

# **Carbon Reduction Challenge Project**

## ***Initial Scoping Document***

### **1. Survey Results**

- A. Which set of employees and how many people was the survey administered to?
- B. What are your key findings from the survey results? (download and attach the .xls file of survey responses)
- C. If you had any conversations with your supervisor/other employees about the CRC, what are the key findings from those interviews?

### **2. Target(s) for Carbon Reduction**

List 1-3 areas that you might focus on for your project. These choices should be based on survey findings and other input from your supervisor/other employees. For each idea:

- explain why you are proposing it;
- explain how this project would translate into carbon reduction, and where possible, provide a “back-of-the-envelope” estimate of the reduction level, citing peer-reviewed journal articles and government reports and web-sites only;
- explain how this project would translate into cost savings, and where possible, provide a “back-of-the-envelope” estimate;
- describe any co-benefits that would be obtained from the project.

### **3. Next Steps**

For each project idea, identify proposed next steps (e.g. in-depth survey to a broader set of employees, interviews with specific people, background research, etc.)

### **4. Division of labor**

(For teams only). Please indicate what activities the various members of your team will focus on over the course of the carbon reduction challenge. Please make a concrete plan for coordination of activities, communications, contact point(s) for exchange of information between your team and personnel from your host company/organization.

### **5. [Team] Name**

Please devise a compelling team/project name!