



# 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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ACTION	NOTES	EXAMPLE	WRITE YOUR ANSWERS HERE
<b>2. Getting Informed</b>			
<b>What info and help do we need?</b>	<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>	
<b>How will we get it?</b>	<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