

STEP 4: Who will make this project happen? Identify these people by name. Depending on your goals, others may need to participate. Check all that apply:

- Students Faculty Administrators
- Facilities/Custodial Staff Sustainability Coordinator Experts/Consultants
- Food Service Community Members Community Leaders
- Local Authority Others: _____

STEP 5: What steps do we need to achieve to accomplish our goals (refer to SMARTIE goals from step 3)? Split each goal into short-term and long-term steps.

GOAL	SHORT TERM (< 1 year)	LONG TERM (1-3 years & beyond)

STEP 6: What resources will we need to accomplish our goals? (i.e. supplies, money, location, time). What will the cost of these items be? Where will the resources come from? If exact costs are not known, you can estimate.

WHAT	COST	WHERE FROM

STEP 7: How will we measure our success? Who will monitor? What methods can we use?

We will know we are successful when...	We will measure this success by...	Who's in charge

STEP 8: Communication

Who do we need to keep informed regarding our progress on a regular basis (refer back to Step 4)?

How can we spread the word about what we are accomplishing? (i.e., press release, presentation, flier, video, social media...)

List 3 Communication Goals:

Goal/ Deliverable	Responsible Party	Deliverable Due Date