

INITIATIVES TIMEFRAME

MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7
Kick-off memo & survey	Discount at café	Article in newsletter		Volunteer day	Art work	Plastic Free July
	Waste induction					Employee pledges
(in week 2)						
Check # of responses						
Introduce incentive if required	Mug library (kitchen)	Mug library (kitchen)	Mug library (kitchen)	Mug library (kitchen)	Mug library (kitchen)	Mug library (kitchen)
	Posters	Posters	Posters	Posters	Posters	Posters
(in week 3)	A1 selfie poster	A1 selfie poster	A1 selfie poster	A1 selfie poster	A1 selfie poster	A1 selfie poster
Launch Reuse Project						
Launch memo						
Video						
Posters & electronic signs						
Mug library (kitchen)	Monthly newsletter	Monthly newsletter	Monthly newsletter	Monthly newsletter	Monthly newsletter	Monthly newsletter
Discount at café	Internal posts	Internal posts	Internal posts	Internal posts	Internal posts	Internal posts
A1 selfie poster	Intranet post	Intranet post	Intranet post	Intranet post	Intranet post	Intranet post
Sticker decal						
Kick off meetings						
Branch Champions Meet	Branch Champions Meet	Branch Champions Meet	Branch Champions Meet	Branch Champions Meet	Branch Champions Meet	Branch Champions Meet
Fun Waste Audit (video)	Fun Waste Audit (video)	Fun Waste Audit (video)	Fun Waste Audit (video)	Fun Waste Audit (video)	Fun Waste Audit (video)	Fun Waste Audit (video)
Data from x 2 cafes	Data from x 2 cafes	Data from x 2 cafes	Data from x 2 cafes	Data from x 2 cafes	Data from x 2 cafes	Data from x 2 cafes
2 x observational surveys	2 x observational surveys	2 x observational surveys	2 x observational surveys	2 x observational surveys	2 x observational surveys	2 x observational surveys

This template demonstrates how initiatives might be rolled out over the program. It is an example only, and the initiatives and timeframes of your project may vary.