

Efficiently Completing and Updating Campus Greenhouse Gas Inventory

Project Background

- * ACUPCC signed by Chancellor in fall 2007
- * University contracted Applied Research Center (ARC) to conduct Benchmarking Inventory and annual updates. Benchmark project began in May 2008 & FY2009 update began in July 2009

Phase 1: Project Management Structure

ARC team created detailed project management structure prior to data collection

- * Met with campus Data Steering Committee & established lists of Inventory tables relevant to campus and campus data experts for each table
- * Developed prioritized task list & job log
 - o Priority based on task difficulty
 - o Specified task name, task definition, employee assigned to task, due date, current status
 - o Fluid document accessible to entire project team and updated daily
- * Established data definitions & assumptions
- * Established file saving conventions – where & how
- * Created contact list and contact log
- * Created standard first contact & follow-up communication documents

Phase 2: Data Collection

- * Started with high priority tasks
- * Contacted campus data experts using established procedure
- * Entered data and saved using established naming conventions
- * Verified data entered into inventory with Data Steering Committee and campus data expert

Phase 3: Documentation

ARC team created detailed project data collection documentation during process

- * Created template for procedures recording
- * Used this template to write up a procedures document for **each** Inventory table
- * Created template for Greenhouse Gas Manual -- step by step instructions with visual aids for **each** table
- * Used this template to create a manual to use for annual updates

Phase 4: Data Verification & Reporting

- * ARC project management checked data for accuracy and finalized Inventory
- * ARC project management wrote ACUPCC report based on procedural documents from Phase 3

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Project Summary

Time to Complete

- * Benchmark Inventory completed in 6 months
 - * Included writing & administering campus-wide survey of commuter habits
- * 600 hours of student employee time
- * FY2009 update completed in approximately 1 ½ months using 40 hours of employee time

Key Components

- * Establishment of lean process up front led to ...
- * Efficiency of effort
- * Goodwill with campus data experts
- * Minimal supervision of student workers
- * Accurate data collection and entry
- * Ease of completing annual updates

Services Offered by UW-Stout Applied Research Center

Our Goal: For your institution to apply our research to your institutional community to effectively create meaningful change.

Our Services:

- * Benchmark Surveys
- * Evaluation Services
- * Data Sharing
- * Online Training Modules
- * Greenhouse Gas Inventories
- * Custom Surveys / Focus Groups

Our Expertise:

- * 2001 Malcolm Baldrige National Quality Award winners, providing expertise with quality improvement and using research for decision-making
- * AQIP reviewers on our 2009 portfolio “We have concluded that the document is the finest system portfolio we have seen.”
- * AQIP also identified ARC as an institutional strength
- * Staff with over 50 years of combined experience in conducting institutional research
- * Staff with graduate-level training in evaluation studies, applied psychology, research design, qualitative and quantitative analysis

We have extensive experience working with faculty, staff and students in survey development, survey administration, statistical analysis, qualitative analysis, and other aspects of research design.

See [ARC website](#) for more information or contact Cori Beskow at 715-232-4098, arc@uwstout.edu.

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