



# Mpower Major Project Worksheet

Updated 08/28/09 - Version 1.1

<b>Project Name</b>	Transportation reduction	
<b>Project Manager</b>	All staff	
<b>Action topic</b>	Reduce Transportation	
<b>Project Description</b>		
Reduce our use of cars for commuting, by providing incentives & information regarding alternative transportation; reduce use of employee's cars for deliveries (& thus need for there to be a car at work); reduce long distance travel of supplies by using local vendors so the supplies don't have to travel as far. Also, combine deliveries & errands to be more efficient		
<b>Business Case / Statement of Need</b>		
We are centrally located so as to be accessible to our employees & clients by bike & bus. By using alternative transportation we can make a significant impact on our CO2 emissions. We can also be an example to our clients, & provide information to those who are interested in reducing their reliance on cars.		
<b>Project Definition</b>		
<b>Project Goals</b>	Reduce carbon emissions by using alternative modes of transportation for both commuting & delivery. Increase the convenience of alternative transportation by installing bike rack, and employee incentives.	
<b>How will progress be measured?</b>	We will keep a log of the days that alternative transportation was used, and trips were combined: All employees, ongoing	
<b>Expected environmental benefits</b>	<ul style="list-style-type: none"> <li>We will save 1530 lbs in emissions if each employee bikes to work an average of 3 times a week.</li> <li>We will save 400 lbs in emissions by using Scram bike couriers in place of cars an average of twice a week.</li> <li>We will save energy by using local suppliers and food vendors.</li> </ul>	<b>Quick Conversion Factors</b> <ul style="list-style-type: none"> <li>2.22 lbs CO<sub>2</sub> / kWh saved</li> <li>11.76 lbs CO<sub>2</sub> / therm saved</li> <li>4.4 lbs CO<sub>2</sub>/ 1000 gallons water</li> <li>19.56 lbs CO<sub>2</sub> / gallon of gas saved</li> </ul>
<b>Project Constraints / Risks / Key Inputs</b> <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>		
Weather will be a factor in riding our bikes to work. Some packages are too large or too numerous for the bike couriers to deliver (anything not able to fit either in their messenger bags or the trailer they use) and weather can damage materials.		
<b>Implementation Plan</b> <i>(Due dates and durations)</i>		
Set up a contract with Scram Couriers as of June 2009-ongoing Track days employees bike, walk or bus to work beginning September 15, 2009-ongoing Install bike rack – by November 1, 2009 Explore alternative transportation incentives – bus passes, bike incentive: Yvette Jones & Cara Lombardo by 10/31/09 Leave a vehicle at the office through most of the work week for meetings and errands: Yvette Jones, ongoing		
<b>Communication Plan</b> <i>(What needs to be communicated? When is communication needed? To whom? How?)</i>		
Alternative transportation choices will to be discussed with all employees Will meet with all employees to discuss these alternatives as soon as we have all of the information gathered Report of all alternatives & any issues discussed at the meeting will be written up & distributed to all employees		
<b>Change Management / Issue Management</b> <i>(What is process for addressing concerns of those impacted? How decisions will be made? How changes will be made?)</i>		
Concerns will be addressed on a case-by-case basis due to the intricacies of this plan (sample: workers who ride a bike or take the bus will need to be assured of a ride if an emergency with a child comes up) Decisions will be made by consensus (sample: a car will be needed for a meeting so it will be discussed who will be sure to have a car that day) Changes will be made based on the individual circumstance (sample: monthly bus passes provided, but no one uses it that often, so only 10-ride passes will be issued)		
<b>Project Team Roles and Responsibilities</b>		
<b>Team Members</b>	<b>Roles</b>	<b>Responsibilities</b>
Cara Lombardo	Accounting	Explore incentives
Laura Ovberg	Green Team Leader	Create chart; compute data
John Lombardo	Project manager – bike rack	Supervise installation of pad and rack