[Date]

[Student name(s)]

[Graduation Semester, Year]

[Project Title]

Section I: Project Narrative

* This version should be much more detailed and accurate than what was done in the preproposal.

INTRODUCTION

*In this section, be sure to include the following information in narrative form:*

* Explain in a clear and compelling manner your Culminating Experience (CE) **project goal(s) and how they address sustainability**, addressing the following key questions:
  + What problem(s) is(are) being addressed, and how is the problem evident? *What specific characteristics define the sustainability problem? Be specific.*
  + *Why is the project relevant and/or important for sustainability? Frame the problem using a systems perspective to map the sustainability problem on the three pillars of sustainability*?
  + *Briefly* ***introduce what approach*** *your project will take to create, evaluate, or otherwise determine appropriate solutions?*
* How does the project advance your career goals?

LITERATURE REVIEW:

*This section should support the definition of the sustainability problem, methods proposed to assess the problem or measure intervention results, and the potential success of the proposed solution.*

* Search for literature closely related to the sustainability problem or its components and use it to support your project purpose and objectives. This can include journals, magazines, corporate materials, or other types of supplementary material provided it can be cited and can be considered credible and reliable. This should be 1-2 pages of citation-heavy text organized to explain and support your project.

PROJECT PLANS AND APPROACH

*Here, describe in narrative form and in detail, the steps you will take to achieve your project goals while addressing the following points:*

* *What sustainability framework will you use to structure your project work?*
* Explain **the process** you will undertake to develop and implement your CE project, including the following details:
  + What steps, activities and tools will allow you to achieve your goals?
  + What has already been done thus far, and what are the next steps?
* Describe **the outcomes** of your project in terms of:
  + What products, tools, etc. will be produced, and how are they beneficial for sustainability?
  + *What sustainability framework will you use to evaluate your project work?*
* Please also address these important aspects concerning the **relevance and feasibility** of your project:
  + What clients and/or stakeholders are involved, and how? Who initiated the project idea, and why? What commitments have been made by you and/or involved stakeholders/partners in terms of project goals, tasks, resources, etc.
  + Is there sufficient time and resources (including your own skills) to carry out the plan? What knowledge or expertise will you need to carry out the project?

PARTNERS/STAKEHOLDERS/SUBJECT MATTER EXPERTS:

*Include who you have contacted, how you will work with them going forward, what you have already learned and how it impacted your proposal. If you have executed SME agreements, they should be included in an appendix.*

CONCLUDING THOUGHTS

*To conclude,* ***summarize your plans and their feasibility*** *in narrative form while explaining:*

* What opportunities does the project present in the short- and long-term?
* Why is the project relevant and/or important for sustainability as well as your career goals?
* What key tasks and challenges lie ahead?
* What is your Plan B if this project falls through? Be specific in the description of the alternate path. Is the project a variation on Plan A or an entirely different project? If it is a different project, explain how it relates to the sustainability problem above, or a different sustainability problem if unrelated to the problem above.

Section II: Project Management Information

*While Section I should read as a narrative, this section can include bullet points as well as paragraph text if it is appropriate.*

## Project Scope

### Project purpose and objectives:

* (This is a high level task list that broadly lays out what you will be doing for the client. Objectives differ from the deliverables in that they are more task-oriented and relate to how the project will be implemented. Use action verbs to phrase your objectives. Examples: to research the variety of stormwater retention designs in the Valley; to analyze data on fuel usage by department x; to interview homeowners about pesticide use. )

### Project clients/customers/stakeholders:

* (For whom are you completing this project? This is a sub-set of your stakeholders and may be the contact person you are meeting with on a regular basis. Please include the name of the organization for which the client works and a brief description of the organization [mission in the case of non-profits, for example] if this is not obvious.)

### Sustainability outcomes/results:

* (What sustainability changes are you, the client, and key stakeholders anticipating as a result of your project in the short term and medium term? For a recycling education project, this could be increased rates of residential recycling. Remember to address the three pillars of sustainability.)

### Interim Project deliverables:

* (What will you be providing during project planning and implementation, leading up to the final deliverables? These could be a report draft, data analysis, marketing materials, movie story board …)

### Final Project deliverables:

* (What will you be providing to the client at the end of the project? This could be a product of some kind, a service, a document outlining a sustainability transition plan, an instructional video, or any other deliverable that is agreed upon with you, the client, and MSUS committee. Remember to include the CE deliverables: presentations, executive summary of project for Sustainability Connect, 3-5 page project report, 1-3 page reflection on experience as well as the specific deliverables for your client.)

### Description of methods:

* (How will you conduct the work necessary for producing the interim and final deliverables? What methods are you using?)

### Final deliverable quality criteria and acceptance for project deliverables:

* (This may not be immediately applicable to all students, but we ask that you think about this and discuss this with project clients. What guidance are the client and key stakeholders providing regarding what would be acceptable and quality deliverables? This could be that documents need to be in English and Spanish, that products need to be approved by the organization’s board, all documents need to be in pdf format, certain deliverables must be produced before a community meeting, documents cannot be publically shared … )

## Project Risk Assessment and Response

*Be sure to cover the following areas:*

### Internal Assessment

* (Review assets, skills, finances, working styles, personalities, and time commitments to understand what strengths, weaknesses, opportunities and threats can come from within)

### External Assessment

* (Review environmental, social, economic or political conditions to understand what strengths, weaknesses, opportunities and threats might change the course of the project)

### Back-up Plan

* (If the unexpected happens and project weakness or threat changes the viability, scope, or direction of the project what other project could you or your team do that is related, or can the original project continue with an altered scope and charter?

## Project Resources

### Project team members and their roles:

* (List all of the project team members, including non-ASU affiliated members, and their roles. If you are the only project team member, then you will assume the project management role.)

### Project Work Breakdown Structure (WBS)

* (Describe your thinking in preparing the WBS and why you chose the structure you used. Prepare a WBS chart listing major categories and subcategories (task lists) for the project as well as major tasks in each. Refer back to the course materials. Include the steps necessary to complete the specific CE deliverable requirements. The actual WBS should be included in an appendix. Be sure it is readable.)

### Project Gantt chart:

* (Describe your thinking in preparing the Gantt and why you chose the structure you used. Prepare a Gantt chart for the project listing major, high-level tasks, person(s) responsible for each task, and approximate schedules. Include the steps necessary to complete the specific CE deliverable requirements. The actual Gantt chart should be included in an appendix. Be sure it is readable.)

### Total hours estimate:

* (Please estimate how much of your time you will need to complete this project. This should flow from the Gantt chart. Be honest in your assessments.)

### Total cost estimate:

* (If applicable. Include expenses for travel, implementation, meeting, printing, and publication, etc.)

## Communication and Engagement Plan

* (Outline how you will be communicating with your project team (if applicable), client(s), any stakeholders, SMEs, and faculty members. Use the communication plan format introduced in class recognizing that you will revise and expand this as needed. Address the following your plan:
* Communications and Engagement Constraints
* Stakeholder Communication Requirements
* Communication Methods and Technologies
* Communications Matrix
* Communication Standards
* Communication Escalation Process)

## Closing out the Project

* (How will you close out the project? What documentation will you hand over to the client/customer/stakeholder? Can someone, such as another student, take over all or part of the project? How will you facilitate this transfer of knowledge, documents, and contacts?)