**GREEN STAR \_ GREEN skills for enterprises - Sustainable Training for Automotive suppliers cluster**

*Start: 10/2013 end: 09/2015* **[www.greenskills-project.eu](http://www.greenskills-project.eu/)**

**ACTION PLAN**

Action plan description

The form is a way to present your action plan, in the context of your strategic framework, to other stakeholders. It will have the following sections.

* Cover page
* Executive summary
* Index
* Profile of the organization or project presenting the plan and of the service or product being offered.
* Management/governance information
* Problem analysis and solution analysis
* Work Plan
* Summary of outputs and timeframe
* Summary of staffing and human resource needs
* Budget
* Appendices and supporting documentation.

PLEASE NOTE! The Action Plan will be used for the Final Publication, therefore ensure to avoid strategic / personal data, rather focus on the action process description.

1. **Action plan form**

|  |
| --- |
| **ACTION PLAN TITLE** |
| Executive summary |
| Index |
| Profile of the organization presenting the plan |
| Management/governance information |
| Problem analysis and solution analysis |
| Work plan: attach form below |
| Summary of results and outputs |
| Timeframe |
| Summary of staffing and human resource needs |
| Foreseen Budget (optional) |
| Appendices and supporting documentation |

**WORKPLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Result Area:**  **Indicator:**  **Progress indicator:** | | | |
| **Activities** | **Time Frame (begin by, complete by)** | **Person Responsible** | **Inputs/Costs** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |