**Green Leaders Action Plan Template**

School Team and Teacher:

Time frame:

Project Name/Topic:

Project Support:

**Project Plan**

Complete the table below to detail your project plan, including what targets you want to reach and how you will measure whether you have reached those targets. Use the [Sustainability Action Process](https://www.sustainableschoolsnsw.org.au/teach/teaching-sustainability-cross-curriculum-priority) to develop and run your project.

|  |  |  |
| --- | --- | --- |
| **Phase/Stage** | **Actions** | **How will we know it worked? Target/measure**  **Who responsible** |
| **Developing the scope**  *WHAT?* | Waste Audit #1 - check in with school waste |  |
| **Defining the proposal**  *HOW?* | What can we do better? Ideas? |  |
| **Implementing**  *ACT* | **Actions** |  |
| **Evaluating and reflecting**  *REFLECT* | What have we achieved?  How can we celebrate and share? |  |

**Communications Strategy**

An important part of any environment project is sharing your actions and journey with your community - students, teachers and parents. Will you share what you learnt and have done through:

|  |  |  |  |
| --- | --- | --- | --- |
| **Communication method** | **Yes/No** | **When** | **Who will do this?** |
| School newsletter |  |  |  |
| School FB page/ social media |  |  |  |
| School assembly |  |  |  |
| Student stories home |  |  |  |
| P&C meeting |  |  |  |
| Staff meeting and internal networks |  |  |  |
| Local media/newspaper media release |  |  |  |
| Other ways |  |  |  |