**Energy Project Action Plan**

**PROJECT:**

**How does this project relate to the Checklist? How/when will we know this project is a success? How will we track this?**

**Impact Goal** *(from the Checklist)***:**

**Strategy** *(from the Checklist)***:**

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| **Major Steps** | **What Does Success** **Look Like?** | **Timeline** | **Actions****(Your To-Do List)** | **Who’s Taking the Lead?** | **When Will This Happen?** | **Notes** |
| *Organizing your Action Plan into a few major steps will help you track your progress.* | *How will you know when you’ve completed each step? What can you track as proof of your success?* | *When do you expect to complete each step? Include any limitations you might have on when you can start or complete each step.* | *Within each step you’ll need a To-Do list. Some steps will have only a few Action items, while others may have many.* | *This person is charged with moving the action forward and reporting back to the group.* | *Include an expected date of completion.* |  |
| **Step 1:**  |  |  |  |  |  |  |
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| **Step 2:**  |  |  |  |  |  |  |
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| **Major Steps** | **What Does Success** **Look Like?** | **Timeline** | **Actions****(Your To-Do List)** | **Who’s Taking the Lead?** | **When Will This Happen?** | **Notes** |
| *Organizing your Action Plan into a few major steps will help you track your progress.* | *How will you know when you’ve completed each step? What can you track as proof of your success?* | *When do you expect to complete each step? Include any limitations you might have on when you can start or complete each step.* | *Within each step you’ll need a To-Do list. Some steps will have only a few Action items, while others may have many.* | *This person is charged with moving the action forward and reporting back to the group.* | *Include an expected date of completion.* |  |
| **Step 3:**  |  |  |  |  |  |  |
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| **Step 4:**  |  |  |  |  |  |  |
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| **Step 5:**  |  |  |  |  |  |  |
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