

SUGGESTED FORMAT FOR ACTION PLAN

Year _____

Our action plan is in two parts

- 1 Main Targets that measure our success in reaching our School's Travel Plan objectives
- 2 Actions and Initiatives planned to help us work towards our objectives

1 **Main Targets** (A summary of the Objectives and Targets from the STP itself)

Objective	Target	Target Date	Progress
<p>Summary of objectives</p> <p>Summarise the objectives from within your plan here</p>	<p>Summary of Targets</p> <p>It is important that each objective has a Specific, Measurable, Achievable and Realistic target. Completing this section is a useful way of checking that you have set measurable targets for each objective</p>	<p>Target Date for completion</p> <p>It is important that each objective is Timebound.</p>	<p>Space to make notes on progress, barriers that led to a target not being achieved and any new approaches identified as a result</p>