

SMART FRAMEWORK TEMPLATE



SPECIFIC

What should be done? For whom?



MEASURABLE

Is it measurable? Why do goals exist?



ACHIEVABLE

Are the goals realistic? Can the goals be achieved within the time frame?



RELEVANT

Will these goals have an impact on the overall business model?



TIME-BOUND

What is the specific timetable for achieving each goal?

From _____ / _____ / _____
(When)

(WHO/WHAT)

From

(FOR WHAT PURPOSE)

To

(FOR WHAT PURPOSE)

Inspired by yourthoughtpartner.com

ESG Action Project Plan Template

- 1

ESG GOAL - What is the big picture of ESG improvement?
- 2

ACTION STEP(S) - What specific task(s) will you take on?
- 3

PERSON RESPONSIBLE - Who is responsible for this task?
- 4

TIMELINE - When will this happen?
- 5

RESOURCES NEEDED - What do you need (money, partners, tools)?
- 6

SUCCESS INDICATOR - How will you know when it's done?
- 7

PROGRESS STATUS - Tick how you are progressing!

ESG Goal	Action Step(s)	Person Responsible	Timeline (Start - End)	Resources Needed	Success Indicator	Progress Status
Add your goal here	Add your action step(s) here	Add the name and the position here	Add days or month(s) here	Add the resources here	Add your indicator here	☐ Not started ☐ In progress ☐ Completed
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Communication Plan

Steps in creating an internal communication plan

Step One

Choose a clear and specific title

“New Water-Saving Measures in Olive Washing”



Step Two

Briefly explain what the change or update is about



Step Three

Define the target groups (who should participate or who is affected)



Step Four

Why is this important? Link to ESG values and local relevance.



Step Five

Clear timeline or next steps

“The new process starts on Monday 17 June.”



Step Six

Ask for input in a friendly way





Step One

“New Water-Saving Measures in Olive Washing”



Step Two

“We are introducing a new method for cleaning olives that uses 30% less water.”



Step Three

“Administrative staff will monitor usage on a weekly basis.”



Step Four

This helps to reduce water wastage in dry periods and supports our ESG goals.



Step Five

“The new process starts on Monday 17 June.”



Step Six

Do you have any questions or tips? Tell Maria or drop your idea in the “green box” next to the break room!













TEMPLATE FOR AN ESG SURVEY AMONG EMPLOYEES

Please take 3–5 minutes to complete this anonymous survey. Your feedback will help us to improve the integration of ESG into our daily work and planning.

Section 1: Awareness and Clarity

QUESTIONS:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I understand what ESG means for our company.	☐	☐	☐	☐	☐
The ESG objectives of our company have been clearly communicated to me.	☐	☐	☐	☐	☐

Section 2: Participation & Implementation

	Yes	No	Not sure
I have participated in or contributed to at least one ESG-related activity.	☐	☐	☐

	Yes, often	Sometimes	Rarely	Never
I feel that I have the opportunity to suggest ESG-related improvements.	☐	☐	☐	☐

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Section 3: Impact and Engagement

QUESTIONS:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
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I believe that the company's ESG actions are making a positive difference.

☐
☐
☐
☐
☐

What would help you to get more involved in ESG activities?

Do you have any ideas on how we can improve our environmental or social performance?



This survey is anonymous. No names or roles are required. Your feedback will only be used to improve our ESG processes and the engagement of our team.