

Below is an example of a final project proposal for E-116. The proposal should be no more than one page. The annotated bibliography should contain 2 to 3 sources and should also be no more than one page. Therefore, two pages total. The purpose of the proposal is:

- For the teaching staff to understand what facility/organization you intend to use for your final project.
 - What is the size of the organization/facility?
 - What does the organization/facility do?
 - From a preliminary review, what are the major sources of emissions (i.e. if your organization/facility is a small shipping company, without contacting the company you could probably guess that mobile emissions would likely be a major source of emissions).
- For you to demonstrate how you intend to get the information required for the final project.
 - i.e. with whom at the facility will you work to gather the data that you need?
 - Are people at the facility willing to help with your project?

With regards to the size of the organization, from the syllabus it states: *“Develop a detailed written GHG Reduction Plan for a business, local government or academic institution including core concepts and elements from this course.”* If your desired organization is a large multi-site corporation, you should prepare a greenhouse gas inventory and reduction plan for only a single facility yet briefly discuss, in general terms the emissions of the overall corporation.

Final Project Proposal (Graduate)

1. Proposed site
 - a. Infotechnologies – 300 Massachusetts Avenue, Arlington MA 02474
2. Site logistics
 - a. 146,779 ft² housing the Infotechnologies Co. main offices.
 - b. ~440 employees
 - c. ~ 2 computers/employee
 - d. 3 data centers
3. Key decision makers
 - a. Tim Thompson – Product Manager, Sustainability
 - b. Jim Johnson – Facilities Manager
 - c. Bill Robertson - CEO
4. Why you think it is a good project
 - a. Infotechnologies has set a goal of completing a GHG inventory by mid April of 2011. I have volunteered to work with our sustainability product manager to develop the GHG inventory for the main office in Arlington MA. Eventually the goal will be to expand this inventory to all of the US offices of our parent company (Cel Shader Inc.). In Europe our parent company is required to report emissions for all facilities worldwide and currently reports a rough low quality estimate for US facilities.
 - b. I think this project will be good because it will have benefits beyond the class project and it will be a real world application of the material we learn in class.
 - i. Later in the year this information will be verified so that it can be included in our parent company GHG emissions reporting.
 - ii. The next step will be to consider plans for improving our GHG footprint.
 - c. Project has buy in from the executive team.
5. Planned process for getting data
 - a. Work with building owners and facilities managers to identify and gather scope 1 and scope 2 emissions data.
 - b. Develop and implement plan for defining scope 3 emissions:
 - i. Survey staff for commuting miles.
 - ii. Work with travel agent to get airline miles data.
 - iii. Work with shipping department to understand software product delivery GHG emissions.
6. Potential risks to project completion
 - a. Incomplete/unavailable data (small potential that some data might not be available in time for the completion of the class project).
 - b. Difficulty in obtaining representative commuting miles information.