

## Sample Action Plan

<b>Action Plan</b>					
<b>Action Team Name:</b> <i>JJ Hill Environmental Team</i>			<b>Date:</b> <i>Oct 1, 2010</i>		
<b>Issue:</b> <i>lack of school wide recycling program at JJ Hill Elementary School</i>					
<b>Project Charter:</b> <i>We, the Public Achievement Environmental Team, believe that the large amount of unseparated trash generated every day from J.J.Hill Elementary School is a serious problem and contributes to pollution in our community and higher costs for our school's operations. We care about this problem because our school should not ignore how it adds to pollution. We propose to work with the teachers, administration, staff, and students to develop a recycling program to separate recyclable materials from the school's trash. We believe that this will help solve the problem by reducing the amount of waste transported to the landfill, reducing the school's sanitation costs, and helping students become more aware of how to protect the environment. In order to implement this solution, we intend to talk to people at our school about possible obstacles to recycling, research other schools that have recycling programs, and talk to city and state departments about how to set up recycling programs.</i>					
<b>Goal</b>	<b>Objectives</b>	<b>Tasks</b>	<b>Responsibility</b>	<b>Timeline</b>	<b>Measures of Success</b>
<b>1. Gather information</b>	a) Get information on running a recycling program. b) Get information about current amount of garbage c) Identify problems a program may encounter d) Develop a proposal for the program e) Identify student leadership to act on the proposal	1. Talk to maintenance and cafeteria staff about amount of waste generated weekly 2. Brainstorm possible recycling program problems 3. Generate list of questions for other recycling programs 4. Make posters to solicit student help 5. Interview 2 schools and 2 recycling agencies 6. Make presentation to student council about project 7. Draft preliminary proposal	1. Lisa and Jose  2. Dan, Katy, Bill  3. Katy, Bill  4. Jill and Tom  5. Tim and Parris  6. Mary, Mark, Mike  7. Team	<ul style="list-style-type: none"> <li>• Oct 15</li> <li>• Oct 21</li> <li>• Oct 28</li> <li>• Oct 28</li> <li>• Nov 15</li> <li>• Dec 1</li> <li>• Dec 8</li> </ul>	# of lbs. of waste           List of interview questions   10 posters completed   presentation and handouts   written proposal
<b>2. Gather support from Principal</b>	XXX	XXX	XXX	XXX	XXX
<b>3. Gather support among students and teachers</b>	XXX	XXX	XXX	XXX	XXX