

**WHO** do we need to talk to?

**WHERE** will this action happen?

**HOW** will we let people know?

**WHEN** will it be completed?

**WHAT** resources do we need?

**WHAT** costs?

**PROJECT NAME:**

Describe the Active Travel Action:

**WHAT** needs to be done?

**WHO?**

Indicators for measurement of success  
for our action:

**WHERE** will the money  
come from?

**HOW** do we make  
this happen?

What does it look like when we have  
implemented the action?

At what stages will we Stop and Reflect on how  
the action is going?

What will we have achieved? (our intention)