

SUSTAINABILITY PLAN: FINAL REPORT SUBMISSION FORM

At the end of this project, your team will submit the results of your project to be included as part of the school's **sustainability plan**. Use the following headings to submit your work. See the **sample sustainability plan report** for an example of a final product.

DRIVING QUESTION

What question did your team set out to answer?

- **Example:** how can the school manage its water needs while reducing consumption to 2015?

AREA OF FOCUS

What did your team chose to examine?

- **Example:** Our team chose to examine the following areas of water consumption at the school:
 - Washrooms: toilets, sinks, urinals
 - Locker rooms: showers and sinks
 - Drinking fountains
 - Industrial classes and labs: sinks
 - Cafeteria

PROCESS

For each area of focus, how did your team gather data? Write this in a way so that whoever is reading it could pick up your report and replicate exactly what you've done.

- For an **example**, see the Process section within the **Sample Sustainability Plan Report**.

RESULTING INVENTORY

Organize your data/inventory according to the process your team described in the Process section. Microsoft Excel is a good data management software that will allow you to keep track of large amounts of data.

- For an **example**, see the Resulting Inventory section of the **Sample Sustainability Plan Report**. For examples of how to include raw data tables, please refer to Appendix B and C within the Sample Sustainability Plan Report.

RECOMMENDATIONS

What are your team's recommendations to help make the school more sustainable based on the results of your project?

Some things to consider:

- Set goals (this could be on a semester-by-semester, or yearly basis, or any timeframe that will be relevant to your recommendations). Use the SMART goal setting model (Specific-Measurable-Attainable-Realistic-Timely).
- Include any relevant payback period analysis (if your recommendation will cost money, how long will it take to pay off this upfront cost?) What will the savings be after that?
- How would this benefit the school?
- Who will implement this? Have you approached this person(s) regarding your recommendation?
- Is this a one-time recommendation, or will it require ongoing work?
- How do these recommendations fit into the sustainability plan?

MEASURING SUCCESS

If your team has had the opportunity to implement some of your recommendations, describe how you've tracked/monitored them.

Some things to consider:

- How have you measured your success? What are you comparing?
- Who will continue to monitor/implement your recommendations once you are finished with this class?

FUTURE WORK

If your team had more time to work on this project, what would else you examine?

- **Example:** It was observed that while the drinking fountains at the school were used regularly, there wasn't enough recorded uses to account for everyone at the school. It would be interesting to compare the litres of water consumed at the school via the drinking fountains to the litres of water consumed via purchased water bottles at the school.