Aim and Area of Focus Title

* Identify the area with the biggest impact and why this is your area of focus.
* Highlight the scope of this project- is it office based/school/building?

Targets

1. Engagement and awareness focused.
2. Quantitative measurement referring to a data source.
3. Progress reporting.
4. Development of project and management communication

Leading Team

* Identify the leading team department/school/building
* Identify the main point of contact
* Highlight how the main contacts will be communicated to others in your department/school/building

Date

Target 1- (Engagement and awareness focused)

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| Action | Detail | Responsibility | Deadline |
| EG. Send a project launch email to all staff.  | Identify the project and who is in the Green Impact team | Team member 1 | December 01st |
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Target 2- (Quantitative measurement referring to a data source focused)

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| Action | Detail | Responsibility | Deadline |
| EG. Set targets and baseline for project of reducing waste  | Contact the environment team for details of waste output from the building for each term last year. | Team member 1 | December 18th |
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Target 3- (Progress reporting focused)

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| Action | Detail | Responsibility | Deadline |
| EG. Set up 8 weekly meeting with the Environment Team.  | During these meeting set agendas to review action plan, progress, barriers and AOB. | Team member 2 | December 18th |
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Target 4- (Development of project and management communication focused)

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| Action | Detail | Responsibility | Deadline |
| EG. Keep records of meetings and events for the end of year review. | Set up a mutual folder containing data, photos, meeting minutes and emails relevant for the audit and final review of the project. | All team members | Ongoing |
| EG Feed into management meetings termly. | Keep management updated and highlight progress and any required additional support. | Team member 3 | December 18th (to notify meeting orgaisers) |
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