



## Sustainability Capstone Pre-Proposal Form - ENVR 599a

### Consulting with Clients for Sustainability Solutions

After completing all other course work and degree requirements, you are eligible (if pursuing the capstone track) to enroll in ENVR 599 or ENVR 599a. In ENVR 599, you will work on an individual research project. In ENVR 599a you will complete a consulting project for a real-world organization of at least 50 employees. This proposal form is only for ENVR 599a.

In the term prior to enrolling in ENVR 599a, you are required to register for ENVR 598 Sustainability Capstone Proposal Tutorial. In this tutorial, you will undertake the research necessary to have a fully formed project when ENVR 599a begins. It involves in-person, e-mail, and/or Zoom web conference meetings with the course instructor.

The final write-up is the Sustainability Action Plan, which entails:

- Chapter I. Background & Client Requirements
- Chapter II. Recommended Initiatives (vary by client organization)
- Chapter III. Fostering Sustainable Behavior (how to modify behavior of leadership, staff and other stakeholders in support of the Sustainability initiatives)
- Chapter IV. Performance Metrics & Reporting (to measure and report results of initiatives)
- Chapter V. Recommendations: Future initiatives including business justification, as appropriate
- Chapter VI. Cost – Benefit Analysis for longer-term investments, as appropriate
- Chapter VII. Roadmap – Recommended initiatives organized chronologically

To begin the process, answer the following five questions and send via email to [ALMcapstones@dcemail.harvard.edu](mailto:ALMcapstones@dcemail.harvard.edu). Please include your full name, prior education, and current employment in your email. Please put "Capstone Pre-Proposal" in the subject line.

1. Describe the areas of interest that you would like to focus on as you work with a client to develop a Sustainability Action Plan.
2. Do you have a prospective client or clients in mind for the project? If so, please list the client or clients.
3. What do you hope the project will accomplish?
4. How has your Sustainability coursework prepared you for this undertaking?  
-Please include references showing the applicability of the topic and research method.
5. Would you prefer to work with another student on this project?  
-If yes, please list the student you have in mind.

Please note: When you register for this course, you will receive a registration status of Waiting for Placement (WP). The program office must review your academic record to ensure you meet the published prerequisites. Your status will change to Registered (RE) once confirmed.