



Green Team - Sustainability Committee Action Worksheet

Project Name:

1. About

Briefly describe the project.

2. Reason

Describe how this project supports the sustainability goals and vision of your organisation.

3. Impact

Who needs to be involved or will be impacted by the change? (Individuals, committee, managers, departments, suppliers)

- _____ ● _____
- _____ ● _____
- _____ ● _____

4. Timeline

List the steps required to complete the project, who is responsible and the timing.

Task	Who	Start	Due

4. Success

How will you measure and report on success?

Measure of success	How monitored or reported