



Action Planning Form

ACTION

NOTES

EXAMPLE

WRITE YOUR ANSWERS HERE

1. Getting Started

Names of group members and date of Meeting

So you remember who you are working with!

Names:

Date:

Name of issue

The title of your project

Reduce, Reuse, Recycle

Who does this issue affect?

All the people who are affected (directly or indirectly)

*Pupils, teachers
teaching assistants
admin staff
(the whole world!)*

What is our main goal? Why is it important?

This is your goal so everyone knows what you are working for

We want to reduce the amount of paper that gets thrown away in class by 50%

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2. Getting Informed			
What info and help do we need?	<p>What do you already know about the issue?</p> <p>What do you still need to know?</p> <p>This could be facts or opinions</p> <p>This could also be funding or equipment</p>	<p>We know roughly how much paper is thrown away in our own classes but we need to find out exactly how much is thrown away across the school.</p> <p>We need to find out if we can get money for recycling bins.</p>	
How will we get it?	<p>Who do you need to talk to?</p> <p>What method will you use for finding info?</p> <p>There are lots of different methods</p>		



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3. Getting Organised

What needs to happen?

These are all the things you need to get done to achieve your goal.

- *Research into current use & what we could do instead*
- *Agree plan with School*
- *Get new equipment & write guidance*
- *Publicise what is going on and why*
- *Get staff & pupils to follow guidance*

How will we get it done?

Any details which explain how these tasks will get done. These are action points. If the action points need money, include it here.

- *Weigh current waste*
- *Research alternatives*
- *Arrange meetings with Caretaker & Bursar*
- *Write guidance*

Action

Name

Date

Who will do it?

Make sure you have names by each action point. There could be more than one name for each task

When should it be done by?

Put a date by each action point so you know when it should be done by.

When are we next meeting?

So you know when you are meeting again to see how it's going. You may need to change some action points or timeline if new issues arise