Carnegie Elective Classification for Sustainability

Worksheet: Building Your Team

Completing your application for the Carnegie Elective Classification for Sustainability is a team effort. Assembling a working group or team will be a crucial part as you plan your application process. Your awareness of the campus relationships, infrastructures, and resources will help you navigate this process. Answer the following guiding questions to build your classification team.

Identify Campus Stakeholders

a. *Who should be on your team? Use a spreadsheet or mapping tool to collect the data.*
b. *Who on campus or in the community supports sustainability (departments, offices, student groups, partners, etc.)?* Do not screen your list at this point and include anyone that might have an interest in the classification today or in the future.
c. *Where do you need buy-in for the process? Who are the decision makers?*
d. *Who could be resistant to the classification? How does the classification fit into their values?*
e. *What perspectives do you need on the team?*

Mapping Stakeholder Roles

a. *How is my team engaged on campus?*
b. *Does the stakeholder have authority to provide support?*
c. *How much influence does the stakeholder have?* Be sure to clarify "how" they are connected to sustainability and "who" they influence, e.g., other stakeholders, teams, departments, offices, etc.
d. *Does the stakeholder have information, counsel, or expertise that could be helpful to the classification?*
e. *Who has the data you need or can collect it for you?* Review the application here and note who may have access to the data.

Section/Question	**Stakeholder**

Next Steps

1. Determine general responsibilities of team members (e.g., attending team meetings, communicating with team members, identifying and collecting data, drafting responses to application questions, engaging stakeholders, and helping address challenges).
    a. Use a shared document to track who is responsible for each task.
    b. Timeline: Complete within the first week of forming your team.
2. Set-up share resources and a place to hold data.
    a. Create an online folder for resources and data
    b. Ensure all team members have access
    c. Organize materials for easy reference
    d. Create a centralized location for resources, templates, and collected data.
    e. Ensure all team members have access and understand how to organize materials.
    f. Timeline: Set up before your first team meeting.
3. Invite team members and confirm participation
    a. Decide who will send the invitations and draft a clear message outlining the purpose, expectations, and next steps. Outline team purpose, roles, and expectations
    b. Confirm availability and commitment from all members.
    c. Timeline: Send invitations at least 1–2 weeks before the first meeting.
4. Schedule the first team meeting
    a. Plan an initial meeting to review roles, responsibilities, the application process, and timelines.
    b. Prepare a preliminary agenda to introduce the application process, tasks, milestones, and communication plans.
    c. Timeline: Hold the first meeting within 1–2 weeks after team confirmations.
5. Set milestones and regular check-ins
    a. Establish a schedule for regular meetings (weekly, biweekly, or monthly, depending on workload).
    b. Identify key milestones, such as completing stakeholder mapping, gathering initial data, and drafting application sections.
    c. Assign responsibility for tracking progress and documenting decisions.
6. Communicate and document progress
    a. Maintain and use your shared folder or collaboration tools to maintain transparency.
    b. Document decisions, tasks, and deadlines to ensure accountability.
    c. Share updates regularly to keep the team aligned with the overall application timeline.