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Dear Friend,

Inside the pages of this 5-year strategic plan are powerful new seeds of hope and resilience that Seed Savers Exchange staff and board have sifted, winnowed, and carefully selected for sowing in 2020-2025.

These seeds represent the collective vision for our organization’s future as we approach our 50th anniversary at the end of this plan and look forward to the next half-century of SSE’s future. They were grown and harvested collaboratively during a year-long, facilitated strategic planning process that gave voice to all staff, and they are designed to support a healthy, living system for years to come-- one that can respond to change and withstand complexity during these increasingly uncertain times-- when protecting our food heritage, traditions, and histories is more critical than ever.

With the bright North Star of our mission that continues to guide us forward, and the rich garden soil that has been tended by SSE for 45 years and nourished the alternative seed movement that sprouted from the hopes and dreams of those before us, we believe this strategic plan strongly and sustainably positions us for another half-century of leading the way forward in heirloom conservation.

Cheers to this new cycle just beginning to germinate,

Emily Rose Haga

EMILY ROSE HAGA
Executive Director
This document represents the co-created Mission, Vision, and Strategic Direction of Seed Savers Exchange for the period from 2020 - 2025 with input from the full staff, leadership team, and Board of Directors during 2019.

Our VISION
A SOURCE OF HOPE AND RESILIENCE FOR ALL

Our MISSION
Seed Savers Exchange stewards America's culturally diverse and endangered garden and food crop legacy for present and future generations. We educate and connect people through collecting, regenerating, and sharing heirloom seeds, plants and stories.
STRATEGIC DIRECTION

Recognizing the rapid pace of change in the world and the evolution of the organization over nearly 50 years, Seed Savers Exchange will focus attention on these six key areas of impact through the many facets of our work over the next 5 years:

KEY AREAS OF IMPACT 2020-2025

- **Actively engaging diverse communities** through their seed legacy and stories to illuminate the value of the broad cultural heritage that Seed Savers is dedicated to preserving and sharing.

  **IMPACT GOAL: CULTURAL DIVERSITY**
  Seed Savers staff and board actively honors, engages, and builds relationships with the culturally and regionally diverse communities of seed savers and growers, maintaining a dedication to social justice and responsibility.

- **Building a resilient, resourced, connected seed saving community** that amplifies the impact of our mission through expanded educational offerings and collaborative partnerships as well as through The Exchange.

  **IMPACT GOAL: PRESERVATION - FROM COLLECTION TO COMMUNITY**
  Seed Savers effectively stewards America’s garden heritage by curating our collection and supporting the community of seed savers through the Exchange. We work proactively to cultivate a strong conduit of flow from our collection to our seed catalog. We make an engaged commitment to both ex situ conservation and to the continued regeneration and distribution of seeds and resources to ensure that these unique heirlooms have a place in America’s gardens, markets, kitchens, and tables.

  **IMPACT GOAL: WELCOMING TO ALL**
  Visitors experience an inviting culture through meaningful, inspiring explorations of Heritage Farm, our Visitors Center, and through our virtual offerings such as the Exchange and website. A welcoming atmosphere opens the possibility to engage in learning about the mission with clear, inspirational calls to action. People leave inspired to share seeds and stories they’ve collected during their visit.
• Collaborating with mission-aligned partners to amplify our impact internally and externally, including thriving national and regionally-based partnerships.

**IMPACT GOAL: EDUCATION & ENGAGEMENT**
Seed Savers Exchange collaborates with other organizations aligned with our mission to inspire, educate and empower people to become passionate gardeners, seed stewards, and mentors. Educational offerings and engagement with diverse audiences have expanded in concert with all departments.

• Taking care of the people who take care of the seeds through investing in the well-being of our invaluable staff and board.

**IMPACT GOAL: STAFF WELL-BEING**
Seed Savers nurtures a healthy, mindful, enthusiastic, energetic, professional, and permanent staff, well supported in their professional development, and tooled with secure, reliable, appropriate tools and technology that support accomplishing our goals.

**IMPACT GOAL: ENGAGED AND WELL-UTILIZED BOARD OF DIRECTORS**
Through a clear staff liaison and nurturing reciprocal relationships, Seed Savers Exchange has an engaged and robust board of directors that regularly visit and communicate with staff, and advise the team of managers. Board and staff have mutual respect for each other and understand the work that each does to forward the mission. The engaging board culture connects the hyper-local SSE staff with other regions of the country and culturally diverse experiences. Board members help to move forward the fundraising, cultural diversity, and other SSE work in regions outside of the Upper Midwest along with helping to steer the financial and strategic planning goals.

• Intentional expansion of our resource base to build a foundation of long-term financial sustainability in support of our mission.

**IMPACT GOAL: DIVERSIFIED FINANCIAL STABILITY**
Seed Savers Exchange board, staff, and volunteers actively engage a diverse and growing community of supporters in multifaceted ways that generate significant annual and long-term support and resources for our work. Financial stability is secured through the successful development of a mission-aligned invested endowment fund, increased planned gifts, grants, sales, donors and memberships.
• **Responding to environmental change and its impacts on food systems** by stewarding our collection and our farm to contribute to resilient food systems.

**IMPACT GOAL: ENVIRONMENTAL SUSTAINABILITY**

SSE embraces environmental sustainability as a core practice. The environmental impacts of business operations and the physical facilities are routinely assessed and adverse impacts are minimized or mitigated where possible. We take a proactive approach to maintaining and improving our physical assets, including the buildings, seed vault, and vehicle fleet. Agricultural practices on the farm result in measurable improvements in soils, water, and native species diversity. Stewardship of undomesticated/natural areas promotes native species diversity and restores ecosystem function. Our stewardship plan protects and restores biodiversity in natural areas of the farm, which includes forward motion in an inventory of existing native species and habitats and a comprehensive sustainability framework to protect our watershed. We collaborate with governmental, non-profit, and educational organizations to accomplish these goals and to make our accomplishments in sustainability visible to stakeholders.

May the strength of our ancestors that endures within us and in the living legacy of seeds entrusted in our hands for future generations continue to grow, adapt, and have a long-lasting place on our tables and in our hearts.
PRIORITIZED STRATEGIC GOALS

In this section, each department has identified and prioritized strategic goals as they align with the organization’s mission, identified areas of impact, and Key Impact Goals. Some goals have been identified as interdepartmental and will require coordinated work with multiple departments. They are listed under the department assigned to hold the leadership role.

1. EXECUTIVE DIRECTOR

1.1 Collaborative Partnerships
By March 31, 2021, SSE has a map with corresponding fact sheets that identify all existing collaborative partnerships, as well as a clear procedure in place for vetting new partnership opportunities that gives us a full systems view and ensures our limited resources are dedicated to working with only the most mission-aligned groups, and that we are promoting & communicating those partnerships wisely.

1.2 Stewardship Committees
At the September 2020 board meeting, committees are formed between board members and staff that will meet quarterly to actively address big picture issues related to stewardship of our seeds, land, facilities, work culture, diverse communities & collaborative partnerships, and develop short and long-term plans on how to best support the organization's future as it relates to these key areas.

1.3 Reporting & Communication Maps
By December 31, 2020, an annual review of SSE’s “living systems” organizational model has been established and all major reporting and communication pathways are clearly mapped out, providing a transparent framework for collaborative decision-making and information flow within and across departments.

1.4 Historical Records
By December 31, 2023, there is an inventory of historical records that we have in storage but are not archived in our library, and a plan is established to guide their curation and long-term storage needs.

1.5 A Leading Resource in the Seed Community
By January 1, 2025, our 50th anniversary year, the SSE brand is widely recognized as a leading educational resource, seed bank, and source for open-pollinated and heirloom varieties -- both nationally and globally.
1.6 A Well-Designed Heritage Farm Experience
By January 1, 2025, our 50th anniversary year, Heritage Farm will be an engaging "living museum" destination for gardeners and seed savers, with interactive displays and activities, events, a redesigned orchard and display gardens, and a call to action for further engagement.

1.7 A Model for People Care
By January 1, 2025, our 50th anniversary year, SSE is a leading model in the seed industry for taking care of the people who take care of the seeds by having a comprehensive hiring/retention package that offers a living wage, best in class health & wellness benefits, and strong growth/development opportunities to all staff.

1.8 A Seed Culture that is Welcoming to All
By January 1, 2025, our 50th anniversary year, SSE’s cultural competence within our organization and within our seed community is supported by trainings, communications, resources, events, and interactions that are responsive to diverse needs and perspectives, and which intentionally work towards building a socially just and ethical seed culture that is respectful and welcoming to people of all backgrounds and abilities.

2. GENERAL ADMINISTRATION (FINANCE AND HUMAN RESOURCES)

2.1 Financial Literacy
By November 1, 2021, all members of the leadership team are trained in SSE's financial models and related concepts, are able to read the primary financial statements routinely generated (i.e. balance sheet, profit & loss, and cash flow), to understand the financial status of the organization, and are having monthly check-ins with the accounting department to guide spending decisions that affect our bottom-line.

2.2 Supervisor's Handbooks
By September 30, 2020, SSE will have procedures documented that guide hiring, onboarding & offboarding of new staff at 3 levels (i.e. Organization, Department, Position), and these procedures are fully communicated and implemented by all supervisors.

2.3 Human Resource Handbook
By September 30, 2020, SSE will have an annual process to audit Human Resource SOP's to review internal best practices and policies.
2.4 Annual Review of Response Planning
By April 30, 2021, SSE implements an annual review of strategic response plans for handling serious issues that may arise which impact the safety or well-being of our staff, our infrastructure, or our visitors including staff training & organizational preparedness for how to handle these situations in the workplace or at public events.

2.5 Sustainable Staffing Levels
By July 31, 2020, an annual staffing review process has been implemented that assesses needs for seasonal labor, job sharing, shared positions, and new positions across the organization in order to develop a sustainable labor plan concurrent with the budgeting process that supports business needs.

2.6 Annual Wage Reviews
By July 31, 2021, an annual wage review process will be implemented that evaluates internal and external compensation structure for all positions across the organization and includes a strategy for revisions that is concurrent with the budgeting process and focused on attracting and retaining qualified employees.

2.7 Revised Performance Review Process
By November 1, 2020, a new format for annual performance reviews is in place that focuses on employee growth and development, and provides a flexible yet constructive process for giving/receiving feedback that meets both individual and departmental needs.

2.8 Career Pathing & Professional Development
By November 1, 2022, SSE will have clearly outlined positions & titles, with career pathing and professional development opportunities for all support staff that provides transparency about the wage potential and future growth opportunities for each position.

2.9 SOP’s in All Departments
By November 1, 2021, all departments at SSE will be supported to develop SOPs for essential work activities to ensure that critical information about our operations is well documented and that each department has training resources available to support staff in their work.

2.10 Streamlined Workflow & Communication Systems
By December 31, 2023, SSE will have evaluated existing project management and internal communication tools, and identify whether there are any new tools that could support the staff’s ability to manage the complex workflows that exist within and across departments and require information to be tracked in a streamlined and transparent way.
3. EDUCATION & ENGAGEMENT

3.1 Confidence Communicating SSE’s Work & Mission
By December 18, 2020, SSE has a formalized ongoing process of onboarding, communication, and continuing education of SSE’s work and mission for staff, volunteers and board. The levels of engagement, empowerment, and the confidence in representing SSE formally and informally will be evaluated annually to inform needed updates.

3.2 Speakers Bureau
By December 15, 2022, SSE has established a Speakers Bureau made up of trained experts including staff, board members, advisors, and members, each of whom contributes annually through various opportunities for engagement with SSE regionally and across the country, including two top-tier seed-related events in the US annually & through a virtual speakers bureau.

3.3 Community Seed Network
By March 20, 2022, Community Seed Network will be a vibrant, active online platform for educational networking opportunities, seed saving and organizational resources within the seed world, as measured by 1000 members on the CSN map, 1000 active members on CSN Facebook group, 25 published articles connecting CSN to SSE and SeedChange, and a plan to maintain these engagement numbers.

3.4 Education & Engagement Partnership Projects
By December 13, 2024, SSE has ongoing, publicly recognized Education & Engagement projects with 5 partnering organizations focused on empowering and engaging outside entities, a template for potential for growth or adaptation in this area, and an Education & Engagement networking presence in major US seed and gardening conferences.

3.5 Train the Trainers
By December 15, 2024, the SSE “Train the Trainers” program will graduate its first class of "Seed Heroes," with onsite & online curriculum in place, the 2nd class fully enrolled, and a plan for promoting the work graduates do, including integrating them into our Speaker's Bureau community.
4. FACILITIES

4.1 Create Seasonal Map
By January 1, 2021, a 24’x 36” wall mounted Seasonal Map will be developed showing critical activities by department. This will include dates of pre/post systems checks and inventories conducted by the facilities crew to insure there is no delay in activities.

4.2 Facilities Staff Training Program
By March 1, 2021, a formalized system will be established for documenting each facilities staff member’s proficiency in required tasks. Each task will have a unit of time including a start date, by which proficiency needs to be demonstrated.

4.3 All-Staff Safety Training Program
By January 1, 2021, A structured safety training program will be established, that lists each job title and its required training.

4.4 Infrastructure Planning
By June 1, 2021, all current and proposed infrastructure assets will be entered into an Access Database, with limitations and expected wear out dates added by January 1, 2022. Each entry will be linked to a supported capital asset or supported activity.

4.5 Capital Asset Improvement
By April 1, 2021, all capital assets will be entered into an Access Database, with major components listed by January 1, 2022. A priority will be assigned in each of the following classes: Sustain, New, Disaster, Recovery.

4.6 Sustainable Land Management Plan
By January 1, 2023, a comprehensive written Land Management plan will be in place. It will include management practices for Campus areas, Agricultural fields, Pastures, and Wild Areas.

4.7 Heritage Farm Funding Partners
By May 1, 2020, with the assistance of the Development Department, a system will be established as part of the assessment phase of improvement to Heritage Farm that will identify potential partners that can assist in the planning and/or funding.
4.8 Lower SSE Carbon Footprint
By May 1, 2021, an updated carbon footprint will be completed. By Jun 1, 2021, areas will be targeted where potential reductions can be made.

4.9 Cattle Management Plan
By January 31, 2022, a written plan detailing improvements on the daily and seasonal care of the cattle will be completed with implementation beginning on May 1, 2022. This plan will focus on low stress and safe handling for the animals and staff, as well as regenerative pasture management.

4.10 Work Order Priority Communication
By December 31, 2023, a system will be developed to communicate the status of an individual’s work order in comparison to other work orders entered into the “Spice Works” tracking system.

5. FIELD OPERATIONS

5.1 Heritage Farm Collaborative Growout Framework
By December 31, 2022, Heritage Farm has a clear, collaborative framework, organized department resources, and a grow-out calendar for annual on-site grow out capacity that addresses evaluation, regeneration, and production needs annually based on labor budget.

5.2 Contract Production Package
By November 30th 2020, Field Ops has a contract grower package that outlines recruitment strategies, production and network goals, budget and projections, an annual schedule and retention strategies.

5.3 Climate Action Plan
By February 1st, 2023, Field Ops has a climate action plan that addresses extreme weather events and advises Heritage Farm production and off-site grow-outs with strategic crop planning, long-term infrastructure development, and professional development plans.

5.4 Organic System Planning
By February 15, 2021, Field Ops has a 5-year soil fertility plan that clearly shows cover cropping rotations, field needs, and resources for increasing organic production.
5.5 Seasonal Calendar
By December 31, 2020, Field Ops has a professional development and seasonal workflow calendar that consists of major tasks, trainings, classes, workshops and conferences to ensure organizational awareness of activities and enable sufficient, innovative investment in each team member.

5.6 Field Ops Staff Training & Management Guide
By March 1, 2021, Field Ops has a clear onboarding process to make sure new staff are fully supported during their training, and a management guide that outlines position responsibilities and highlights ways to increase skill set and independence.

5.7 Field Resources
By March 5th, 2021, we have an organized tool and equipment list, and a Field Shed with the right amount and correct tools for all crews.

5.8 Updated Production Manual
By March 31, 2025, Field Ops Department has sufficient documentation to carry on vision and mission without oral guidance; has a Heritage Farm seed-to-seed manual with updated, user-friendly SOPs including organic certification, field, planting, building use and maintenance, greenhouse, processing, equipment and machinery maintenance.

5.9 Farm Apprenticeship Program
By March 31, 2024, SSE has collaboratively developed a grant-funded 9-month regenerative farm apprenticeship program that spans Heritage Farm operations including the orchard, pastureland and grazing animals, wildlife and land conservation, and seed stewardship. The first round of apprenticeships will be available by the spring of 2024.

6. LILLIAN GOLDMAN VISITOR CENTER

6.1 Approved Business Plan
By August 1, 2020, LGVC has an approved business plan which includes an annual balanced budget undergirding the teaching, staff support, welcoming environment, and sale of quality products at the Visitor Center.
6.2 Tools to Support Staff Competence
By August 1, 2021, LGVC will have an onboarding plan to train all new employees in the fundamental requirements within 6 weeks of their start date, and materials developed to support continuing education for a seasonally-trained staff.

6.3 Community Outreach
By March 1, 2022, LGVC will create a culture of local engagement to cultivate a relationship with Heritage Farm.

7. MARKETING

7.1 Marketing Workflow
By March 25, 2022, the Marketing Department will have all processes documented in a centralized location that is accessible to all SSE staff so that they can follow procedures for requesting assistance from the SSE marketing department.

7.2 Category Profiles
By December 19, 2025, product profiles will be developed for each product category listed on the website and catalog, that allows us to understand product rational, and identify holes and product trends. It will be updated annually when new products are introduced.

7.3 Digital Advertising
By June 30, 2023, the marketing department will have a digital advertising strategy for each event and initiative that will be evaluated annually to include new trends and advances in technology.

7.4 Image Storage
By January 20, 2024, SSE will have an interdepartmental image storage system and naming convention that will allow for searchability and cataloging of SSE images.

7.5 Website Content seedsavers.org
By December 20, 2024, seedsavers.org will have comprehensive educational content including preservation, collection management projects, and engagement opportunities, that takes into consideration SEO needs and will be the online go-to educational resource for heirloom gardening and seed savers of the world.
7.6 Media Communications
By May 30, 2025, a strategic list of publications and reporters for each event and initiative will be developed, which will allow for the dispersal of information to targeted groups. SSE will update the list annually based on changing goals and initiatives.

7.7 SSE Brand
By June 21, 2024, SSE staff and partners will understand the SSE brand strategy and know where reference materials are located and when it was last updated.

7.8 Third Party Technology Vendors
By September 30, 2020, standard processes and protocols are in place for managing web and database contractor relationships that include accountability, clear communication, consistent quality timely work. These will be clearly defined in a written agreement and evaluated annually for process improvements.

8. MEMBERSHIP & DEVELOPMENT

8.1 Membership Benefits
By March 31, 2020, we have defined membership benefits that match participants’ interests, enhance member interest in upgrading to higher membership levels, generate a greater response to member communications, and encourage measurably more interaction among members with both SSE and each other.

8.2 Systems & Processes/Data
By April 30, 2020, we are implementing documented procedures that enable us to work effectively as well as proficiently manage, process, and use data to achieve our goals.

8.3 Tracking & Measuring
By October 31, 2020, we are regularly and comprehensively tracking, assessing, and sharing results and progress toward fundraising goals, using them to inform our work, both current and future.

8.4 Effective & Efficient Cross-Departmental Collaboration
By October 31, 2020, Membership and Development has established and is efficiently implementing processes and protocol to work effectively, in a timely manner, with finance and other departments.
8.5 Communication & Stewardship (Relationships)
By April 30, 2022, all SSE staff understand our non-profit mission, feel engaged in efforts to promote and fundraise for it (including for the endowment), and are participating as needed and appropriate to steward and grow strategic relationships with members and donors and funding partners.

8.6 Endowment Campaign
By July 1, 2025, the year of our 50th anniversary, we have sufficient endowment dollars raised or pledged toward the determined goal to formally announce the campaign and enter the final, public stage of the campaign by the anniversary celebration.

9. PRESERVATION

9.1 Inventory Reorganization
By January 31, 2025, collection storage facilities are organized and problem inventory, backlogged inventory, redundant inventory, and archived accessions are resolved.

9.2 Orchard
By December 31 2025, the Historic Orchard and each tree within it is well tended, healthy, and permanently labeled with both the addressing system and database locations up to date, and is an educational visitor experience for the public.

9.3 The Exchange
By January 1, 2023, The Exchange is an engaging community of diverse seed stewards that is recognized by SSE staff, board, volunteers, members, and the public as a vital and relevant part of SSE’s mission.

9.4 Crop Plans
By January 1, 2023, Preservation employees will develop crop plans that will guide curation of the collection and track progress of seed histories, evaluation, seed viability testing, and regeneration needs.

9.5 Citizen Science
By January 31, 2022, the Citizen Science Corps engages the public to document, share, and preserve varieties from the collection. The ADAPT program is used as a trialing program to promote access to varieties on the Exchange and through the Collection-to-Catalog initiative. The RENEW program will increase our capacity to regenerate varieties in the collection by 20% by partnering with gardeners, growers, farmers, and university programs.
9.6 Cultural Heritage
By January 1, 2024, a framework is in place for Preservation staff to focus on the cultural heritage of the collection to strengthen partnerships and host diverse communities needing access to open-pollinated varieties.

9.7 Standard Operating Procedures (SOPs)
By January 1, 2022, protocols for collection management are documented and updated by Preservation staff on the wiki and refined to avoid brain drain.

9.8 Seed Trade & Nursery Census
By December 31, 2021, a quality Seed Trade Census is published, and data is used to support collection management, the Collection-to-Catalog Initiative, and promote SSE’s mission to preserve diversity. The census website is redesigned to be a more functional and inviting experience.

9.9 Reaccessioning Varieties
By December 31, 2025, new inventory for accessions marked for reaccessioning are sourced and obtained for complete packaging, or enough inventory to regenerate the variety on or off site.

9.10 Potato Collection
By December 31, 2025, potato DNA analysis is complete with morphometric data, duplicate situations addressed, and at least 50% of the active status potatoes are virus free.

9.11 Collection to Catalog
By January 1, 2021, SSE has a clear collaborative process (protocols and procedures) to continually introduce a diverse selection of outstanding, well-documented, and rare varieties from the Collection to the Catalog, which highlight the cultural heritage embodied by the Collection.

10. SEED HOUSE

10.1 Focus On Planning
By August 7, 2021, there will be a yearly cycle calendar outlining a week-by-week breakdown of seed house activities will be in place, including peak seasons for order fulfillment, marketing/advertising, perishable inventory fulfillment, and job sharing.
10.2 Forecasting to Meet Sales Goals
By October 31, 2020, the 2021 fiscal year budget proposal will be based on realistic expense and revenue forecasting models which take into account the trends over the previous 5 years.

10.3 Seed House Training Program
Beginning in January 31, 2021, each Seed House manager will have a clear training program based on SOPs. The trainings will be guides for new employees to learn their job responsibilities, as well as continuing education for existing employees.

10.4 Operational Understudies
By January 1, 2022, Seed House leadership will assign and train an understudy to cover staff responsibilities in case they are not able to perform their duties as described in the org-chart.

10.5 Automation of Perishables
By November 30, 2023, the technology bundles to automate the segmentation, sorting, printing and billing of perishable inventory orders are paid for and implemented.

10.6 Seed House Business Strategy
By June 1, 2024, the Seed House will have evaluated the sales, operational logistics, ROI, regional & market demographics in all of its business segments (seeds, bulk, seed rack, transplants, perishables, books, tools, products) and develop a 5 year business strategy that identifies targeted efficiencies, improvements, and growth opportunities, and addresses any resource gaps or needs required to attain the goals established.

10.7 Reliable Seed Packing Machine
By September 1, 2020, SSE will implement an annual maintenance and repair plan for the current seed packing machine that brings a service technician on-site to tune-up and replace parts before each sales season, and will have identified the steps and resources needed to acquire and operate a new seed packing machine should the existing one require emergency replacement.

11. Technology

11.1 Centralized 1-Click Platform
By July 1, 2020, a centralized 1-Click platform will be usable by all employees, with a set of software utilities in place to streamline access to all systems, informational documents, and files.
11.2 IT Standard Operating Procedures
By October 31, 2021, Standard Operating Procedures (SOPs) and planning documents for the IT Department will be developed, so that there is documentation on processes.

11.3 Training on IT Systems
By June 30, 2022, IT processes, procedures, and training will be in place for onboarding new employees and ongoing support for employees to confidently use SSE systems.

11.4 Funding Resources
By August 1, 2020, in partnership with the board and management, a budget and plan for current technology replacement funding levels will be developed and approved for a 5-year planning cycle.

11.5 Disaster Recovery for the IT Department
By December 1, 2020, with management and board input, the scope of disaster recovery for the IT Department will be defined.

11.6 Application and Platform Alignment
By October 31, 2020, a process will be developed so all software being used or being considered for use at SSE, will interact with existing systems.

11.7 Archiving Old Files
By June 8, 2022, with input from other departments on which information will be useful and relevant, archived material will be organized and searchable.

11.8 Succession Planning
By September 30, 2020, processes, procedures, protocol, and training for Seed Savers Exchange’s Network Systems Manager, will be ready to gracefully onboard the new employee, in addition to shadowing the current Manager from October 1 - December 31, 2020.