Pre-Study Instructions

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."

General 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 March 3rd, 23.59**.
- Make sure to refer properly to sources. Use either footnotes, i.e. the Oxford system 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.

Content of the Pre-Study

Why – Project background (1 page minimum)

Already your projects have progressed from the original idea. In the excitement of planning we can often loose 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.

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?

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?

Project Goals (1/2 page minimum)

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.

What is the difference between your project goals and your end effect goals?

How - Implementation Strategy (1 page minimum)

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?

What values does your project aim to communicate, which of these are intrinsic and extrinsic values?

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