr>
<tr>
<td>Total cost ________</td>
<td></td>
</tr>
<tr>
<td>For treatment of this unit, which method is preferred? A ____ B ____ C ____</td>
<td></td>
</tr>
<tr>
<td>None is OK _____</td>
<td></td>
</tr>
</tbody>
</table>

**DONE! Please complete an analysis form for each of your units.**
Unit Project Plan______ (or Record of Action_______)

Unit Name: ___________________________ Unit Number: ________________

Area to be treated (or actually treated): Show this with a sketch (on the back of this sheet), refer to or attach a map, or describe the acres or the spot(s) receiving the treatment described below with a verbal description:

___________________________________________________________________________________________

Description of the treatment:

Who will do (did) the project?

___________________________________________________________________________________________

When will (did) they do the project?

What is (was) the stage of growth of the target species?

___________________________________________________________________________________________

What will (did) they do?

___________________________________________________________________________________________

___________________________________________________________________________________________

What equipment or special tools such as sprayers, species of livestock etc. will (did) they use?

___________________________________________________________________________________________

___________________________________________________________________________________________

What chemicals, seeds, or other materials will (did) they use?

___________________________________________________________________________________________

___________________________________________________________________________________________

This treatment should be (was) applied under what environmental conditions?

___________________________________________________________________________________________

___________________________________________________________________________________________

Temperature ____________ Soil Moisture ____________ Wind speed ________________

Vegetation conditions (dry, leafy, frosted, etc.)

___________________________________________________________________________________________

What special precautions were needed?

___________________________________________________________________________________________

What will (was) done as a follow-up procedure?

___________________________________________________________________________________________

Who will do (did) the follow-up project?

___________________________________________________________________________________________

When will (did) they do the follow-up project?

___________________________________________________________________________________________

What about the project or the follow-up will be (was) monitored?

___________________________________________________________________________________________

How will it be (was it) monitored?

___________________________________________________________________________________________

Who will do (did) the monitoring?

___________________________________________________________________________________________

When will (did) they do the monitoring?

___________________________________________________________________________________________

What was the result obtained after the first year treatment:

___________________________________________________________________________________________

___________________________________________________________________________________________

Were the control efforts successful?

% Control:

___________________________________________________________________________________________

Should the same control be repeated or is a change in strategy needed?

___________________________________________________________________________________________

What amount of control was obtained in subsequent years:

___________________________________________________________________________________________

___________________________________________________________________________________________

Revegetation percentage in subsequent years:

___________________________________________________________________________________________

___________________________________________________________________________________________