PROJECT DOCUMENTATION

Overview

Project	Zero Waste Action Plan (Option I)
Team name	Mention the list of the names team
Background	Zero Waste action plan for the Green Bite restaurant. Use the data of the GreenBite Restaurant information and commitment.
Objectives	• List the project's objectives here • Make sure they are specific and measurable • Add as many entries as needed

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Actions

A.1 Selection of clear goals	Identify and define specific targets for reducing food waste, aiming for a 20% reduction in one year. Create a goal sheet outlining the objectives and methods for tracking progress.
A2. Identify Key Waste Areas and Educational Needs	Conduct an initial assessment to identify the main sources of food waste in the restaurant and areas where education is most needed. Collect preliminary data on food waste .
A3. Create Informative materials	Design some flyers or posters with practical tips for reducing food waste (Utilize to promote the campaign throughout the restaurant) Place these materials in high-traffic areas of the restaurant to maximize visibility.
A4. Implement Customer incentives	Develop a reward system for customers who participate in waste reduction efforts. Create discount vouchers or loyalty points for customers who take home leftovers or choose smaller portion sizes.

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A5. Conduct waste audits	Set a schedule for monthly waste audits to measure the amount of food waste generated. Use standardized forms for tracking the types and quantities of waste collected.
A6. Review progress	At the end of the year, analyze the data to evaluate success. Prepare a report summarizing the outcomes and lessons learned, including next steps for continuous improvement.

Conclusion

Project Outcomes	Describe the impact of the project here. You can use graphs or charts to illustrate quantitative results.
Recommendations	Take note of any learning points or final steps for the team.
Resources	• Link any essential documents or files here. • Alternatively, leave contact details for the reader to follow up with if needed.

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