Green Impact 2016-17

**Excellence Project Plan Template**

Use this template to produce your Green Impact Excellence project plan. This document should help you to plan your project, but shouldn’t take over your time – it is most important that you deliver a good project rather than write a perfect plan! We will however need the template submitted to allocate you the points for these criteria.

See the separate ‘Excellence Team briefing document’ or the guidance within the online workbook for help on developing your project. Your Green Impact lead (peter.lumb@admin.cam.ac.uk) is also available to support you through your Excellence project throughout the year.

Name of team:

Department or college:

Project title/focus:

Aims (2 points)

*Please identify one or two key aims of your project. These should reflect your ambitions to make a positive change in your department, college or institution.*

Objectives (3 points)

*Please identify a minimum of three objectives for your Excellence Project:*

Project Summary (8 points)

*Please provide a short summary of what your team hopes to achieve through its project (in no more than 800 words)*

Stakeholders (4 points)

*Please identify the stakeholders of your project and write a short summary of how you plan to engage them (in no more than 500 words).*

Timescales (4 points)

*Please identify key dates and deadlines for your project, please take into consideration any important dates within the University calendar if relevant, as well as the GI submission deadlines.*

Key Performance Indicators (KPIs) (4 points)

*How will you define and measure the success of your project?*

Action Plan Template (5 points)

**In the table below, set out the main actions that need to happen to make your project a success. These actions should be ‘SMART’:**

**S**- Be **Specific** about what you want to achieve, do not be ambiguous, communicate clearly.

**M**- Ensure your result is **Measurable**. Have a clearly defined outcome and ensure this is measureable (KPIs).

**A**- Make sure it is **Appropriate**. Is it an **Achievable** outcome?

**R-** Check that its **Realistic**, it must be possible taking account of time, ability and finances.

 **T-** Make sure it is **Time** restricted. Set yourself an achievable time frame, set deadlines and milestones to check your progress.

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| Project Aim | Action | Who needs to take the action? | When should it be done by? | What impact do you want to see? (or which KPI is it relevant to) |
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