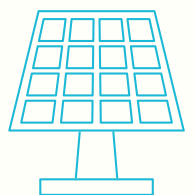
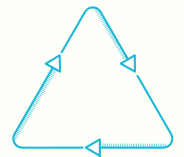




PROJECT TEAMS

COLLABORATING TO ACHIEVE

To meet the goals of Executive Order 1, all agencies will need to implement or help support sustainability projects that conserve energy and water, promote the use of renewable generation, improve waste and materials management, and transition to efficient, low-carbon transportation.



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IMPACT TEAMS

SYSTEM TEAMS

RENEWABLE ENERGY

CHAired BY DAS

PROCESS IMPROVEMENT

CHAired BY OPM

ENERGY EFFICIENCY

CHAired BY DEEP

REPORTING

CHAired BY OPM

SUSTAINABLE MATERIALS MANAGEMENT

CHAired BY DEEP

PUBLIC ENGAGEMENT

CHAired BY DEEP

SUSTAINABLE WATER USE

CHAired BY DEEP

SUSTAINABILITY IN LEASED SPACES


CHAired BY DAS

CLEAN AND EFFICIENT TRANSPORTATION

CHAired BY DAS

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PROJECT TEAM ROLES

EACH PROJECT TEAM HAS A CO-CHAIR LEAD FROM EITHER DAS, OPM OR DEEP. PROJECT TEAM WILL ALSO HAVE VOLUNTEERS TO TAKE ON ADDITIONAL LEADERSHIP ROLES AS DESCRIBED BELOW:



TEAM LEADER (PROJECT MANAGER):

- Identify key tasks to meet the Project Team's goals
- Develop agendas and run monthly Project Team meetings
- Delegate work



COMMUNICATIONS LIAISON:

- Take notes at each Project Team meeting and circulate to every Project Team member
- Manage communications to report back to the Steering Committee



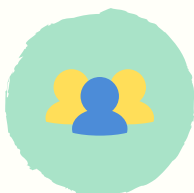
CO-CHAIR REPRESENTATIVE:

- Ensure timely progress on deliverables
- Maintain accountability to chairing agency
- Serve as liaison to broader EO implementation team



LOGISTICS COORDINATOR:

- Schedule meetings, reserve rooms
- Manage security and parking details prior to meetings



OTHERS?

- Any other roles that are best suited for your team

IMPACT TEAM GOALS



1

RENEWABLE ENERGY

Develop strategies for deploying solar projects on state buildings. Refine state required paperwork such as emerging PPAs. Develop plan and written standard operating procedures (SOPs) for how to take the deployment process and make it part of business as usual (BAU) for a state agency.

2

ENERGY EFFICIENCY

Work with the utilities to promote programs available to state agencies and facilitate auditing of state buildings. Summarize state experiences and literature on well-established efficiency measures and implementation practices. Develop plan for implementing widespread and comprehensive efficiency projects and written SOPs to take the deployment process and make it part of BAU for a state agency.

3

MATERIALS MANAGEMENT

Develop metrics for waste collection. Identify and plan materials management pilot projects. Develop purchasing and recycling SOPs. Develop a plan to take the deployment process and make it part of BAU for a state agency.

4

SUSTAINABLE WATER USE

Develop a template water system audit form/process. Research innovative/cutting edge water saving methodologies. Develop plan and written SOPs to make water-saving measures part of BAU for a state agency.

5

TRANSPORTATION

Identify suite of strategies to reduce vehicle emissions, right-size agency vehicle pool, switch to electric vehicles (EV) and develop corresponding charging infrastructure and charging operations. Develop plan and written SOPs to take the deployment process and make it part of BAU for a state agency.

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SYSTEM TEAM GOALS



6

PUBLIC ENGAGEMENT

Identify previous/ongoing success stories, communicate progress, host an award ceremony, and assist in managing public relations. Members of this team will attend meetings of the other project teams as needed in order to understand their projects to better communicate about them/market successes.

7

REPORTING

Write templates for EO reporting requirements, including annual Sustainability Performance Plans, agency profiles or scorecards of metrics with a goal to create value for agencies and achieve transparency. Brainstorm transparency content for volunteer/participant reporting.

8

PROCESS IMPROVEMENT

Identify process improvement techniques that the team has experience with (i.e. value stream mapping, change management training, etc.) that may be useful to the other project teams. Apply LEAN ideals to streamline EO 1 implementation. Consult with the other project teams to identify when/how process improvement techniques (including change management) can be utilized to help them achieve their projects. Attend meetings of the other project teams as needed in order to understand their projects and advise when process improvement techniques may be helpful.

9

SUSTAINABILITY IN LEASED SPACES

Develop materials and plans for how agencies can be sustainable in a leased space, including optimizing communication between landlords + lessees regarding sustainability and supporting project deployment in leased spaces.

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IMPACT TEAMS OVERVIEW

THE FIVE IMPACT TEAMS

A subset of the Greener Gov Project Teams are focused on 5 Impact Areas—Renewable Energy, Energy Efficiency, Materials Management, Sustainable Water Use, and Clean and Efficient Transportation.

Each project team is vital to developing the suite of strategies needed to achieve these goals, pilot test them, refine them, and create standard operating procedures that will, over time, become “business as usual” (BAU) for all agencies. The Project Teams are creating the foundation that will be used by all agencies.

IMPACT TEAM DELIVERABLES

Every Impact Area for the EO is at a different stage of maturity based on the state’s prior history with different sustainability programs or initiatives.

Most Project Teams will also require clarity and feedback from state financing experts about available financing mechanisms and/or new approaches.

Impact Area Project Teams are also expected to collaborate by sharing key data and performance metric ideas with the **Reporting Team**, case study ideas with the **Public Engagement Team**, and process improvement ideas with the **Process Improvement Team**.

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IMPACT TEAMS ACTION ITEMS

SOME IMPACT TEAMS MAY EXCEED THESE DELIVERABLE DEADLINES SOONER, BUT ALL TEAMS WILL BE EXPECTED TO:

1 DEVELOP STRATEGIES

By November 15, 2019: Develop a suite of sustainability strategies for that Impact Area that all agencies can reference

2 IDENTIFY PILOT PROJECT

By November 15, 2019: Identify an agency pilot project or projects (may be a project already beginning or at a Project Team's agency) to implement one or multiple sustainability strategies for that Impact Area.

When identifying a pilot project or projects, the Project Team should be able to:

- Understand the project
- Have access to project details/specifics
- Derive key details of "what worked" and "what didn't" in the project implementation
- Develop a case study or short summary of the pilot project that can be shared publicly (developed in coordination with the Public Engagement Project Team)

3 PILOT-TEST


By April 2020: Based on a suite of strategies and pilot-testing experience, develop standard operating procedures or contracts for implementing these measures statewide

4 SHARE PROCESSES

Ongoing: Make deployment processes "business as usual" and replicable across all state facilities and activities. Members of impact project teams will report on substantive data and metrics that need tracking to inform the Reporting team's development of EO reporting requirements.

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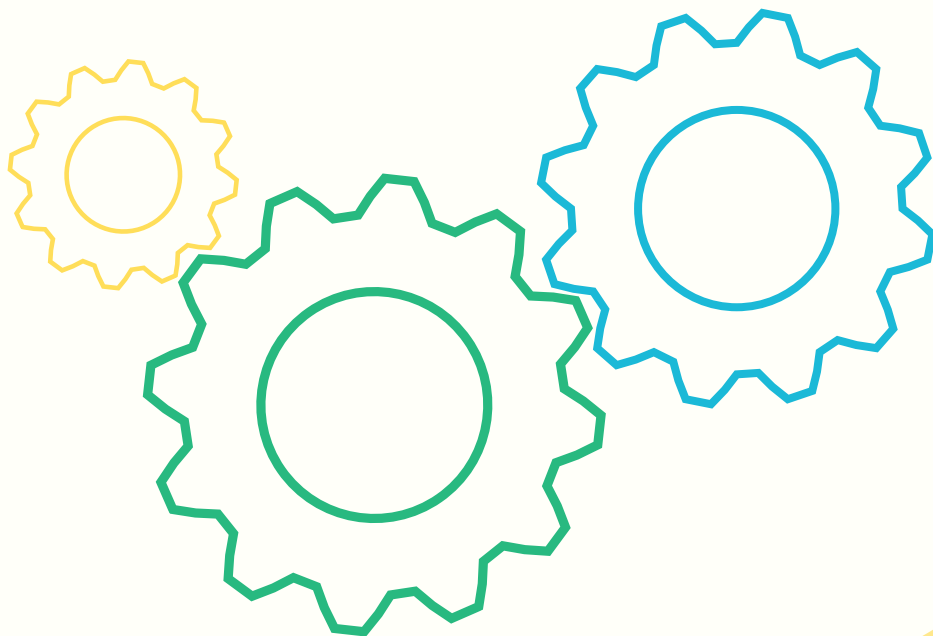
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SYSTEM TEAMS OVERVIEW

THE FOUR SYSTEM TEAMS

The System Project Teams will focus on improving processes/protocols and developing communications tools to ensure that the state's sustainability efforts for this initiative are widely understood by the public while providing value to agencies. These teams are the **Process Improvement, Reporting, Public Engagement, and Sustainability in Leased Spaces** teams.



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REPORTING TEAM ACTION ITEMS

THE REPORTING TEAM WILL BE EXPECTED TO:

1

DEVELOP DATA END-USES

Identify ultimate purposes for agency data, including:

- Sustainability Performance Plans
- Agency “scorecards”
- Open Data applications/analysis
- Informing agency streamlining and process improvements

2

IDENTIFY DATA MANAGEMENT PLAN

Identify how to store, manage and share data to achieve these goals, utilizing existing or new data systems in centralized or agency-specific platforms

3

ENGINEER SUSTAINABILITY REPORTING

Develop Sustainability Performance Plan template

4

DEVELOP SCORECARDS

Develop scorecard structure and data-linking method

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