

GEF Preliminary Design and Estimate Stage

The goal of the Preliminary Design and Estimate Stage workshops will be to give selected GEF project applicants the opportunity to collaborate with their groups on a weekly basis to create a comprehensive grant proposal complete with project estimates.

Meeting Dates:

Workshop Goals:

- Project details are established
- Design and Estimate Stage timeline is established
- Project tasks are broken up and allocated to individual group members
- Project estimate is established
- Group brings various sections of grant proposal together to create and complete project proposal

Workshop Outcomes:

- Preliminary Design and Estimate of group project is established to include in final grant proposal
- Project grant proposal will be a quality and comprehensive document ready for presentation to GEF Committee
- Final project scope and budget allocation will be established

Preliminary Design and Estimate Phase group deliverables

- Essential Details
 - Internship versus ISP established for each team member?
 - Plan for meeting with Departmental Contact Established
 - Project roles and responsibilities divided among team members
 - List of all people involved in project, their position, and their specific role in project
 - Updated team member contact sheet completed
 - Brief bio of all project team members for website
- Implementation Plan
 - Who is going to implement the project
 - How will the project be implemented
 - How much will it cost
 - Provide a timeline
 - Include anticipated project duration from the point at which funds are allocated to the time when the project is fully implemented
 - Estimate timeframe for final report write up and
 - Who will it impact
- Project Budget
 - Outline list of project implementation cost measures
 - Detailed list of project items and services that will incur cost
 - Budget estimate request submitted to Facilities Management (or appropriate entity)
 - Preliminary budget estimate received
 - Total amount of funding requested from the Green Energy Fee Program established
 - Outline of post project implementation operational, maintenance or ongoing costs
 - Delineate who in the University will assume responsibility for operational, maintenance or ongoing costs after the project has been implemented
 - Approval/collaboration forms completed by any persons/departments/offices responsible for post project implementation costs

- Education, Publicity and Outreach plan
 - Brief outline of education, publicity and outreach plan deliverables
 - Who is going to implement the education, publicity and outreach plan
 - How will education and outreach be implemented
 - How much will it cost
 - Provide a timeline
 - List who it will it impact

- Post Implementation Plan
 - Post implementation plan timeline of deliverables
 - Who is going to collect data
 - How will data be collected
 - How will data be compiled
 - What will data be compared to
 - Who will create final report
 - Who will create project poster
 - Project poster: 11x17

- Final Proposal Content
 - Project title
 - Project tagline: description of project in one sentence
 - Revised project abstract reflecting any changes since original proposal (1-2 paragraphs)
 - Project goals and desired outcomes (bullets)
 - Education and outreach summary (1 paragraph)
 - Metrics and measurability
 - Budgets and funding
 - Timeline and implementation plan
 - Post implementation plan
 - Project collaboration and approvals
 - Team members with contact information, and project roles
 - Works Cited for all sources used for research including
 - Case studies
 - Departments and staff collaborated with
 - Vendors used

- Design and Estimate Phase Studio final deliverables
 - Draft Project Proposal
 - Final Project Proposal