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| Implementation Worksheet Focus Area: (e.g. energy, waste, food, etc.) Strategy: (broad description of the approach) Action: (make it SMART: specific, measurable, achievable, relevant & time-bound) | |
| Project Lead(s) | Name(s) and role(s) responsible and accountable |
| Deliverable | Desired finished product |
| Key Metrics | Measurable impact to be tracked and reported |
| Equity | How can this action promote equity and reduce disparities? |
| Phases or Steps | Intermediate phases or steps? |
| Timeline | Timeline to implement the action? short (0-12 months), mid (1-3 years), or long (>3 years) |
| Resources | Estimated financial resources needed? EXISTING resources (e.g. staff support, funding, research) NEW resources needed? (e.g. consultant, contractor, funding) |
| Communications | Why? (recruit volunteers, publicize, change behavior, etc.) Who? (Intended audience for communications) What? (Key message) Where? (e.g. newsletters, social media, website, presentation) How? (e.g. timing and who is the messenger?) |