

Instructions for UNE Environmental Council Project Initiation Form

This document has been developed by the UNE Environmental Council (EC) to facilitate the planning, approval and implementation of environmental projects at the University of New England. Proposed projects will be submitted to the EC for consideration and approval using the Project Initiation Form. Projects can originate from individuals or groups outside the EC or from individuals or subcommittees within the EC but only projects that meet and have followed the process outlined on the Project Initiation Form will be considered by the EC. Authorization by the EC is the first step in the approval process. In most if not all cases, additional signatures likely will be required but the EC will assist project initiators with this process.

The project initiation form and signature process is designed to ensure a sequential and progressive process of support for the proposed project. Please complete all sections and provide supplemental information as necessary. Providing web links for supplemental information is encouraged.

Project Description: Provide one paragraph outlining the project description. This should be written specifically so that a third party, and/or a non-UNE person can understand the overall intent of the project.

Objectives and Goals: List specific objective(s) (a strategic position to be attained or a purpose to be achieved) and goal(s) (the end toward which effort is directed) for your project. You are encouraged to include both short-term and long-term goals.

Stakeholders: List all groups or individuals that have an interest in or are impacted by the project.

Justification: Clearly state how and why the project is consistent with and supportive of the mission of the University, and the EC's mission and priorities (see EC Project Selection Criteria below.) The justification should summarize potential costs/benefit of the economic, ecological and/or educational effects of the project. The summary items may be quantitative or qualitative in nature.

Similar or existing projects at UNE or other institutions: List any related, similar or existing projects at UNE or other institutions. It is important to list these from a historical standpoint regardless of whether they were successes or failures.

Project Location: Indicate the building(s), campus(s) or other locations to clarify the scope and impact of the proposed project. Also indicate if the project is a pilot project and if the intent is to expand it in the future.

Budgetary Estimates: Indicate all related revenue and expenses, as well as possible funding sources.

Schedule: Indicate by month each phase of the project. Minimally, the schedule should indicate the expected start and end of the project design/development, project implementation, project assessment, project refinement, and/or next phase.

Assessment of Effectiveness: Describe methods of assessment to ensure the project 1) achieves the goals and objects as outlined, and 2) can be independently verified using recognized non-subjective methods.

Authorizations: Acquire all necessary signatures as determined in consultation with the EC. The signature process is designed to ensure a sequential and progressive process of support for the project. Each signature ensures a distinct level of review. Collectively the authorizations ensure all essential decision makers have had input into the project.

**Project Selection Criteria
Environmental Council
University of New England
January 12, 2006**

The Environmental Council established the following project selection criteria as a general guide in selecting and prioritizing proposed projects. The listing implies no ranking of the selection criteria.

- **Health & Safety:** The degree to which the project improves the health and safety of the UNE population and those living in the surrounding/extended community.
- **Overall Environmental/Ecological Benefit:** The degree to which the project yields a net decrease in UNE's ecological footprint.
- **Economic Cost/Benefit:** The degree to which the project is likely to generate long-term, net economic benefit to UNE.
- **Sustainability:** The potential the project holds for becoming institutionalized and offering the Environmental Council an opportunity to sustain its involvement and expand its influence in promoting campus greening efforts.
- **Ease of Implementation:** The degree to which the project can be implemented in a relatively short period of time, at low monetary cost, and with existing UNE personnel, programs, or policies.
- **Potential for Education:** The degree to which the project offers an opportunity to integrate campus greening activities into new or existing courses and raise environmental awareness among the surrounding/extended community.
- **Potential for Recruitment, Retention and Fundraising:** The degree to which the project offers UNE an opportunity to project a positive image of environmental stewardship, thereby enhancing recruitment and retention of students and attracting potential donors.
- **Urgency:** The degree to which the project requires the Environmental Council to act quickly in order to generate policy advice, act in the role of an advocate, or provide immediate guidance or resources to an existing or pending project.

UNE Environmental Council Project Initiation Form

Project Title: _____

Project Initiator(s): _____ Phone: _____

Date: _____

1. **Project description:**
2. **Goals and Objectives:**
3. **Stakeholders:**
4. **Justification:**
5. **Similar or existing projects at UNE or other institutions:**
6. **Project location:**
7. **Budgetary estimates:**
 - a. **Estimated development costs/savings** (Includes fundraising expenses if applicable):

 - b. **Estimated operating costs/savings:**

 - c. **Funding sources/reallocations:**
8. **Schedule:**
9. **Assessment of effectiveness:**
10. **Authorizations:**
 1. _____ () Approve () Disapprove
EC Chair Date
 2. _____ () Approve () Disapprove
Campus Planner Date
 3. _____ () Approve () Disapprove
University Relations (Fundraising) Date
 4. _____ () Approve () Disapprove
Vice President for Academic Affairs Date
 5. _____ () Approve () Disapprove
Vice President for Business and Finance Date
 6. _____ () Approve () Disapprove
President Date

Please see associated for Instruction Sheet