



Mpower Minor Project Worksheet

Updated 08/28/09 - Version 1.1

Project Name	Project Management software & turning off business machines at the end of the workday	
Project Manager	All Staff	
Action topic	Reduce Use - "Free" Savings	
Project Description		
Using our current project management software more efficiently to reduce paper usage. Save on electricity usage by turning off the machines we do not use at night. Office signage, create		
Project Definition		
Project Goals	Reduction of paper & electricity usage.	
How will progress be measured?	Check pre- & post- implementation electricity bills Deadline & who's responsible Check for phantom load who? When?	
Expected environmental benefits	Save XX% on paper waste Save electricity	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
Implementation Plan <i>(Due dates and durations)</i>		
Check to make sure that all computers are programmed to shut off automatically after 30 minutes of inactivity. October 1, 2009 Implement system to shut down printers and other machines at night. November 1, 2009 Plan software improvements that will enable project management software to further reduce the need for hard copies. December 1, 2009		

Management Sign-Off

_____ Date: _____
SIGNATURE

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