

## Action Plan

Phase	Objectives	Tasks	Target Completion Date
Analysis	<ul style="list-style-type: none"> <li>• Determine gaps in sustainability education</li> <li>• Understand audience and goals of the project</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize project proposal <ul style="list-style-type: none"> <li>◦ Finalize module names</li> </ul> </li> <li>• Complete action plan</li> <li>• Purchase Articulate license</li> </ul>	February 14, 2023
Design	<ul style="list-style-type: none"> <li>• Plan for educational materials that will be incorporated into each module</li> <li>• Purchase Rise license</li> </ul>	<ul style="list-style-type: none"> <li>• Gather links to videos from YouTube <ul style="list-style-type: none"> <li>◦ <a href="#">What is sustainability</a></li> <li>◦ <a href="#">Takeout creates a lot of trash. It doesn't have to.</a></li> <li>◦ <a href="#">How San Francisco is becoming a zero waste city</a></li> <li>◦ <a href="#">The story of stuff</a></li> </ul> </li> <li>• Determine reflection prompts <ul style="list-style-type: none"> <li>◦ Reflect on your carbon footprint, what are your thoughts?</li> <li>◦ Reflect on zero waste</li> <li>◦ Waste management knowledge check</li> <li>◦ Final thoughts: what are some actions you pledge to take in order to live a more sustainable life?</li> </ul> </li> <li>• Draft overview of course</li> </ul>	February 21, 2023
Development	<ul style="list-style-type: none"> <li>• Develop modules in Rise</li> <li>• Review content</li> <li>• Make changes as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Create welcome to course with intended audience, learning objectives, and steps on navigating course</li> <li>• Create module 1: Introduction to</li> </ul>	February 28, 2023

		<p>Sustainability</p> <ul style="list-style-type: none"> <li>○ Create what is sustainability section</li> <li>○ Create climate change section</li> <li>○ Create carbon footprint section</li> <li>○ Create reflection section</li> <li>● Ask for feedback for module 1</li> </ul>	
		<ul style="list-style-type: none"> <li>● Create module 2: Waste Not, Want Not           <ul style="list-style-type: none"> <li>○ Create zero waste section</li> <li>○ Create waste management section</li> <li>○ Create reflection section/knowledge check section</li> </ul> </li> <li>● Ask for feedback for module 2</li> </ul>	March 6, 2023
		<ul style="list-style-type: none"> <li>● Create module 3: Be the Change           <ul style="list-style-type: none"> <li>○ Create fast fashion section</li> <li>○ Create greenwashing section</li> <li>○ Create going green section</li> <li>○ Create want vs need</li> <li>○ Create final reflection section/actionable goals</li> </ul> </li> <li>● Ask for feedback for module 3</li> </ul>	March 13, 2023
		<ul style="list-style-type: none"> <li>● Test course           <ul style="list-style-type: none"> <li>○ Resolve bugs as needed</li> <li>○ Modify content as needed</li> </ul> </li> </ul>	March 20, 2023
Implementation	<ul style="list-style-type: none"> <li>● Distribute module for testing</li> </ul>	<ul style="list-style-type: none"> <li>● Identify individuals who will provide feedback and testing</li> </ul>	April 10, 2023

		<ul style="list-style-type: none"> <li>• Receive feedback from individuals (friends) testing the course</li> <li>• Modify modules/fix bugs as needed</li> </ul>	
Evaluation	<ul style="list-style-type: none"> <li>• Determine if objectives have been met through feedback from individuals</li> <li>• Consider next steps: how course will be marketed and shared with the audience</li> </ul>	<ul style="list-style-type: none"> <li>• Final testing of the module</li> <li>• Modify as needed</li> <li>• Potential to market course as part of the USF One Earth Initiative</li> </ul>	April 17, 2023