

Details on Deliverables

Plans & Case Study Documents

deliverables in Plans-Matrix-CaseStudies folder:

Final matrix plus plan library NICHOLAS due asap before 2/22 (Completed)

- Excel spreadsheet with all data filled in
- Folder or other management system with all plan documents organized by school

Case study proposal

- **Summary document** 3-4 paragraphs of process of selecting case studies **ALL: CY LEAD due 2/24 -- completed**
 - What was the process for identifying case studies
 - What are the key criteria
 - Which are the chosen case studies and why
- **List of interviewees** (deliver to Interview Folder) **MEGAN -- due asap (completed)**
 - Create a spreadsheet with a list of contacts and or potential interviewees for each case study institution
 - goal is to interview 3-5 stakeholders at each institution
 - Sustainability coordinator
 - Plan authors
 - Facilities/Operations
 - Student leaders
 - Budget/VP Finance

Literature Review

deliverables in Lit Review folder:

Shared Mendeley library SAVANNA due asap before 2/22 -- completed

- include all citations with PDFs
- invite all class members to share

Summary report ALL: RAYE LEAD due 2/22 --completed

- Summary document 3-5 pages with citations
 - describe process of conducting literature review and identifying key questions
 - organize around answers to key questions from the literature *(this should be easy if you have all complete the worksheet with answers to lit review questions and share)*

Interviews

deliverables in Interviews folder:

Methodology document(s): ALL: DOMINIC LEAD due 2/24

- rationale for selecting interviewees & what you are asking (3 paragraphs describing why you are interviewing WHO you are interviewing and why the questions you are asking are the right ones given the findings from literature review and our group's interests)
- interview guide

Data documents:

- Interviewee logistics/spreadsheet **MEGAN & NICOLE, due 2/24 -- completed**
 - Master interview schedule (spreadsheet tab 1)--schedule interviews and assign teams of 2 interviewers! *begin to schedule interviews asap, as soon as the list of contacts is developed*
 - List of interviewees with name, title, institution, contact information, date of interview, name of transcript document and name of recording file (spreadsheet tab 2)
- Invitation to interviewee email & phone script **NICOLE -- completed**
- Interview recordings (labelled in way corresponding to spreadsheet) **JESS**
- Interview transcripts (labelled in way corresponding to spreadsheet) **JESS**

Plan Analysis

deliverables in Plans-Matrix-CaseStudies folder:

Methodology document(s): NICHOLAS & SAVANNA -- due 2/24 -- completed

- (Refer to case study proposal and lit review summary--everything you do should be in dialogue with that)
- "codebook" a simple guide to categories you are keeping track of as you read and analyze plans (Completed)
- worksheets to simplify applying codebook (Completed)
- plan analysis rationale document: 2-3 paragraphs describing why the things you are looking for in the plans are important vis a vis findings of lit review and case study proposal)

Data documents: TBD due 3/8

- data collection worksheets for each plan
- summary of worksheets (organized around coding themes)

Report Draft

deliverables in Final Report folder

First draft ready for review by all, due to Paul & Julia

Complete draft ready for review by CSAC

Suggested Outline

Preface (invite... ??? VP Terry Leist)

Executive Summary: Lessons for MSU community for a Climate Action Plan update

Introduction: Purpose and Goals of Report/Study Group

Guiding questions: Literature Review

Case study approach:

 Selecting case studies

 Interview methods (recruitment, execution, etc.)

Key findings:

 TBD how you want to organize this???

Limitations

Conclusions

other things for report:

- slide deck
- acknowledgments
- table of contents
- team biographies
- appendices such as matrix, interview guide, etc
- web page?