

Sustainability Action Plan - Advanced



Co-funded by
the European Union

**Preserving
the Past —
— Securing
the Future.**

How to fill each column

Our long-term Vision:

Describe your environmental sustainability vision in 2–3 sentences

1) Status Use a simple dropdown: Not started / In progress / Done / On hold

2) Key Topic (Short List) Pick one clear topic label (keep consistent across groups), e.g.: Energy
• Water • Waste • Procurement • Mobility • Events • Communication

3) Action Level: Where does the action “live”?

Organization-wide (policy/process), Site/Facility (building/operations), Department/Team,
Event-base,d Supplier/Partner

4) Description of the Action

Write as: Verb + what + where + frequency “Track electricity and heating energy monthly; set reduction target; implement end-of-day shutdown checklist.”

5) Environmental Impact Driver

Choose the main driver this action tackles: Electricity • Heating/Cooling • Water use • Waste generation • Single-use plastics • Transport emissions • Chemicals/materials

6) Mitigation Hierarchy Select the strongest applicable level: (Avoid/Reduce/Reuse/Recycle)

7) Position in the Value Chain: Where does it occur?

Procurement / Operations / Visitor experience / Facilities / Logistics / End-of-life (waste)

8) Expected Results Make it outcome-focused, ideally measurable: “5% reduction in heating energy within 12 months; stable indoor climate maintained.”

9) Timeline Use dates or a clear window: “Start: Mar 2026 – Due: Jun 2026” or “0–30 days / 30–90 days / 90+ days”

10) Key Responsibility: “Facility Manager” / “Sustainability Lead” / “Event Coordinator”

11) Stakeholders to be involved

List the 3–6 most relevant: Management, facility team, cleaning contractor, caterer, procurement, communications, local utility, etc.

12) Key Performance Indicators

Keep 1–3 KPIs max (easy to track): kWh/month, % reduction, liters/month, waste bags/week, % recycling, # single-use items eliminated, # staff trained

13) Estimated Budget Requirement

Use ranges (so groups don’t get stuck): €0–250 / €250–1,000 / €1,000–10,000 / €10,000+

14) Financial Partners / Co-Sponsors

Only if relevant: Municipality, energy utility program, donor, sponsor, CSR partner, grants

Sustainability Action Plan — Simple



How to fill each column

Our long-term Vision:

Describe your environmental sustainability vision in 2–3 sentences

1) Priority Area

Examples: **Energy, Water, Waste, Etc.**

Keep labels consistent across all groups.

2) Action

Write one clear sentence using this formula:

Verb + what + where + frequency + (optional) target

Examples:

- “Track electricity and heating energy monthly and set an annual reduction target.”
- “Run weekly leak checks and record water meter readings monthly.”
- “Set up clear waste separation points and reduce single-use cups.”

Rule: If someone new joined tomorrow, they should understand exactly what to do.

3) Owner

Assign **one accountable person/role** (not “everyone”):

Examples: Facility Manager, Operations Lead, Event Coordinator, Procurement Lead

*If others help, put them in **Notes**.*

4) Start date

When you actually begin (realistic).

*If unsure: choose **next Monday** or **within 2 weeks**.*

5) Due date

When the action will be completed or fully in place.

*Tip: For routines, set the due date as “**routine implemented + first review completed**”.*

6) Indicator / Proof

Write **what evidence** proves it happened (1–3 items max).

Choose things that are easy to collect: Utility bill / meter photo, Checklist signed weekly, Photo of bins/signage, Procurement record showing reduced single-use items

*Rule: An outsider should be able to verify the action in **2 minutes**.*

7) Status

Use one: **Not started / In progress / Done / On hold**

Optional: add “Priority” in Notes.

9) Notes

Use this for:

- Barriers (budget, supplier, staff time)
- Support needed (management decision, equipment)
- Next step (first milestone)
- People involved (if more than the Owner)