



# THE ACTION PLAN

Using the information from your water audit, it is now time to develop an Action Plan.

Record your Action Plan in table format. It should show clearly who is responsible for each action and a deadline for the completion of each action. Leave a blank column called “Action Completed” and tick the appropriate box each time an action is completed.

Put your Action Plan on your Green-School’s noticeboard for the whole school community to see.

You could also divide your Action Plan into a couple of main ‘targets’ or ‘aims’ and list your actions under these e.g.

<b>Target 1: Raise Awareness of Water Conservation</b>			
<b>Action</b>	<b>Person responsible</b>	<b>Deadline</b>	<b>Action Completed</b>
Poster competition	3rd class	February	
Water questionnaire	All students	December	
<b>Target2: Reduce Water Consumption by 20%</b>			
Put signs over taps	2nd class	End of September	
Put Hippo Bags in toilet cisterns	6th class	20th September	

Record every action you carry out during the programme, no matter how small e.g. ‘Rang County Council re. locating water meter’ or ‘Purchased basins for art room’.

It is important to review and develop the Action Plan regularly. It should be an evolving document, not a static one; add to it or change it as you see fit.

Make sure to also include awareness raising ideas, action days, projects, guest speakers etc.