

TRAVEL PLAN SUMMARY TEMPLATE

Document how your organisation will deliver the individual activities that form the travel action plan.

Identified needs Insert your organisation's needs here						
Inputs	What	Who	When	Outputs	Impacts	Outcomes
<p>List resources (time, people, budget) for travel plan development.</p> <p>Identify any expected income from travel plan initiatives and where this income would be spent. Remember to cover all costs involved, including implementation (capital) and ongoing (operating costs) and potential savings.</p>	<p>Define what activities need to happen to deliver the outputs, who is responsible for delivering them and time lines for delivery.</p>			<p>Record the key products and services that need to be delivered to make an impact.</p> <p>This could include plans/ reports, brochures, articles and presentations, digital material (websites, social media), events, marketing campaigns, policies, incentives, facilities and infrastructure.</p>	<p>Set realistic, measurable performance indicators to track progress towards achieving the impacts of the travel plan within a certain timeframe.</p>	<p>Describe what outcomes to achieve from having the travel plan in place. These could include:</p> <ul style="list-style-type: none"> • travel accessibility for employees • workplace productivity • employee travel safety and personal security • employee health and wellbeing • business improvements • corporate sustainability • cost savings.