

Tips on Forming Your Sustainability Planning Team³

Incorporating sustainability into your unit strategic plan represents a new challenge. Be sure to assemble the right people and use the lessons from past experiences.

Pick the Right People

Choosing who in your unit or department works on sustainability integration could be one of the most important decisions.

The most effective units involve a small, diverse team in which each member has the following qualities:

- Good listener and communicator
- Well respected within the unit or department
- Positional authority
- Commitment to sustainability as a strategic opportunity for the unit

Does the team have a clear charge from the unit leader?

Build on the Past

Discuss similar initiatives from the past to identify what worked and what didn't: use what works to integrate sustainability effectively.

On a whiteboard or sheet of paper, create two columns and fill them in.

What worked well...

What we would do differently...

Be sure to talk to people in the unit with first-hand experience with past initiatives.

Assess Readiness

Discuss your answers to the following questions:

How much change is happening right now in your unit?

How aware and supportive of sustainability is your unit or department?

How aware and supportive of sustainability is your leadership?

Higher levels of readiness mean your team can go for bolder goals and higher risk strategies. Lower levels suggest a focus on goals that are lower risk and help build buy-in and support.

Rate yourself from 1 (low readiness) to 5 (high readiness).

Worksheet

Assembling Your Team and Preparing for Strategic Sustainability

Pick the Right People: Write names below:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Build on the Past: What we learned from past initiatives:



Assess Readiness: We rate our readiness as: ____ (1 low – 5 high).
What could be done to increase readiness?

