The primary goal of a Collection Development Plan is to guide the growth of a plant collection in meaningful, strategic, and measurable directions. Development plans are unique for each institution and should be tailored in a way that best suits the needs and goals for each specific collection. This Collection Development Planning Guide poses a series of considerations as a starting point for assessing, planning, and goal setting for each plant collection.

1. Mission and Purpose
   - Institutional Connection
     - Have you considered how this collection advances your institutional mission and conforms to your plant collections policy?
     - Have you considered what avenues of collection growth best support your mission?
   - Institutional Commitment
     - Have you considered what resources will be needed, and have you obtained approval from senior leadership to provide dedicated resources for long-term support of this collection?

2. Scope of Collection Potential
   - Wild diversity
     - Have you considered number of potential taxa, sampling range, global rarity, taxonomic treatments, barriers for obtaining?
   - Cultivated diversity
     - Have you considered scope of cultivated forms varieties, group authorities, sources of germplasm/collaboration?

3. Assessment of Collection
   - Background and Benchmarking
     - Have you considered the historical context of your institution’s collection?
     - Have you considered your collection’s significance and overlap within the public garden community?
   - Site and Space Considerations
     - Have you considered and defined the limits of collection growth related to physical space, resources, climate, pests and disease, and expertise of staff?

4. Collection Development Goals, Objectives, and Action Plan
• Collection Goals
  - Have you considered and explicitly defined goals for collection development?
  - Have you considered the scales of time and resources for achieving your goals?
  - Have you considered goals that may be important for the plant group, but are not attainable at your institution? If so, are there logical partners or collaborators to consider?

• Collection Plan
  - Have you considered an action plan or punch-list to organize and allocate resources over defined time periods?
  - Have you considered qualitative and quantitative metrics for evaluating your plan over time?

• Collection Team
  - Have you considered the input and preparedness of all staff involved with executing your plan over many years, and involved senior leadership in strategic decision-making?

5. Appendices
• Definition
  - Have you considered defining staff and partner roles, when/how the plan will be assessed/revisited, and what outcomes would be viewed as successes?

• Documentation
  - Have you considered including current analyses of your collection, e.g., inventory, maps, important attributes, or historical documents pertaining to cultivation, documentation, MOUs, MTAs?
  - Have you considered listing sources of authority, citations of scholarly research, and other important references or sources of information exist for your collections?