**Project Title:** Reporting Tools For Managers On Sustainability Metrics

**Description:** Work with a campus department to develop a customized form where they can easily upload sustainability data that submits to the Sustainability Charter Committee and/or Office of Sustainability and the Environment for performance tracking.

**Background:** One of the functions of the Office of Sustainability and the Environment in years past has been to collect and analyze sustainability data for various campus departments. One major example of this is compiling information for the AASHE STARS report. While standards for AASHE shift with the times, there are some core aspects that are measured. To save time, reduce pressure on managers, and get a better read on sustainability performance at the school, it would be great to have a “report as you go” system rather than a time to compile many data points at once. Feel free to Google the University of Iowa AASHE STARS Report to get an idea of where to begin your analysis.

After choosing your department, build out a template questionnaire in Google Forms or the survey-maker of your choice. Your first draft should consider some of the metrics used in STARS Reports in past years, as well as sustainability metrics other colleges and universities have reported in their more recent STARS reports or other benchmarks. How will you alter the form to capture quantitative data versus qualitative data? Are there any pieces of data that might take longer to acquire?

After creating your draft, meet with a department of your choice (if possible), and determine whether it is feasible for them to be able to report your desired data on a regular (monthly/bi-monthly/semesterly/few times a year) basis. For example, try to work with them on understanding when purchases are made in their department. For sustainability metrics related to the materials used by a department, it might be helpful to get live data on what percent of their purchases are recycled paper, for example. How will you frame it to show managers at the school that it will be more convenient to report it then, rather than a couple years down the road?

**Helpful Resources:** UI AASHE STARS REPORT <https://reports.aashe.org/institutions/university-of-iowa-ia/report/2018-07-24/>

**Potential Collaborators/Stakeholders:**

Office of Sustainability and the Environment

Campus Departments

**Desired Outcomes:** A form designed for data collection for a specific department on sustainability metrics. A written report that explains the motivations for each of the questions, how the questions and data should be uploaded into the form or report. If you cannot find a department to work with you, explain why your form still might aide reporting and inform sustainable decision-making if it is used.

**Evaluation:** Was a form successfully created? Are questions strategic and informed by actual metrics? Does the report adequately explain why questions are listed and how a manager can use the form? Which data points were not collected in this form, if any, and why? Do you think that a semi-regular reporting system can save time for the OSE and the units at the school for reporting performance? Why or why not?

**Relevant Courses/Course Areas:**

* Intro to Sustainability (GEOG/BUS/URP/SUST 2013)
* Marketing and Sustainability (MKTG 4250)
* Any Business Processes/Operations/Management area with focus on Sustainability