

Action Plan Introduction

Objectives:

- Document a plan for taking immediate action on a high-priority project, including specific to-do items with group members assigned to each.

Roles and Supplies Needed:

- Blank *Energy Project Action Plan* templates (one for each priority you're moving ahead with)

Suggested Duration: 30 - 60 minutes per project.

Instructions:

Use the Energy Project Action Plan template to lay out a specific plan for implementing your top-priority project(s).

Tips:

- Be specific. Lay out at least a handful of concrete steps to get the project underway. If you don't know what the steps are, maybe your first step is assigning someone to find another energy committee who has done a similar project and ask how they got started.
- Assign individuals to be responsible for each step along the way. Spread the load and expect members to report out on progress.
- Be detailed in your plan for the first few months, and then set benchmarks, goals, and deadlines looking further out in the project. Plan to revisit this plan and add more detail as needed.
- This is just a starting place! No project ever goes perfectly according to plan. Feel free to revise your Action Plan as you go. You may even need to scrap it and start over. That's absolutely OK as long as you are moving forward.