

# Pre-Study Instructions

## Sustainable Development – Project Management and Communication

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*“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.”*

This assignment connects to the following course objective:

*Plan, carry out and present a project work that applies theoretical knowledge and contributes to a sustainable development*

This assignment builds on the work that you’ve done so far in the course. Use as many off the tools, books and articles as possible.

### Instructions

- Read the instructions thoroughly.
- The paper should consist of **4-5** pages
- Size: 12, Spacing: 1.5, Font: Times New Roman.
- Use headings and sub-headings for a clear and readable document
- Put your project name on the top of each page. For the title of the document, use your name plus ‘Project Pre-Study’ (e.g. Bicycle Workshop - Project Pre-Study).
- Submit your assignment online on studentportalen – you will find the link under “file area”, the deadline is **Sunday 5<sup>th</sup> October, 23.59**.

Make sure to refer properly to sources. Use either footnotes, i.e. the Oxford system<sup>1</sup> 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.

### Project Pre-Study

The project development continues with the Project Pre-Study. Having defined End Effects, Project Goals and Objectives in the Project Outline the Pre-Study allows you to go deeper into project area to build up a solid understanding of the project through background research, prototypes and initial enquiries.

The Pre-Study is second part of the iterative process that we’ve talked about before in workshops. By repeating the process we think that you’ll get a better understanding of the aim of the project and where it fits into the end effects and sustainable development. The Project Pre-Study will be the basis of the Project Plan due in on 10<sup>th</sup> October.

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

## Project Sponsor

Often the Project Sponsor has the overall ownership of the project, however we feel that you should have total ownership of your project. The role of the project sponsor is often a step up the management hierarchy and plays the role of advisor and communicator between top-level management and the project group. Through this definition the Project Sponsor for the projects carried out in this course is CEMUS.

Please be aware that as students on this course you are representing CEMUS. Poor representation of your projects is a poor reflection upon CEMUS that may lead to future projects being turned down or rejected by private/public/academic organisations based on past experiences. That said, your projects could have huge positive impacts and open up doors for others and have a longer lasting effect for future CEMUS students.

## Content of the Project Pre-Study

### Name of the Project:

What is the name of the project? Has this changed since the Project Outline?

### Why – Project background (1 page minimum)

Already your projects have progressed from the original idea. In the excitement of planning we can often lose sight of that original idea's foundation – why was your project a good idea in the first place? 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 address?
- For who is this problem a problem?
- How could this project be motivated, scientifically or socially or both?

Use the '7 principles of Sustainability' described in Alan AtKissons Believing Cassandra to guide you with answering this section.

### Research

What are the results of your research so far...

- What do you already know about the project area?
- What further research is required?
- Are there any legalities, legislation or other barriers in place that would help or hinder the projects development?

Have there been similar attempts before? Are there examples? In Uppsala? How did they achieve their goals? Were there any lessons learned? Can you contact them for information and/or assistance? Are there opportunities to coordinate/co-develop the similar project ideas?

### Stakeholders (1 page minimum)

Who are the stakeholders for the proposed project? Where do they fit in with the *Anatomy of Cultural Change* according to AtKisson.

More questions to think about:

- Which stakeholder needs to be involved and at what stage?
- Does the project rely too much on one/many of these stakeholders?

Create a list of stakeholders, name specific people if you have them, add contact details

## **Purpose and End Effect**

Revisit the End Effects that you wrote in your Project Outline, rewrite the End Effects based on the needs of the stakeholders identified and the Project Sponsor. If this remains unchanged then include the same End Effect section from the Project Outline.

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## **Project goals**

Take another look at the Project Goals that you wrote in the Project Outline. Are they still valid based on your research? Have things changed? Can the goals become more concrete?

Rewrite the Project Goals based on your research, the needs of the stakeholders identified and the project sponsor. If this remains unchanged then include the same Project Goals section from the Project Outline.

## **Project Objectives -> Implementation Strategy (1 page minimum)**

Have your Objectives changed since the Project Outline? Whether they have or not, expand on the Project Objectives to create an implementation Strategy.

Write a short description on how you are going to achieve the project goals. Start thinking about Work Breakdown Structures (WBS), flow charts and dependencies.

Discuss the strengths and weaknesses of the project idea, and of the group. Are there special skills required for the project? Does the group already have the skills required to complete the project goals? Will you need to learn something?



**CEMUS**

**CSD**  
Centrum för hållbar utveckling

**Uppsala.**

**Useful resources:** *Common Cause Handbook, Handbook for Small Projects, Believing Cassandra*, the articles by Donella H. Meadows and the rest of the course reader.