

ECO PROJECT MANAGEMENT GUIDE 2025

Learning how to manage a project is a skill that will help you build a resume.

*"Working in the growing field of sustainability is challenging as there are different levels of technical understanding and starting points depending on who you're talking to. Having practical on the ground experience looking at the complex systemic challenges related to sustainability solutions is essential. Having an intern working with me who had previously worked on solution proposals at her university, from project design and advocacy to project implementation has been a key part of SDSN's C&E program success for the last two years. We couldn't have accomplished nearly as much without the support of a technically adept and knowledgeable young professional **thanks to Julie Topf 's experience at UM, through the SG ECO Agency.**" Elena Crete - Head of the Climate & Energy Program – UN Sustainable Development Solution Network - www.unsdsn.org*

General rule for ECO Projects:

- ECO projects should serve the University of Miami student body.
- ECO projects should have a visible educational component.
- ECO projects should improve the sustainability performance of the Institution.
- As an ECO member, you will be responsible for the preparation, planning and execution of your project, but will also need to make sure the roles of your stakeholders that will "own" the project once you graduate are well defined.
- Start as early as possible, some projects might only qualify for the following fiscal year. The project timeline should include contingencies, for order delays, approval delays....
- Always include your Chair, and your 2 advisers in your communications with stakeholders.
- Make sure your project includes a communication strategy once implemented (signage, UM Communication coverage, documentation, Social media coverage...)

Guidelines for 5 different types of projects:

1- Projects for the installation of a commercially available device or equipment (ex: heat trapping window film; solar bench)

- Introduce the Project rationale: context and description of the project; What are its main benefits for the student body and for the Institution? What sustainability goal is it addressing on campus?
- Define the Scope: who is the project targeting? Who are the campus stakeholders? Where on campus will it be executed? What is its timeline? What Key Performance Indicators will assess the success of this project?
- Research: description of the industry sector, sustainable development goal challenges that the industry sector faces; bibliography and case studies in other peer Higher Education institutions on the topic.
- Implementation Roadmap: outline of the operation, budget allocation and approval, activity timeline, communication strategy for marketing, risk management plan (anticipated potential

roadblocks/dependencies).

COMMUNICATION is Key, so make sure you plan stakeholders meeting from beginning to the end so that all those partners, facilities, other department staff, and vendors are on the same page.

- Closing: What kind of maintenance is required, ask the vendor to provide a maintenance calendar; make sure the warranty that the vendor and installer provided is forwarded to your advisers . Prepare the last meeting to help the transition to Facilities or the other department that will “own” the project after completion, and after your graduation.

2- Projects for the purchase of a commercially available product (sunscreen dispenser or generation conscious)

- Follow the same steps as in 1

- Make sure the product is validated by your main stakeholders and the Department that will “own” its distribution (Safety first!). ECO is only providing a pilot for a certain amount of time to test the benefits, the efficiency and success of that product.

- Ultimately, that same department will agree to reorder the products and maintain its dispenser once the pilot period is over.

3- Projects involving the installation of an ECO Innovative device or equipment NOT commercially available (ex: Solar glider)

- Follow the same steps as in 1

- On top of stakeholders (departments, adviser, facilities management...), the project will need to be assigned a faculty mentor, expert in the field chosen (Ex: Electrical Engineering for Solar devices)

4- Event

- Purpose: What is the purpose of your event?

- Audience: Who is this program for? (residential students, commuter students, specific student org, all students)

- Time and Location: Where is the program? When do you want the program to happen? Do you have a reservation secured?

- Supplies: Do you need materials for the event? This may include branded giveaways, non-branded giveaways, food

- Collaborators: What campus partners, other student organizations would be helpful to incorporate into the event?

5- Outreach campaign

- What is your plan for marketing?

- Who is your target audience?

- o Have you checked this guide:

- <https://communications.studentaffairs.miami.edu/campus-marketing-toolkit/index.html> on how to market?

HOW SPENDING AND OTHER THINGS WORK

Funding: What happens with the money?



Student Government Funding:

**Student
Government
Funding**

- Student Activity Fee (original constitution of University of Miami)

Cat 5 Funding

- Student Activity Fee
- Referenda (2000 & 2012)

ECO Funding

- Student Activity Fee
- Referenda (2011)

**What Matters to U
Funding**

- Private Donor

Unused money at end of each year rolls over to next year

Other Sources of Funding:

		Interdepartmental transfer	Gift In Kind	Donation
1	Departmental sponsorship	✓	✓	
2	Student organization sponsorship	✓	✓	
3	SAFAC	✓		
4	External Organizations		✓	✓

Your Own Budget - Preparing to spend money:

- Come up with an idea.
- Consult your area's budget to determine the limitations here and decide on appropriate funding.
 - What does it seem like I can spend?
 - Does this purchase align with the purpose of my area?

NOTE: if the ECO project proposed needs funding over \$5,000, it will need to be reviewed by Dr. Whitely first to be included in the following Fiscal Year budget.

- Do some research.
 - How much does the item(s) cost?
 - Can I afford this using the money allocated to my area?
 - Do I need additional funding sources to purchase what I need to?
- Consult the treasurer. o Before purchasing, written approval must be obtained from treasurer.

Making the purchase:

Purchase with an existing vendor OR Purchase over \$1,000		Purchase under \$1,000		
University Marketplace*	Purchase Order*	University Purchase or Travel Card*	University Marketplace*	Reimbursement
Require Event Flyer	Require Vendor to Register, Quote & Event Flyer	Require Event Flyer, Itemized Receipt	Require Event Flyer	Require Event Flyer, Itemized Receipt

ADMINISTRATIVE RESPONSE TO LEGISLATION & INITIATIVES

Administrative Partners:

	Look to you to hear about student experience	Believe that what you are sharing is the most important initiative for focus
	Have limited resources	Have to decide what to focus on and where to dedicate resources
	May ask for “approval”	Your “approval” represents approval for whole organization

