



Standard Operating Procedure

I. Title: Management of Green Fee Projects

II. **Purpose:** Define responsibilities for successful execution of student initiated projects funded by the UT Austin student Green Fee.

III. Actions (Chronological Order)

- PMCS assigns a project manager as the client liaison for program management.
- PMCS Green Fee client liaison works closely with the CPFM Director of Sustainability to monitor program activities, provide reports and support student groups whose project are approved for funding.
- The CPFM Director of Sustainability coordinates the receipt and evaluation of student initiated projects. The Director also facilitates the selection and funding of projects through the Green Fee evaluation committee.
- The PMCS Green Fee client liaison will be included as a non-voting member of the project selection committee.
- Once projects are selected for funding, the Director submits an SR-10 project request to PMCS. All Green Fee funded projects will be coded as such for purposes of program tracking and status reporting.
- PMCS will assign a project manager to each funded and submitted project. All Green Fee projects are considered as charge projects for PM time. The PM will work with the group to refine project scope, ensure normal project coordination with affected university offices and ensure that the project meets university standards and sustainability goals. Design and construction will proceed according to normal PMCS internal decision processes.

IV. References

Green Fee Committee Website (<http://www.utexas.edu/sustainability/greenfee.php>)

PMCS SOP Liaison with Colleges and Auxiliary Units?

V. Process Map (If Necessary) N/A