

SMART Action Plan 2018

S- Be **Specific** about what you want to achieve, do not be ambiguous, communicate clearly.

M- Ensure your result is **Measurable**. Have a clearly defined outcome and ensure this is measurable (KPIs).

A- Make sure it is **Appropriate**. Is it an **Achievable** outcome?

R- Check that its **Realistic**, it must be possible taking account of time, ability and finances.

T- Make sure it is **Time** restricted. Set yourself an achievable time frame, set deadlines and milestones to check your progress.

Action	Specific	Measurable	Appropriate	Realistic	Time	Staff Responsible	Status
1. Lobby for a sustainable building when the SU relocates	<p>Ensure use of recycled / low impact material were appropriate</p> <p>Ensure kitchen faculties have running water and efficient heating and light</p> <p>Ensure building has controllable heating and lighting that reach</p>	Yes	Yes	Yes	Sept 2017	M.C	complete

	sustainability criteria						
2.Fair Trade tea and coffee all events	All SU meeting and activity to use fair trade products	Yes	Yes	Yes	Sept 17	All	Complete
3.Eliminate Water cooler bottles	Remove use of all bottle water in water coolers	Replace with running water filtration in kitchen or filter jugs	Yes	Yes	Sept 17	M.C	Complete
4. Reduce paper use	Reduce printed material by 10% Make all meeting paperless	Monitoring of printing amounts Increase in use of digital methods No ore printed paper make digital device and copy available	Yes	Yes	March 18	M.C	Ongoing
5. All Products sourced to be checked for status and origin and were possible fair trade a credited	Check suppliers Source alternatives Make budget allowances Review banking and finance arrangements	Monitoring of purchases Introducing clear purchasing and sourcing policy	Yes	Yes	Sep 18	All	Ongoing