**Student Sustainability Committee Project Management Plan**

1. Definition of objective and scope of the project. *Identify in as specific terms as possible what the project intends to accomplish and, just as importantly, what is not included in the scope.*

The objective of the project is to recruit student organizations to gather weatherization assessments on various campus buildings. This information will be made available to Facilities & Services for their internal use.

Included in this project are the following:

Research into what should be assessed, recruiting student organization members, gathering relevant assessment information, compilation of a thorough report for Facilities and Services.

Excluded in this project are the following:

Students doing work on the building

1. Define what measures will be useful in determining project effectiveness and value.

The success of the project will be measured by:

Scoring criteria from Facilities & Services

Final document will determine which buildings are most in need of work and which buildings will need to be fixed first.

1. Breakdown of tasks. *Define the component steps that need to be accomplished. Note which tasks must be completed before others can be started, which tasks can be done simultaneously, and other sequence requirements.*

RESEARCH – The first step must be to determine exactly what we want to be assessed. Facilities & Services should be included in the research process. Also, stakeholders must be determined at this point.

TRAINING MANUAL / CLASS – A training manual or class should be developed to instruct the teams in their assessments. Initial pilot small building assessment training class.

MARKETING / PICKING TEAMS / COORDINATION – Subsequent to the creation of this manual, teams will need to be picked.

ASSESSMENT – Each team will be assigned one or more buildings (depending on amount of teams) to do assessments on and compile data based on the training they have received.

FACILITIES & SERVICES – The data will then be assembled into a well organized document and passed on to Facilities & Services for further use.

1. Project Timeline. *Complete a timeline for the project, including time estimates for each task identified in step 3. Total time estimates for each step should include actual time that must be spent as well as estimates of any waiting time involved.*

Individual Research

Create Training Manual in coordination with F&S

Team selection

Coordination with Facilities & Services, the SSC, Stakeholders, and Team Leaders for pilot assessment

Pilot Assessment with team leaders

Team assessments

Data collection

Documentation for F&S

1. Identify project milestones in the timeline. *Establish checkpoints with tangible deliverables to hold yourself and your resources accountable for at specific dates.*

Research Completed - February 1

Training Manual Completed - February 8

Team Selected - February 15

Teams Trained - February 22

Assessments Completed - March 18

Building Assessment Document for Building Services Completed - May 1

1. Identify resources necessary to execute the project. M*ake a list of contacts / or needed contacts - advisors, experts, partners, etc.*

Student Sustainability Committee Members that will be most involved

Facilities & Services members that will be most involved

One leader for each team (TBD)

A LEED expert either from the sustainability committee or another source

1. Plan for obtaining appropriate pictures/video/other publicity materials needed as the project is executed. *What media do you aim to capture, at what points, and how?*

Each team will be required to take pictures of components that are being assessed at the time of the assessments (dated).

1. Record plans for any needed regular meetings, i.e. when and how often. *If necessary, establish a regular meeting time or at least regular check in points. Identify two people - one committee officer, and one faculty/staff member (on or off the committee), who you will ask to hold you accountable.*

A regular meeting should take place at the completion date of each of the checkpoints (and possibly more frequently). These will be to compile data, coordinate next steps, and make sure the project is headed in the right direction.

1. Establish an organization system to ensure accessibility of project documents and communication, to track project progress against timelines, and to record time spent on project.

Each group will be given a document with a checklist of what components in the building they need to assess and it will include a section for time spent on the assessments.