

Travel plan summary template

DESCRIPTION: Document how your organisation will deliver the individual activities that form the Travel Action Plan.

Identified needs

Insert your organisation's identified 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 off all the various kinds of costs involved, including implementation (capital) and ongoing (operating costs) and potential savings, if known.</p>	<p>What, Who, When – Define what activities need to occur 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 achieve the impacts.</p> <p>Outputs could include: Plans / Reports, brochures, articles and presentations, digital materials (websites, social media), events, works, marketing campaigns, policies, incentives, facilities, infrastructure etc.</p>	<p>Set realistic, quantifiable performance indicators to measure progress towards achieving the impacts of the Travel Plan within a certain timeframe.</p>	<p>Describe what outcomes you want 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