Green Impact Sheffield – Projects

A guide to Projects
Now in our 10th year of the scheme, Green Impact Sheffield is moving away from the standard action toolkit. In 2017/18, we trialled the new Projects tab with great success! From 2018/19, every team will now complete a number of Projects to achieve their bronze, silver or gold award.

What is Projects?
Projects is a new way to make a Green Impact in your workplace. It provides the flexibility to choose what sustainability means to you by working on projects that interest the team. Projects aim to benefit the team, the wider department and sometimes further than that!

How does it work?
In summary:
1) Teams complete 9 essential actions in the online toolkit
2) Teams select 1 or more project(s) to complete using the themes in the toolkit as a guide (uploading evidence to the toolkit as you go as you would normally).
3) Teams complete a project plan and case study for each project (more info below).
4) Teams are audited as normal and receive a Bronze/Silver/Gold Projects award.

When choosing your projects, we advise you select project themes that reflect the sustainability targets/interests of your team/department so you enjoy the process, i.e. it does not have to relate to your area of work specifically. Use the themes provided in the online toolkit to help you come up with a project idea. To encourage you to think widely and be creative, we’ve also added an Open Theme for any projects that don’t fit into our defined categories.

Teams are welcome to complete multiple projects from the same theme, but they must be distinct projects. You won’t get any extra points for submitting the same idea twice! For example, you may want to do two Food projects, one limiting food waste and one promoting a sustainable vegan diet.
**How are teams marked?**

Every team must complete a few essential actions to ensure all teams understand the very basics of sustainability. These must be completed alongside your projects in order to get your award.

Then, you can complete your projects! Each project will be scored on 8 criteria (below) and must include a project plan and a final case study (see ‘How Will You Be Audited?’). **There’s a maximum of 50 points up for grabs for each project you complete.** This score will take into account effort (how much the team tried to fulfil this criteria) and impact (how much the team succeeded).

1) Team engagement: how many people were involved and how substantial was this engagement? (Max 5 points)

2) Reach: was the student community/wider community involved/engaged through the project? Were academics/other departments involved? (Max 10 points)

3) Creativity: was the project creative/original? (Max 5 points)

4) Impact & Measurability: did the project have tangible impact on the sustainability of the department and/or school? How measurable was the impact of the project? Have the team provided numbers of people involved/engaged etc.? (Max 10 points)

5) Proportionality: were the outcomes proportionate to the size/capacity of the team? (Max 5 points)

6) Replication: is the project replicable? (Max 5 points)

7) Legacy: does it have a lasting impact? (Max 5 points)

8) Outcome: overall, was the project a success? (Max 5 points)

**Full guidance on what a top scoring project looks like can be found here.**

Please continue to upload evidence (e.g. meeting minutes, posters, photos, anything that will help your auditors get a full picture of your project) as you complete your project. You can upload this evidence on the ‘Comments/Evidence’ tab in your online toolkit.
Grading

Working Towards Bronze: Essential actions, plus at least 20 points from Projects

Bronze: Essential actions, plus at least 40 points from Projects

Silver: Essential actions, plus at least 60 points from Projects

Gold: Essential actions, plus at least 80 points from Projects

Platinum 5+ (brand new award level for 2018/19): The team(s) of 5 team members or more with the highest number of points (plus the essential actions).

Platinum 1-4 (brand new award level for 2018/19): The team(s) of less than 5 team members with the highest number of points (plus the essential actions).

You can do as few or as many projects as you like and these projects can be big or small - it all depends on what award level you want to achieve. Remember, there’s a 50 point maximum for each project.

Labs, Grounds, Catering and other specialist environments

Labs, catering, grounds and teams based in other specialist environments can still get involved by completing projects relating to your work. If you’re a specialist team who has previously put in for two awards (e.g. office Bronze and labs Gold), you can do something similar with projects i.e. complete projects based around the office AND complete projects based around labs. Or if you wish, you can just do a project based on your specialist environment.

How will you be audited?

Auditors will first check you have completed the 9 essential actions on the toolkit. You should submit evidence that you have completed these actions on the toolkit and be ready to show the auditors around on audit day.

Auditors will then audit your projects. They will need to see your Project Plan (find the Project Plan template here). The Project Plan will set out exactly what the aim is for the project (what the team hopes to achieve and how they hope to achieve it). Please use the template and upload on the toolkit on or before the deadline (please check the toolkit for the Project Plan deadline).

Auditors will also view your Case Study (find Case Study Template here). This will be a short one page Case Study, including a project title, explanation of your projects aims and outcomes as well as any pictures, graphs or charts you would like to add. You must also complete a self-assessment, telling us how many points you think you should get for your project and why (be honest!). Please use the template and upload this on the toolkit on or before the deadline (please check the toolkit for the Project Case Study deadline).
Lastly, auditors will also want to discuss your projects with you and the team members involved!
After the audit is complete, auditors will consult the Green Impact coordinator before finalising your points, to ensure grading is consistent.

Now what?

1. In your teams, come up with some project ideas (using the project themes provided in the online toolkit)
2. You should then contact your Green Impact Sheffield coordinator for guidance before starting at Greenimpact@sheffield.ac.uk (a face to face meeting is highly recommended!)
3. Submit a short Project Plan to Greenimpact@sheffield.ac.uk for feedback (include a proposed timeline for any activities) by Tues 31st July 2018. Find the Project Plan template here
4. Once your project has been OK’d by your Green Impact coordinator, you can start your project(s). Remember to complete the essential actions and submit evidence supporting your projects on the online toolkit throughout the year
5. All projects must be finished on or before the final deadline of Fri 5th April 2019. Remember to submit a case study for each completed project (template here)

Timeline

Project Plan(s) deadline – send to your Green Impact Sheffield coordinator before on or before Tuesday 31st July 2018
Project Case Study (Submission deadline) – Friday 5th April 2019
Audits – Wednesday 1st and Thursday 2nd of May 2019

We’re here to help! Contact your Green Impact Sheffield coordinator at any time with questions, suggestions or queries at Greenimpact@sheffield.ac.uk.

Q & A

Q. Can I combine similar themes in one project to maximise my points?
A. It’s best to complete individual projects for each theme. This is because it can be difficult to distinguish the work done for one theme over another and this may impact on the points your team is awarded.

Q. How do projects differ from the individual actions in the original toolkit?
A. Projects are bigger tasks than the original toolkit actions. For instance, having energy awareness stickers in the office would not in itself constitute a project. However, performing an energy audit, giving a series of short talks on energy
efficiency, running an awareness campaign and showing energy savings and behaviour change as a result of these actions would constitute a project.

**Q. What support will I get?**
A. Use the toolkit Criteria and Further Information tabs for suggestions on what your projects might look like. You will still be able to apply for a student GIPA, and you can ask for help, guidance, support or give suggestions at any time by emailing greenimpact@sheffield.ac.uk. Don’t forget, you can also email other Green Impact teams for help by emailing greenimpact-teams@lists.shef.ac.uk.

**Q. Can I still complete projects if I am from a specialist team (i.e. Labs)?**
A. Yes! You will complete projects specific to your environment, for example reducing pipette tip waste in a lab environment.

**Q. How do Projects differ from Excellence Projects?**
A. Projects are now required of all teams to get their award. Excellence Projects, however, are performed by teams who have achieved Gold for the past few years and would like to focus their efforts on one large project that runs over multiple years. Excellence is still the most prestigious award level.

**Q. Can I complete two projects from the same theme?**
A. Yes, but they must be distinct projects. You won’t get any extra points for submitting the same idea twice! For example, you may want to do two food projects, one about food waste and one about promoting a sustainable vegan diet.