



Mpower Major Project Worksheet

Action Plan #3 - Version 1.1

Project Name	Building Involvement	
Project Manager	Eric Seidl, Cassie Goodwin, Kelly Miess	
Action topic	Education and Implementation	
Project Description		
Explore the opportunity of involving the rest of the building tenants and the building owner in the Mpower program.		
Business Case / Statement of Need		
JJR is less than 50% of the population within the building. By making a commitment to reduce our impact, we feel a need to share our lessons learned, tools and data. By assisting others in their dedication to the environment, we can help the City in successful implementation of their sustainability efforts.		
Project Definition		
Project Goals	Engage other building tenants in the importance of sustainable practice. Help them commit to reducing their energy consumption and carbon footprint.	
How will progress be measured?	Creating an environmental footprint assessment that can be shared among the building tenants. Create a "green" team" with participants from each office within Machinery Row. Progress will be reviewed by the "green team" on a monthly basis.	
Expected environmental benefits	Continue the reduction of environmental impacts, such as carbon emission on a larger scale.	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>		
Coordination will be challenging. By providing the necessary information and tools in a variety of formats, we hope all tenants will be able offer expertise and play an active role in the Machinery Row "green team."		
Implementation Plan <i>(Due dates and durations)</i>		
11-09 Meet w/ Landlord to discuss plan 11-18-09 Send informational email to other building tenants 11-25-09 Begin "informational Interviews" 11-25-09 (Week of) Set up meeting between Larry Walker & Landlord 12-18-09 Lunchtime "greenbag" to kick off the new green team Spring 2010 Create footprint baseline, create an act team. Summer 2010 Identify key projects		
Communication Plan <i>(What needs to be communicated? When is communication needed? To whom? How?)</i>		
Need to communicate why footprint reduction is critical and how each person/ company needs to play a role. Because of business hours and schedules, communications will require a variety of formats.		
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 and changes will be made by the "Machinery Row Green Team", with critical input from each business, as well as the landlord.		
Project Team Roles and Responsibilities		
Team Members	Roles	Responsibilities
Eric Seidl	Project Manager	Program Introduction/ Coordination
Cassie Goodwin	Project Manager	Program Introduction/ Coordination
Kelly Miess	Project Manager	Program Introduction/ En Act

Management Sign-Off

Date: _____

SIGNATURE

Direct questions about this document to: NAME, DEPARTMENT at TELEPHONE or EMAIL