

**IMT 595- Stakeholders, Information and Technology  
PROJECT STATUS REPORT**

|              |  |
|--------------|--|
| Project Name | <i>Designing a Sustainability Metadata Schema for the University of Washington</i> |
| Dates        | <i>March 30, 2009 – April 8, 2009</i>  |
| Prepared by: | <i>Peter Ellis</i>   |










   **Schedule:**  **Budget:**  **Issues:**  **Risks:** 

**Activities accomplished this week**

- A preliminary definition of terms was completed.
- Web site for posting general documents created.
- Needs assessment survey was created, distributed, and summarized; 13 respondents total to the initial survey, which reveals that sustainability has a moderate importance on average across the respondents and that most do not know about the University's sustainability initiatives.
- Background research on UW sustainability efforts and sustainability efforts on other college campuses is underway.

**Activities planned for next week**

- Briefing meeting scheduled for Monday with Ruth Johnston, Associate Vice President for Strategy Management and the Environmental Stewardship and Sustainability Office, and Stephanie Harrington, Assistant Dean for Planning and Initiatives, College of the Environment.
- Initial meeting with capstone sponsor planned for Tuesday (has so far been delayed due to travel, sickness).
- Write summary of research findings (see milestone status).
- Incorporate research findings into preliminary list of metadata elements.
- Establish preliminary elements, attributes, etc. for metadata schema.

| <b>Milestone Status</b>   |  |   |                  |                      |                    |
|---|--|---|------------------|----------------------|--------------------|
| <i>Flag</i>   | <i>Milestone</i>   | <i>Deliverable</i>  | <i>Plan Date</i> | <i>Forecast Date</i> | <i>Actual Date</i> |
|  | ▪ Project Sponsor Meeting: Week 1  | ▪ Cancelled due to sponsor travel   | 3/31             | n/a                  | n/a                |
|  | ▪ Project Sponsor Meeting: Week 2  | ▪ Cancelled due to sponsor sickness/my sickness   | 4/7              | n/a                  | n/a                |
|  | ▪ Define common terms (metadata, consumption, etc.)                          | ▪ Dictionary can be found at: <a href="http://www.petercellis.com/capstone/terms.php">http://www.petercellis.com/capstone/terms.php</a> | 3/30             | 3/30                 | 3/30               |
|  | ▪ Identify UW sustainability stakeholders for in-person/e-mail conversations | ▪ n/a   | 4/1              | 4/1                  | 4/1                |
|  | ▪ Needs assessments (in person or via e-mail)                                | ▪ n/a   | 4/4              | 4/4                  | 4/6                |
|  | ▪ Compile needs assessments results into summary document                    | ▪   | 4/6              | 4/6                  | 4/6                |
|  | ▪ Research previous, current, and ongoing sustainability efforts by the UW   | ▪ Research summary document   | 4/9              | 4/10                 |                    |
|  | ▪ Research currently existing data across campus                             | ▪ Research summary document   | 4/8              | 4/10                 |                    |
|  | ▪ Research sustainability initiatives undertaken elsewhere                   | ▪ Research summary document   | 4/8              | 4/10                 |                    |

**Issues / Red Flags**

- 1) Research is taking slightly longer due to scarcity of data.

**Change Requests**

| Number | Description   | Impact  | Status             |
|--------|---|---|--------------------|
| 1      | Initial capstone sponsor meeting has not yet been held. | None; sponsor has been monitoring via e-mail. First meeting 4/14. | Pending resolution |

**Additional Comments**

The unexpected invitation to meet with Ruth and Stephanie should add another level of cooperation and involvement on this project that I'm hoping will prove quite beneficial.

Note: this status report is slightly longer than it otherwise would be, since I missed last week's class session due to sickness.