

PROJECT INITIATION REQUEST

TOPIC: Sustainability

Project teams may be used when a work group is needed to develop plans, design conceptual models, or execute previously developed items. Prior to requesting a new team, the council should consider whether the potential project has all of the following characteristics:

- Is strategic in nature and falls within the scope of the charge of the sponsoring entity
- Has broad implications for the college and needs to be considered from multiple perspectives
- Is not easily contained within the responsibilities of a single department or job function
- Requires significant effort that is expected to extend a minimum of one semester
- Results in one or more specific, tangible deliverables
- Has potential to solve an existing problem, enhance the student experience, or improve institutional effectiveness
- Is considered as a priority for consideration based on the council's professional judgement

SPONSORED BY:

PROPOSED DURATION:

☐ **NEW - NEXT ACADEMIC YEAR ONLY** (one-year charter)

☐ **RENEWAL** – Extend existing project team for another academic year

☒ **EXPEDITED/OTHER** – Please specify the intended length of time: Fall 2019 - Spring 2020

REQUESTED BY/THROUGH (INITIATOR):

Identify the person(s), group(s), or dialogue that led to this request.

Request is initiated by the Operations Council

RATIONALE (BUSINESS CASE):

1. Why is a project team needed?

Briefly describe the intended goals, opportunities, potential benefits, or expected deliverables that could be accomplished through the work of a project team. Make the case for why time and effort (institutional resources) should be committed to this project.

Sustainability is a focus area of ARC Strategic Goal #4 (Vibrancy and Resiliency). In order to fully address this goal, there is an interest in coordinating sustainability efforts through the development and eventual execution of a college-wide sustainability plan. ARC does not currently have a plan of this type; however, the college has a long-standing recognition of its role in the stewardship of natural resources, environmental awareness, and reduction of negative impact on the environment

2. Why is this the right time?

Briefly describe the conditions which prompted this request and any associated mandates (legal requirements), deadlines, or timing considerations. If this work is a prerequisite for other work, please note what items are dependent upon finishing this project.

California legislation frequently supports or incentivizes sustainability practices. For example, AB 341 established a California Statewide goal of 75% diversion of solid waste to landfills. ARC established an interest to becoming Zero waste entity by 2025. This is the right time to develop a plan to meet both the goals of the college and the state.

3. Are there any specific concerns?

If the project is intended to solve a problem, briefly describe any concerns, risks, or challenges not already described above.

Proposed activities may be subject to the limitations of available funding and/or new funding sources.

Proposed activities which involve modification of facilities and/or districtwide operational practices may be subject to existing LRCCD protocols. Opportunities and/or constraints resulting from community, corporate, or other partnerships might intersect with recommendations of the sustainability plan.

Response from the College President

- ☐ Project team authorized by the President
- ☐ Not authorized – see feedback below

Team Composition (to be completed by College President)

Project Team Leads*: Lead

Co-Lead Constituency

(Constituency group asked to appoint co-lead and notes on desired qualifications/perspective)

Project Steward*:

The project steward role applies project management skills and techniques to enable effective project operation and closure. It may be assigned to one of the leads or be a separate individual. Designation of this role could require a constituency-based appointment.

External Consultant (non-ARC expertise):

Team Members – *small group of who can commit to all meetings and project activities; actual size of teams will vary by project; a rough estimate of a small team size is 4-8 people in addition to the project leads*

Recommended positions or roles to include based on knowledge and responsibilities:

Anticipated number of appointments including co-lead, project steward, and team members:

_____ Students _____ Classified Staff _____ Faculty _____ Management

*For further information, please see the defined task list in the document titled *What is the Difference Between the Lead and Steward Roles?*