

# Sustainable Development – Project Management and Communication (15 ECTS)



## Course information Autumn 2013

# Sustainable Development - Project Management and Communication

Do you want to contribute to sustainability and take part in the transition to sustainability? This course gives you the opportunity and the tools to do just that. Taking the Sustainable Development – Project Management and Communication means planning and managing a project aiming to create and implement change in accordance with the concept of sustainable development.

Welcome to the course!

Per Andersson & Ben Owen  
Course coordinators SDPMC 2013

## Contact Information

Feel free to contact us regarding any aspect of the course. Preferably contact us by e-mail.

You can reach us at the course email: [sdproject@csduppsala.uu.se](mailto:sdproject@csduppsala.uu.se)

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## Information Flow

We will post the schedule for the course and all written information on CEMUS Course Portal. This means that you need to visit the Course Portal regularly to check that there are no changes in the schedule. If you have missed a lecture or a seminar you should visit the webpage to make sure you have not missed any important information. You can find the webpage at [www.cemusstudent.se/sdpmc](http://www.cemusstudent.se/sdpmc).

Assignments and reports will be handed in through [www.studentportalen.uu.se](http://www.studentportalen.uu.se). You need an account for this, so please arrange an account as soon as possible! More information on how you get your account on [www.uu.se/studentportalen](http://www.uu.se/studentportalen).

## Learning Outcomes

On completion of the course, the student should be able to:

- thoroughly describe a delimited part of the sustainability challenge;
- plan, carry out and present a project work that applies theoretical knowledge and contributes to a sustainable development;
- demonstrate good ability to work independently;
- account for and evaluate the practical problems that can arise when working with projects;
- account for and critically relate to the practical and ethical dilemmas that can arise when working for a sustainable development.

## Course Layout & Contents

The course builds upon the engagement, drive and participation of the students. Your independent work with your projects is the backbone of the course. To help and support, the course offers you interactive workshops, seminars and lectures, where we will take a closer look at the concept of Sustainable Development, project management and the characteristics of a good project leader.

With only a few exceptions, the sessions will be held daytime during Monday, Tuesday and Wednesday (see the online schedule for specific times as well as changes). Working in and with projects almost always contains elements of cooperation and collaboration. Team work is a key ingredient in project work and therefore we want you to form groups of 3-6 students per project. If someone prefers to work alone we can discuss the possibility of doing so when groups are formed. We suggest that you try to find group members to join your project idea.

The course guides you through concepts such as Sustainable Development, Innovation, Group Dynamics, Strategies for Change, and Project Management. During the first weeks of the course you will choose a project idea to work with during the course and form project groups. This idea will be developed and enhanced during the following weeks when your group will hand in a project plan where you define your project goals and plan the project to maximize the possibility to reach those goals within the scope of the semester. After this the implementation starts, during this period the scheduled time is less but you will meet your fellow classmates during progression meetings and seminars. Every 2<sup>nd</sup>/3<sup>rd</sup> week you will also have the opportunity to meet during Project Cafés, an open space for you to meet, have fika, and discuss whatever you want. The course will be concluded with a project fair, a debate article for publication and a project report. The fair is open for the public.

A CEMUS project blog for all students will also be available and used to follow the progress of the projects.

The course is scheduled between September 2<sup>nd</sup> 2013 and 7<sup>th</sup> January 2014.

## Requirements

Attendance and active participation in seminars and workshops(including seminar assignments). In order to pass the course you need to fulfill the following requirements:

- Project Plan
- Tollgate meeting with course coordinators before the implementation phase starts
- Progression Meetings (3) (all members of each project group should attend)
- Project Report
- Publication of debate article

The course is pass/fail which means that you can only attain the ECTS grade B. (Your transcript will indicate that B was the highest grade possible to attain.)

## Lectures and workshops

Lectures and workshops are important parts of the learning process where the course coordinators and specially invited lectures will focus on different aspects of sustainable development, communication, project management, and group dynamics. These lectures and workshops will guide you through the writing of seminar assignments as well as give you concrete tools before and during the implementation phase of the projects. Most lectures and workshops are scheduled on Tuesdays or Wednesdays.

## Seminars

The seminars are mandatory and require your active participation. You have to do an extra assignment if you miss one or more of them. Preparatory assignments will be handed out and posted on the Course Portal before seminars. Please note that you have to complete the assignment to attend the seminars. Assignments are to be handed in the day before the seminars on [www.studentportalen.uu.se](http://www.studentportalen.uu.se).

## Written assignments

The main written examination of the course consists of the seminar assignments, the project plan, the project report and a article. The seminar assignments are usually written individually with some parts that are written together as a project group. The project plan is made collectively by the project group and the project report is written individually.

## Project Plan

In the project plan you will define the goals of your project in detail, you explain how the project will be executed and make a risk analysis of potential challenges and unexpected events. As a background section in the project plan you will make a brief summary of your findings in the seminar assignments.

## Project Report

In the project report you analyze the results of the project, both in terms of group dynamics, project management and delivery on project goals and the connection to sustainable development. A critical analysis of how your project contributes to a sustainable development is the most important part of the report.

## Article

An article about your project, that connects to the practical and ethical dilemmas when working for a sustainable development. To be published in any newspaper you find relevant or as a last alternative, online on newsmill.se or another online news distributor.

## Progression meetings

During the implementation of the projects there will be three progression meetings where the whole project group meet the course coordinators and discuss any issues or considerations that have occurred in the projects. The aim of these meetings is to give and get support from each other and help each other forward in the project process. The status reports are short documents to communicate what is happening in the project. A reflection on your own learning process should be done in connection to all progression meetings. All members of the project group should attend these meetings.

## Project Café

During the project work you will be given your own space to meet and discuss things. All project groups are invited to “project cafés” in the CEMUS Library at Geocentrum. These meetings are informal and aim to give all students the possibility to discuss things related to the project but also to get to know each other better. Other actors and student are welcome to join this. A plan on how to organize the cafés will be made together in the class.

## Tollgate meeting

Before the project work starts each project group will have one tollgate meeting with the course coordinators to talk through your project plan before actual implementation takes place. If needed, the project groups can book additional meetings to get support and feed-back from the course coordinators if needed.

## Project presentation

The results of your project will be presented on a project fair. The presentations will be interactive, visual and creative. Start early of thinking how you can present your work in a way that will attract visitors of the fair. The fair is open for the public. More information about project presentation will be given later on.

## Literature

During the course you will read four books of which one is chosen from a selection of books, and articles from a course reader, as well as project specific material that you gather yourselves. In the course reader there is a guide for the reading of books and articles. Make sure to come prepared to all lectures, workshops and seminars. The literature will also be available to read in the CEMUS Library. Literature can be bought at studentbokhandeln (Sysslomansgatan 7), or online at adlibris.se, bokus.se, lycknis.se etc.

## Course Books

- Roam, Dan (2009), The Back of the Napkin – Solving problems and selling ideas with pictures, Marshall Cavendish International
- Holmes et al. (2011), The Common Cause handbook, PIRC (Part of the course reader)
- Lilliesköld and Eriksson (2009), Handbook for small projects, Liber
- A book that you or your project group chooses to read that is relevant for your project, more information about this later on in the course.

- Your book of choice, to be read before the last seminar.
  - Suzuki (2007), *The Sacred Balance – Rediscovering our place in nature*, Greystone Books
  - Jensen & McBay, (2009), *What We Leave Behind*, Seven Stories Press
  - Robinson, Ken, (2010) *Out of Our Minds – Learning to be Creative*, Capstone Publishing
  - AtKisson, Alan (1999), *Believing Cassandra - An optimist looks at a pessimist's world*, Chelsea Green Publishing Company

### **Course Reader**

In addition to the books there will be a course reader with articles and excerpts from books, available for purchase from the course coordinators during the first week of the course and cost about 100 kronor (bring cash to class).

### **Project specific material**

Besides the above literature you and your project group will need to find project specific material (books, articles or the like) that relates to your project in order to go in depth and gain further knowledge on different aspects of your work.

## **COURSE MANAGEMENT**

Per Andersson is coordinating the Sustainable Development – Project Management and Communications course for the 5th time. He has a background in natural- and environmental science and sustainable development studies. When not working on CEMUS he is active in different project in the field of sustainability and also works as chef preferably with local and organic food.

Ben Owen is from the United Kingdom. He has a bachelor's degree in Electronic Engineering and is enrolled in the master's program in Sustainable Development at Uppsala University. He has taken many CEMUS courses in previous semesters and has been a member of a work group. In the fall semester of 2013 he will continue with his education with an internship at FSC, as well as coordinate the *Project Management* and *Global Challenges and Sustainable Futures* courses.

### **Course Reference Group**

The course reference group is working closely with the course coordinators. They assist in finding relevant and inspiring literature, lecturers and examination methods; they also help to ensure the academic quality of the course.

- Daniel Mossberg is Director of Studies at CEMUS.
- Isak Stoddard is the Educational Coordinator at CEMUS.
- Agneta Setterwall is guest lecturer at Swedish University of Agricultural Sciences (SLU), her specialty is Sustainable Communication.
- Håkan Emilsson is a former student of this course and been engaged in student organisations at TEKNAT since 2008.
- Beau Boekhout is Project Leader at Nordex AB which is a global company that develop wind turbines
- Sten-Åke Bylund is and a board-member of Uppsala Centre for Sustainable Development.

## About CEMUS

CEMUS, the Center for Environment and Development Studies, has as its goal to advance and inspire education and knowledge within the field of environment and development studies, as well as other vital boundary crossing issues connected to the compelling topic of sustainable development.

CEMUS' unique beginnings was a successful initiative by students in the early 90's and CEMUS courses are, in large part, still run by students today. Since January 2007, CEMUS joined the Uppsala Center for Sustainable Development in conjunction with Uppsala University and SLU, Sweden's agricultural university, with a focus on interdisciplinary environment and development studies.

CEMUS is led by an advisory group of representatives from SLU, Uppsala University faculties, as well as students. The administrative supervision of CEMUS is held by a program director and a board of directors. CEMUS has 25 employees, most of whom are students hired as course coordinators. These coordinators help create and run CEMUS courses, both entry and advanced levels, and they work in close collaboration with well-respected teachers and researchers from both universities while striving to maintain high pedagogical ambitions.

## CEMUS Education

CEMUS has since the beginning focused its university studies on a comprehensive understanding of our current world's most pertinent survival issues. This demands innovative teaching methods and an interdisciplinary approach. From its very inception, CEMUS courses have been run by students with the continual support of work groups, whose members include professors and researchers from both Uppsala universities.

CEMUS primary launching point and approach is based on what is today usually called "education for sustainable development". Through democratic, realistic and extensive work modes, this teaching method strives to motivate students to heighten their critical thinking skills, as well as encouraging responsibility taking and engagement in the issues of sustainable development.

The courses function as a complement to the universities' specialized education and CEMUS course selection is constantly widening its scope to address the most current debates in our society, as well as student requests. In total, over 3000 undergraduate students have passed one of the different 7,5 to 15 credits courses offered at CEMUS.

### This fall semester 2013 CEMUS will organize the following courses:

- Global Sustainability Science Course Package, 30 ECTS
- Global Challenges & Sustainable Futures, 7.5 ECTS
- Critical Perspectives on Sustainable Development in Sweden, 7.5 ECTS
- The Global Economy – Environment, Development and Globalization, 15 ECTS
- Sustainable Development - Project Management and Communication, 15 ECTS
- Hållbar Utveckling A, 30 ECTS
- Människan och naturen, 7.5 ECTS
- Global miljöhistoria, 7.5 ECTS

- Klimatet, energin och det moderna samhället, 7.5 ECTS
- Worldviews and Visions, a Seminar Series (part of the Master program for Sustainable Development – only open to students from the program) , 5 ECTS
- Introduction to Interdisciplinary Science (part of the Master program for Sustainable Development – only open to students from the program), 5 ECTS

## CEMUS Forum

CEMUS is also a meeting place, or arena, for students, organizations, researchers, the private sector and others with an interest in questions concerning sustainable development. CEMUS offers a place for a wide spectrum of different kinds of meetings and activities. If you want to know more about CEMUS Forum you can talk to Sara Andersson or go to <http://www.csduppsala.uu.se/forum/cemus/>.

## CEMUS Forum for Doctorial Students

Since a few years, CEMUS has developed an inter-disciplinary research forum, CEFO, for the doctoral students at Uppsala University and SLU. CEFO's activities are centered round the doctoral seminar and its main focal point is, like in the rest of CEMUS activities, environment and development issues. Besides the doctoral seminar, CEFO works with organizing courses at doctoral level, offer assisting thesis tutors, organize international field trips and offers a possibility of financing research trips. CEFO is also developing international networks for doctoral students and researchers and is working on widening its operations to include bigger research areas and projects.

## CEMUS Roots

CEMUS Roots is the name of CEMUS' student organization. By being involved in CEMUS Roots and the student council - the board of CEMUS Roots - you represent the interest of students in CEMUS different work groups and the board of CSD Uppsala. CEMUS Roots brings up issues concerning the future of CEMUS activities, organize seminars, and more.

## Practical Information

CEMUS is open between 9.00 am and 4.30 pm, Mondays to Fridays. If you want to use the computers located in the Geocentrum library during other hours of the day or during weekends, you can easily get a keycard. To get a keycard, go to the janitors' office next door to the library in Geocentrum.

In CEMUS multispace you will find literature related to environment and development issues, up-to-date magazines and journals. You can also have a cup of coffee from the nearby coffee shop, slouch in the sofas and read the course literature. All the course literature for CEMUS courses is available there, but only for reading inside the multispace, not taking home. Other books, that are not course literature, are available to borrow.

You can use our facilities for organizing open meetings, conferences, seminars, movie shows, lectures, et cetera. Send an e-mail to [utbildning@csduppsala.uu.se](mailto:utbildning@csduppsala.uu.se) for more information and help.



## IMPORTANT LOCATIONS:

