



Mpower Minor Project Worksheet

Updated 08/28/2009 - Version 1.1

Project Name		25% EnAct Participation
Project Manager		Carolann Puster
Action topic		Employee Education/Awareness
Project Description		
Host several rounds of the EnAct Program to involve 25% of staff (~25 people).		
Business Case / Statement of Need		
Great Big Pictures includes the importance of Environmental Education for our employees in our official Environmental Statement. The EnAct program is an excellent way to provide this education.		
Project Definition		
Project Goals	Achieve 25% of total staff participation over the course of 6 months	
How will progress be measured?	25 employees participate in an EnAct group during 2009	
Expected environmental benefits	Individuals will see CO2 savings in their homes, but none are expected at Great Big Pictures as a direct result of this program.	Quick Conversion Factors <ul style="list-style-type: none"> • 2.22 lbs CO₂ / kWh saved • 11.76 lbs CO₂ / therm saved • 4.4 lbs CO₂/ 1000 gallons water • 19.56 lbs CO₂ / gallon of gas saved
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 <i>(Due dates and durations)</i>		
-Assess interest in EnAct program – June 2009 -Form groups and schedule 1 st round of program – July 2009 -Complete first round of program – September 2009 -Form groups and schedule 2 nd round of program – October 2009 -Complete 2 nd round of program – December 2009		
Communication Plan <i>(What needs to be communicated? When is communication needed? To whom? How?)</i>		
Communication with interested staff will be done via email. Various field trips will be scheduled with outside contacts as needed.		
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>		
No changes/issues with Management.		
Project Team Roles and Responsibilities		
Team Members	Roles	Responsibilities
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Carolann Puster	Team Leader; EnAct Group Leader	Organize program; schedule trips; oversee improvement project; lead EnAct meetings
David Johns	EnAct Group Leader	lead EnAct meetings
April Sordahl	EnAct Group Leader	lead EnAct meetings
Mary Chandler	CEO; Core Management	Speak at meetings; design/approve/help to implement improvement project