Green Impact 2020-21

**Excellence Project Plan Template**

To be completed by 18 December 2020

Use this template to produce your Green Impact Excellence project plan. This document should help you to plan your project, but shouldn’t become too onerous – it is more important that you deliver a good project rather than write a perfect plan! Having said this, submitting a project plan is an essential part of the Excellence process.

See the separate [‘Excellence Team briefing document’](https://www.environment.admin.cam.ac.uk/guidance), the guidance within the online workbook or [previous Excellence awards](https://www.environment.admin.cam.ac.uk/news/exemplary-sustainability-projects-across-university), for help developing your project. Your Green Impact lead (greenimpactteam@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

*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

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

Project Summary

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

Stakeholders

*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

*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)

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

Action Plan Template

**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, and 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |