

Assignment 2 – Pre-Study

Sustainable Development – Project Management and Communication

The aim of the pre-study is to describe the idea's background, its stakeholders and environment... The purpose is to increase the understanding of the idea, why and how it should be executed, and what results can be gained.

Instructions

- Read the instructions thoroughly.
- The paper should consist of **around 4 pages**.
- Size: 12, Spacing: 1.5, Font: Times New Roman.
- Only **one Pre-Study document per group** has to be submitted. Put your project name on the top of each page. For the title of the document, use your name plus 'Pre-Study' (e.g. Bicycle Workshop – Pre-Study).
- Submit your assignment online on *studentportalen* – you will find the link under “file area”, the **deadline is Monday October 14th, 23.59** (hand in on time – the possibility of handing in your assignment on studentportalen will be shut after time of deadline).
- Make sure to refer properly to sources. Use either footnotes, i.e. the Oxford system¹ or include the references in the text, i.e. the Harvard System; example: (Hornborg, 2001, p. 39). Support your arguments and basic facts with references.
- Use **at least 2 references** from course material **and 2 other references**.

Part 1 – Pre-Study (minimum 2 pages)

- What do you already know about the project area?
- What research is required? How much?
- Are there any legalities or legislation in place that would help or hinder the projects development?
- Has it been done before? Are there examples? In Uppsala?
- Who are the stakeholders for the proposed project? Who needs to be involved and at what stage?
- Are there special skills required?

¹ Example: Hornborg (2001), “The Thermodynamics of Imperialism: Towards an Ecological Theory of Unequal Exchange”, in *The Power of the Machine*, p. 39.

Part 2 – Project Background

Write a short description of **your** project's focus area and explain how your area relates to sustainable development. Make sure you answer the following questions:

- What is the issue/problem that this project aims to improve?
- For who is this problem a problem?
- How could this project be motivated, scientifically or socially or both?

Part 3 – Desired End Effects

Explain what changes you want to see in the long run as a result of your project. Try to explain using system thinking, and be as S.M.A.R.T (specific, measurable, accepted, realistic and time-framed) as possible. Include your desired end effects for the long-long run, intermediate time horizon as well as right after the end of the course.

Project Goals

The project goals can be defined into three categories: main goal, sub targets and exclusions. The main goal should be possible to explain in one or two sentences, e.g. "I will produce a movie about consumption patterns".

The sub targets help make your goals S.M.A.R.T (specific, measurable, accepted, realistic and time-framed), i.e. you should specify the content more in detail, preferably in a bullet list.

If there are certain elements of your project that you will not do as a part of this project course you should describe also these exclusions.

Identify Risks

Complete a short analysis of potential risks that can delay the project, and an action list on how to avoid these risks. Clearly define how you rank these risks in relation to one another. Think of:

- Internal risks – things like procrastination, a project member getting ill, etc.
- External risks – factors that may influence the project, for example stakeholders, political processes, etc.

Appendix A – Work Breakdown Structure

Based on the work started in the workshop continue to create a Work Breakdown Structure (WBS) for the proposed project. The WBS does not need to be developed to the activity level of detail; just to a level of detail that will allow an order of magnitude estimate to be carried out on time and potential cost when it comes to the Project Plan.

Use the Handbook for Small Projects book to help you when discussing goals, exclusions and risks. The information gained from the Pre-Study will be used and developed into the Project Plan.