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PROJECT TEAM REPORT-OUTS

Goal 1

Insert Goal 1

In coordination with the project impact teams, identify process improvement techniques and training that may be useful.

Action Items

Insert Goal 1 Action Items

1. Reconfirm liaisons for impact teams
2. Identify training needs – Leading Through Change training to SSOs
3. Tools - Share inventory of process improvement tools avail.

Help Needed

Additional assistance needed to complete goal 1?

Need collaboration with impact teams to support their identified needs.

Goal 2

Insert Goal 2

Facilitate communication between existing Agency Lean Coordinators and EO1 project teams

Action Items

Insert Goal 2 Action Items

1. Identify Agency Lean Coordinators
2. Meet with Project Team leaders and co-chairs

Help Needed

Additional assistance needed to complete goal 2?

Invite to monthly process improvement team meetings

Goal 3

Insert Goal 3

Assess value of Re-Lean for Greener Gov related, past interagency Lean events

Action Items

Insert Goal 3 Action Items

1. Assess status of fueling stations DOT/DEEP/DESP past LEAN event.
2. Identify other existing Lean opportunities.

Help Needed

Additional assistance needed to complete goal 3?

Need collaboration and communication with relevant state agencies

DATE: 12/6/2019   **TEAM NAME:** Process Improvement

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PROJECT TEAM REPORT-OUTS

Goal 1

Insert Goal 1

Strategies for Deploying Solar:
Financing:
PPA

Action Items

Insert Goal 1 Action Items

The DOC,DEEP and DAS pricing for installation and financing have been received. Once interconnection costs are received $/kWh will be determined for agency consideration

Help Needed

Additional assistance needed to complete goal 1?

Once pricing is reviewed and approved by agencies the AG's office will review the PPA

Goal 2

Insert Goal 2

Install Pilot Project

Action Items

Insert Goal 2 Action Items

Facilitate the installation of the solar PV

Help Needed

Additional assistance needed to complete goal 2?

May need help from DEEP on siting and permitting?

Goal 3

Insert Goal 3

Education for state agencies

Action Items

Insert Goal 3 Action Items

Team is reviewing a solar checklist and Green Bank is working on fact sheet on the PPA

Help Needed

Additional assistance needed to complete goal 3?

TBT

DATE: 12/3/2019   **TEAM NAME:** Renewable Energy

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PROJECT TEAM REPORT-OUTS

Goal 1

Insert Goal 1

Create Sustainability Performance Plan forms for each agency participating in EO 1 by Dec 6

Action Items

Insert Goal 1 Action Items

-Incorporate last round of edits/feedback into SPP form

-Create individual reporting forms for each agency, prepopulating with agency data

Help Needed

Additional assistance needed to complete goal 1?

N/A

Goal 2

Insert Goal 2

Facilitate smooth reporting process for SPPs

Action Items

Insert Goal 2 Action Items

-Create FAQ to share with SSOs along with SPP form

-Develop plan for sharing reporting forms with agencies--explore Sharepoint as an option

Help Needed

Additional assistance needed to complete goal 2?

N/A

Goal 3

Insert Goal 3

Develop plan for agency scorecard/snapshot for FY19 and for future years

Action Items

Insert Goal 3 Action Items

-Revise template for FY19 snapshot/scorecard by Feb 2020

-Propose metrics for future scorecards after baseline data has been collected

Help Needed

Additional assistance needed to complete goal 3?

Guidance from Co-chairs on goals and metrics to be tracked in future scorecards

DATE: 11/21/2019   **TEAM NAME:** Reporting

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PROJECT TEAM REPORT-OUTS

Goal 1

Insert Goal 1

Develop suite of waste reduction strategies for state agencies

Action Items

Insert Goal 1 Action Items

- Distribute SMM Survey
- Start to think about how to compile and analyze results for reporting
- Brainstorm/identify Best Management Practices

Help Needed

Additional assistance needed to complete goal 1?

100% Survey Response - All State Agencies, Deadline is 12/18

Goal 2

Insert Goal 2

Implement pilot projects to create model practices

Action Items

Insert Goal 2 Action Items

- "Right Size" dumpsters and pick-up frequencies
- Food waste composting
- Recycle toner cartridges
- Set copiers to secure/private print options

Help Needed

Additional assistance needed to complete goal 2?

- DOT to develop checklist
- DAS to document lessons learned
- DSS to develop checklists

Goal 3

Insert Goal 3

Develop standard operating procedures for agencies

Action Items

Insert Goal 3 Action Items

- Identify existing policies/procedures
- Incorporate SMM into new employee orientation

Help Needed

Additional assistance needed to complete goal 3?

- Existing procedures to be identified via the Survey
- DEEP to look into new employee orientation program (longer term pilot)

DATE: 12/6/2019   **TEAM NAME:** Sustainable Materials Management