1. **Global Goal** – Which Global Goal will you explore?

2. **Aim** – What change do you ultimately want to make?

3. **Who will you target(s)** – Who has the power to make the real change needed to achieve your aim (person/people, organisation, government dept)?

4. **Information** – What do people need to know about this goal/issue? e.g., information, facts, real-life case studies.

5. **Who** – Do you need to have on board? e.g., Management

6. **Leadership** – Who will be the core team to steer the project?

7. **What could throw you off course?** What issues could you encounter and how will you deal with them?

8. **Tasks** – What are you going to do?

9. **Resources** – What do you need to make your plan happen?

**By When?** When does each task need to be achieved by? (timeline)