



Mpower Major Project Worksheet

Updated 08/26/2009 - Version 1.1

Project Name		Update Bio-retention Pond outside Breakroom
Project Manager		Mary Chandler
Primary Stakeholder(s)		Conserve Water
Project Description / Statement of Work		
GBP will assess effectiveness of bio-retention pond nearest the breakroom. If deemed necessary, we will research plants, and introduce them to the perimeter of the pond.		
Business Case / Statement of Need		
GBP has an excellent bio-retention system in place to address storm water run-off. One of our ponds has become over-run with cattails – resulting in standing water. We need to assess the effectiveness of this pond, and explore alternative plant options that will pull more water down into the soil.		
Project Definition		
Project Goals	<ul style="list-style-type: none"> - determine effectiveness of bio-retention pond nearest the breakroom - research plant alternatives that will reduce standing water implement improvements to pond based on research findings 	
Project Deliverables		
How will progress be measured?	Progress will be measured by how effective our bio-retention pond is.	
Expected environmental benefits	We will not be reducing water used in our processes, but hope to maximize the effectiveness of our bio-retention system so that storm water is processed into the soil instead of carrying contaminants from our parking lot into the watershed. We also hope to reduce standing water which is a breeding ground for mosquitoes.	Quick Conversion Factors <ul style="list-style-type: none"> • 2.22 lbs CO₂ / kWh saved • 11.76 lbs CO₂ / therm saved • / gallon saved • / vmt reduced
Project Constraints / Risks / Key Inputs <i>(Elements that may restrict or place control over a project, project team, or project action; results from other projects or input from other sources needed for project to be successful)</i>		
Implementation Plan / Milestones <i>(Due dates and durations)</i>		
<ul style="list-style-type: none"> -Tour of bio-retention system – August 2009 -Assessment of effectiveness – September – October 2009 (awaiting city-appointed 3rd party to assess storm water system) -Research of potential improvements – October 2009 -Implementation of improvements (if any) – October 2009 – April 2010 (depends on weather and best time to work on the pond) 		
Communication Plan <i>(What needs to be communicated? When is communication needed? To whom? How?)</i>		
Need to coordinate with city-appointed assessor to schedule initial assessment		
Change Management / Issue Management <i>(What is process for addressing concerns of those impacted? How decisions will be made? How changes will be made?)</i>		
Decisions will be made based on city assessment of existing bio-retention, then by recommendations of president, Mary Chandler (resident biology expert)		
Project Team Roles and Responsibilities		
Team Members	Roles	Responsibilities
Mary Chandler	President; Biology expert; contact with City	Schedule city assessment; direct research; approve/schedule any improvements
Carolann Puster	Mpower Rep; Green Team Rep	Facilitate as needed; document project