



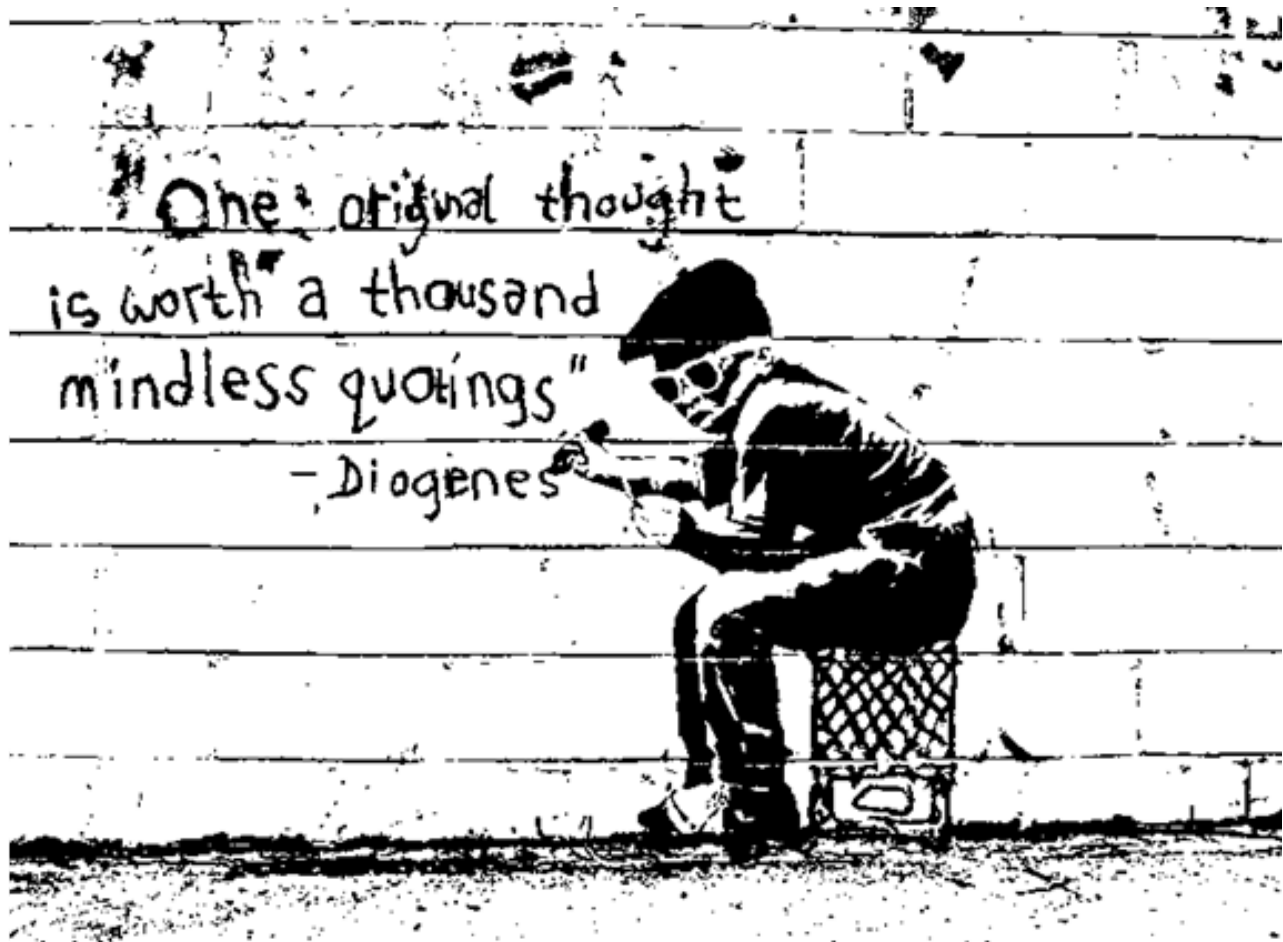
CEMUS



Sustainable Development – Project Management and Communication (1MV074)

Course Information

15 hp Spring 2017





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Do you want to contribute to sustainability and take part in the transition to sustainability?

This course gives you the opportunity and the tools to do just that. Taking the *Sustainable Development – Project Management and Communication* course means planning and managing a project aiming to create and implement change in accordance with the concept of sustainable development.

Welcome to Sustainable Development: Project Management and Communication (1MV074) at CEMUS, Uppsala University! With this course we take a journey into understanding the principles at the heart of sustainable development, using different project management and communication tools. We will learn to understand what ‘sustainable development’ can mean from a range of different perspectives, as well as growing understandings of what is integral to sustainable, ethical and successful projects and communication. At the heart of this course is a group project of your choosing. Your project should combine theoretical and practical, critical and creative skills with method knowledge – all of which are practiced throughout the course. The project is an opportunity to follow a passion, a dream or even a crazy idea!

We at CEMUS, the Centre for Environment and Development Studies, welcome you to a creative and challenging educational environment that deals with some of the most pressing issues of our times. We hope that you will find your time here exciting, productive and inspiring. With over twenty years of experience of creating and facilitating education for sustainable development, and with the broad competence of Uppsala’s two universities, our aim is to offer you the knowledge, skills and tools that are needed to obtain a world that is desirable, fair and sustainable.

Welcome to the course!

Katie and Isabel
Course Coordinators



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1. INFORMATION FLOW

The main communication tool for this course will be Studentportalen: studentportalen.uu.se. Already posted there is the schedule for the course, this course information file and the first assignment.

We will be posting updates to the schedule, assignments, readings, feedback and other news on Studentportalen. This means that you need to visit Studentportalen regularly to check for **changes in the schedule** and to upload your assignments. If you have missed a lecture or a seminar you should visit the webpage to make sure you have not missed any important information. Course announcements will be posted on the Studentportalen **Bulletin Board**.

You will need an account for Studentportalen, so please arrange an account as soon as possible! You can find out how you get your account and other information on uu.se/en/students.

Other information can be found on the course portal: <http://www.web.cemus.se/sdpmc/>

2. LEARNING OUTCOMES

On completion of the course, a student should be able to:

- *Thoroughly describe a delimited part of the sustainability challenge;*
- *Plan, carry out and present a project work that applies theoretical knowledge and contributes to a sustainable development;*
- *Demonstrate good ability to work independently;*
- *Account for and evaluate the practical problems that can arise when working with projects;*
- *Account for and critically relate to the practical and ethical dilemmas that can arise when working for a sustainable development.*



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3. COURSE OVERVIEW

This course builds upon the engagement, drive and participation of students. Your independent work with your projects is the backbone of the course. To help and support students, the course offers you interactive workshops, seminars and lectures, where we will take a closer look at the concept of sustainable development, project management and communication. In general class sessions will be held during Monday, Tuesday and Wednesday mornings, with some exceptions (**check the schedule on studentportalen regularly for specific times as well as changes**).

Working in and with projects almost always contains elements of cooperation and collaboration. Teamwork is a key ingredient in project work and therefore we want you to form groups of 3-4 students to work on your project.

The course guides you through concepts such as Sustainable Development, Social Entrepreneurship, Team Dynamics, Strategies for Change, and Project Management, all the while engaging with different modes of Communication. During the first month of the course you will choose a project idea to work with during the course and form project groups. You will submit an initial Project Proposal from which your idea will be developed and enhanced during the following weeks.

In mid March, your group will present a Project Pitch and hand in a Project Plan, where you define the project goals and plan the project to maximise the possibility of reaching those goals within the scope of the semester. As your project begins to be implemented, the scheduled class time is reduced, but you will meet your fellow classmates and the course coordinators during progress meetings and seminars. The course will be concluded with a Project Report and a Project Presentation in which each student within each group, must present their project. This presentation will be part of the Uppsala Sustainability Festival hosted by CEMUS.

The course is scheduled to run between 16th January and 18th May, with final course submissions due on the 28th May.



4. PROJECT OVERVIEW

At the heart of this course is a group project! This project can be about anything of you choosing, bounded only by the following guidelines.

- The project should be linked to sustainable development in some way, applying your theoretical and practical knowledge
- Project groups must consist of 3-4 people. Whilst we will guide the group project formation, you will choose these groups yourself.
- The project will be planned and implemented over the course of the Spring semester so consider this in your ambition and time management
- The project doesn't have to be bound to Uppsala but this might simplify engaging stakeholders and understanding the context of your project
- The project doesn't have to reinvent the wheel but should have a clear set of goals/indicators that indicate the project has its own identity compared to existing projects
- The projects will not receive any funding from CEMUS

We really encourage you to

- Choose something you are **passionate** about, so you are motivated to work hard and have fun over the semester!
- Be open to meeting and learning from a variety of new people that have different backgrounds and skills but share common passions - you will be working together for some time.
- Be **ambitious** with this project. This is an opportunity to take a step out of traditional education, aim high and take a chance. A project not 'succeeding' in the traditional sense does NOT equate to failing this course! Build something, bake something, grow something, paint something, sing something - the sky is the limit!

The project has a number of submittable components to mark progress along the way, known as the Project Pack. You will read about these below.

Examples of previous projects undertaken in this course can be found at:

<http://projektbloggen.cemusstudent.se/>



5. COURSE REQUIREMENTS

In order to pass the course you need to fulfill the following requirements:

- Overall attendance and active participation in at least 75% of classes (this count excludes those classes already marked as mandatory)
- Mandatory attendance during workshops and seminars
- Three individual assignments
- Complete the group Project Pack including
 - Project Proposal
 - Project Pitch
 - Project Plan
 - Project Report
 - Project Presentations at Uppsala Sustainability Festival

The course is graded - Fail, 3, 4, 5

Individual **Assignment 2** and Individual **Assignment 3** will be used to give you a grade for this course. However, all course requirements are required to be met in order to pass the course.

Individual Assignments

There are three individual assignments that relate to the literature and lectures. Specific assignment instructions will be posted on Studentportalen. The assignments are themed around passions and gifts, project ethics and project success respectively.

Project Pack

The main part of the examination is the Project Pack, documenting the progress of your project! This has five different components, created and submitted in groups. The five components are:

- *Project Proposal*

The Project Proposal describes the idea's background, its stakeholders and environment. It justifies why your idea is important, and overviews how the project should be executed, and what results can be gained.



- *Project Pitch*

The aim of the Project Pitch is to practice pitching to a panel and audience. By learning to present your ideas in a concise form, you will focus your project and gain feedback to improve it ahead of submitting the Project Plan.

- *Project Plan*

The Project Plan is the strategic plan for how you will organise and 'realise' the project. By reading the Project Plan, a person outside the project should get a clear image of what you will deliver in your project and how you have planned to do this. The key is to be very clear, specific and concise. This plan will help you operationalise your project using tools such as GANTT charts, Work Breakdown Structures and Risk Analysis.

- *Project Report*

The aim of the Project Report is to communicate and evaluate the project goals and subsequent results to an audience unfamiliar to the project. It is also an opportunity to reflect upon the project process.

- *Project Presentation*

The results of your project will be presented at a project fair at the Uppsala Sustainability Festival. The presentations should be interactive, visual and creative - start early on thinking about how you can present your work in a way that will attract people! Traditionally students have a stand, where they present their projects creatively but you are also welcome to arrange your own event (e.g. a workshop, performance) within the festival scheme. The festival is open for the public. More information about Project Presentation will be given later on.

6. COURSE FORMAT

The course will be a mix of the following classes:

Lectures

Lectures are important parts of the learning process where specially invited guest lecturers will focus on different aspects of sustainable development, communication, project management, and team dynamics. These lectures will give you concrete tools and broader perspectives before and during the implementation phase of the group project. Preparatory reading will help develop your understanding of the material discussed in lectures.



Seminars and Workshops

The seminars and workshops require your active participation. Most are mandatory and you have to do a make up task if you miss one or more of them. Some will have preparatory reading and/or preparatory tasks can be found on Studentportalen and it is essential you complete these before the session, in order to gain the most from the experience.

Excursions

There are currently two planned excursions for this course. Excursions are designed to meet and engage with other people and the environment in local Uppsala. The two excursions are:

- *Silent Walk (Mandatory)*
Wednesday 25th January 9:15 -11
Meet in the Geocentrum Foyer.
The silent walk is a journey through Uppsala of a special kind! Be sure to dress warmly for the cold - extra socks and gloves! This excursion will help provide inspiration for the first assignment of the course, and carries a make up task if missed.
- *Sustainability Hackathon (participation optional, with registration required)*
Friday 10th February 8 am - late
Vaksalagatan 10, 2 tr, 753 20 Uppsala
Sign up @ <https://hack-for-sustainability.confetti.events/>
The Sustainability Hackathon event is organised by SWECO & the CleanTech Challenge team and will take place in the heart of Uppsala. It will be an open event for all those interested in discussing solutions which can assist to a more sustainable future. This is a good opportunity to meet local stakeholders and develop your project ideas.

Students are also encouraged to self organise excursions related to their projects or interests around Uppsala and Stockholm. In the past semesters students have arranged visits to :

- Biogasanläggning, Uppsala Vatten's BioGas plant
- Ramsjögård, a local organic farm
- Local schools

Let us know if you would like any advice or contacts for arranging such a trip!



Progress Meetings

Held during the delivery phase of your projects, these informal sessions are an opportunity to give and receive feedback, share examples of best practice and crowdsource ideas/troubleshooting.

7. COURSE LITERATURE

During the course you will read four books and articles from a course reader, as well as project specific material that you gather yourselves. In the course reader there is a guide for the reading of books and articles. Make sure to come prepared to all lectures, workshops and seminars. The literature will also be available to read in the CEMUS library. Literature can be bought at Studentbokhandeln (Syslomansgatan 7), or online at adlibris.se, bokus.se, lycknis.se etc.

Course Books

- Atkisson, Alan (2011), **The Sustainability Transformation**, Earthscan
- Holmes et al. (2011), **The Common Cause Handbook**, PIRC (Part of the course reader)
- Lilliesköld and Eriksson (2009), **Handbook for Small Projects**, Liber
- Chouinard, Yvon (2006), **Let My People Go Surfing: The Education of a Reluctant Businessman**, Penguin Books
- Gladwell, Malcolm (2011), **Outliers: The Story of Success**, Little, Brown and Company

Note: Let My People Go Surfing and Outliers will be used for the Individual Assignment 3. Students will pick one out of the two choices.

Course Reader

The course reader will be digital and available at studentportalen.uu.se. Associated material will be uploaded to StudentPortalen.

Project specific material

Besides the above literature you and your project group will need to find project specific material (books, articles and the like) that relates to your project in order to go in depth and gain further knowledge on different aspects of your work.



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8. COURSE TEAM

Katie Markcrow (Course Coordinator) grew up in Pottsville Beach, located on the NSW north coast of Australia. She went to university and studied a Bachelor of Science in Wildlife Biology; and currently she is in her second year of the Masters Programme in Sustainable Development at UU.

Isabel Baudish (Course Coordinator) grew up in Sydney, Australia and studied a combined Bachelor of Renewable Energy Engineering and Development Studies. After an exchange in Uppsala she decided to return for her masters, studying Entrepreneurship at UU.

Daniel Mossberg (Course Resource Person) will be supporting the course by managing administration and examinations.

If you have questions, please contact us through email at sdproject@csduppsala.uu.se or individually at katelin.markcrow@csduppsala.uu.se, isabel.baudish@csduppsala.uu.se or daniel.mossberg@csduppsala.uu.se

Alternatively visit us at CEMUS located in Geocentrum (Villavägen 16, Uppsala). You can also find our contact details and other information about CEMUS at: <http://www.web.cemus.se/>.

9. CEMUS

About CEMUS

CEMUS' aim is to advance and inspire education and knowledge within the field of environment and development studies, as well as other boundary-transcending issues connected to sustainable development. CEMUS began as an initiative by students in the early 90's and CEMUS courses are, in large part, still run by students today. In January 2007, CEMUS joined the Uppsala Center for Sustainable Development (CSD Uppsala) in conjunction with Uppsala University and SLU, the Swedish University for Agricultural Sciences. The courses at CEMUS are built in collaboration between students, course coordinators, teachers, researchers, university administrators and societal actors.



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CONTACT: Isak Stoddard // isak.stoddard@csduppsala.uu.se

WEB: www.cemus.uu.se

COURSE PORTAL: www.cemusstudent.se

FACEBOOK: <http://www.facebook.com/cemuscsduppsala>

TWITTER: <http://twitter.com/CEMUSCSDUPPSALA>

NEWSLETTER: Sign up at www.cemus.uu.se/cemusnewsletter.html

CEMUS Education

The education at CEMUS focuses on a comprehensive understanding of the challenges of sustainable development. This demands innovative teaching methods and an interdisciplinary approach. Since its inception, CEMUS courses have been run by students with the continual support of work groups and educational staff, whose members include professors and researchers from both Uppsala University and SLU (Swedish University of Agricultural Science).

CEMUS' primary point of departure and approach is based on what has become known as Education for Sustainable Development (ESD). Through democratic, realistic and extensive work modes, this teaching method strives to motivate students to heighten their critical thinking skills, as well as encourage responsibility and engagement in the issues of sustainable development.

The courses at CEMUS also function as a complement to the universities' specialised and disciplinary education. CEMUS is constantly widening its scope to address the most current debates in our society, as well as requests from students. Around 600 students per year take part in one or more of the many different courses offered at CEMUS.

CONTACT: Daniel Mossberg // daniel.mossberg@csduppsala.uu.se

CEMUS +25 years Celebration

This year CEMUS is celebrating its 25th birthday! There will be a number of special Jubilee events and festivities organised to celebrate CEMUS and all the people that made it happen, and discussing the past, present and future environment, development and sustainability issues.



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Some of these events and festivities include:

- ***Spring Start Up Lecture***

Introduction to CEMUS : 25 years of changing the world

Bengt Gustafsson, Professor emeritus at Department of Physics and Astronomy and supporting founder of CEMUS

Monday 16th January 18:15 - 20:00 followed by mingle, music and the launch of the 25 year celebration.

Bruzewitzsalen, Östra Ågatan 19, Uppsala

- ***CEMUS Moments – Photos from 1992-2017***

We're looking for your photos of your CEMUS moments. We'll post a minimum of one photo per week on Instagram and Twitter (highlights on Facebook), and we need your help to gather photos. Send photos as any image-file and add description as text or word-file, both as attachments, to: cemus25_4b8a@sendtodropbox.com (No text in email can be read or is added to the box) If you have a massive collection of CEMUS photos it's better to snail-mail them to CEMUS, Geocentrum, Villavägen 16, 752 36 Uppsala.

- ***The CEMUS Diaries – Stories from past, present and future***

As part of the jubilee we are doing a story/essay series that will be published every week throughout the year. The title for this is "The CEMUS Diaries – Stories from past, present and future" and it will be a series of short stories written by present and former staff, students, work group members, associates etc.

The format and style is at the moment very loose and open. It can be short articles, novels, poems, memories, funny anecdotes. It can be a look-back at past times, a reflection of the contemporary or a prediction of the future. It can be text, videos, art etc. Together it will cover a wide range of narratives, perspectives and personalities that somehow are all connected to CEMUS. These stories will then be posted on our webpage, Facebook and CEMUSE magazine and in the end of the year put together in some kind of publication as well.

CONTACT // cemus25@cemus.uu.se



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CEMUS Courses

This Spring CEMUS is offering the following courses:

- Hållbar utveckling B, 30 hp
- Actors and Strategies for Change: Towards Global Sustainabilities, 7.5 credits
- Sustainable Development - Project Management and Communication, 15 hp
- Sustainable Design – Ecology, Culture and Human Built Worlds, 7.5 credits
- Hållbar utveckling – värderingar, världsbilder och visioner, 15 hp
- Climate Change Leadership: Power, Politics and Culture, 15 credits
- Teknik, makt och mänsklighetens framtid, 7.5 hp
- Livsfilosofi och det moderna samhället, 7.5 hp
- Sustainable Development – Worldviews and Discourses – A Seminar Series, 5 credits

CONTACT: Study Counsellor // susdev@geo.uu.se

CEMUS Forum

The scope of the CEMUS model is not limited to the classroom setting. CEMUS Forum organizes open lectures, conferences and festivals on education for sustainable development, film showings, discussions, workshops and a variety of other events. Much of this work is done in collaboration with students, in the envisioning, planning and delivery stages. These events are intended to attract not only current university staff and students, but also alumni, government officials, interested individuals and organizations. The aim of this work is to extend the educational core of the center by bridging the gaps between the theoretical and the practical, the young and the old and the academic and non-academic worlds, as well as to create a meeting place for people interested in interdisciplinary education and sustainable solutions.

At the beginning of every semester, CEMUS Forum hosts a **Project Café**. This is a great way to get involved with current projects at CEMUS and share new ideas and projects you would like to make happen.

The project cafe this semester is scheduled for:

Thursday, Jan 26, 15:15-17:00

CEMUS Library/Lounge, Villavägen 16, Geocentrum



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CONTACT: Hannes Willner // hannes.willner@csduppsala.uu.se

CEMUS Research Forum

Cemus Research Forum (CEFO) is an interdisciplinary research school for PhD students that focus on broad environment and development-related issues. As a PhD student associated to Cefo you aim to participate actively in CEFO's research seminars (about 5 seminars per term) and propose activities according to your own research interest. The courses and the seminars are also open for those doctoral students that are not associated to CEFO.

CONTACT: Gloria Gallardo // gloria.gallardo@csduppsala.uu.se

CEMUS Roots

CEMUS Roots is a dynamic and self-governing student-run group, inclusive to all. It was established in order to allow students to take an active role in influencing the way that education is conducted at the center. Active participants have in the past taken on the roles of CEMUS student representatives attending university faculty and CSD board meetings. Conferences, field trips, lectures, workshops, film showings and open-panel discussions are just some of the types of events which the group has realized in the past, both with and without the cooperation of staff. In CEMUS Roots students have the opportunity to realize their visions for a more sustainable culture, and fill in the gaps of their education in ways which are most beneficial to their learning.

roots.cemusstudent.se
www.facebook.com/CEMUSRoots



10. PRACTICAL INFORMATION

CEMUS is open between 9:00am and 15:30pm, Mondays to Fridays. If you want to study in the library outside these hours or during weekends, you need a **key card**. The key card also gives access to the main Geocentrum entrance, which is locked after 17.00 and before 08.00. To get a key card, you first need to be registered to a course.'

As a **new student** you need to have a current course registration to obtain a campus card. You also need to activate your user account beforehand, to be able to receive the email containing campus card instructions.

Information on how to activate your user account can be found at <https://konto.weblogin.uu.se/index.html>. The instruction message is usually sent out 24 hours after the activation, but sometimes it can be a delayed a further day. Instructions on how to obtain your campus card will be sent to the e-mail address registered to you in the student database. Once you have ordered the card according to the instructions, you will be notified via e-mail when your card is available for pickup at your campus reception desk. When you collect the campus card you will need to show an approved identification (driver's licence, passport etc).

CEMUS Library/Lab/Lounge

In the CEMUS Library/Lab/Lounge you will find literature related to environment and development issues, magazines, journals and other publications, such as master and doctoral theses. You can also have a cup of coffee from library self-service 'cafe', slouch in the sofas and read the course literature. **The library is a shared space for staff, coordinators and students – please respect the guidelines posted in the library to ensure a pleasant work and study environment for all.** It is possible to book the library for CEMUS-related activities; however, educational activities such as seminars have precedence. All the course literature for CEMUS courses is available there, including several shelves of reference books. These may **only be read inside the library**, and are not to be taken home.

Geocentrum library

The Geocentrum Library is located down the hall from CEMUS. Copies of the CEMUS course literature are available for borrowing there. You can also go there to borrow books from the CEMUS library (only the ones that are marked with the Geo-library system).



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The Language Workshop (Språkverkstaden) at Uppsala University

The Language Workshop offers consultations about written and oral presentations on an individual basis in both Swedish and English. It is free of charge and available to all students on the undergraduate and master's levels. We strongly encourage you to get in touch with the Language Workshop if you are struggling with a paper or want to improve your written English.

www.sprakverkstaden.uu.se

Important Locations

Here are the most commonly used lecture halls and rooms:

- **Blåsenhus**
House 12, 13 and 14. For example Blåsenhus 12:010 means House 12, Floor 0, Room 10.
- **Geocentrum, Villavägen 16**
Skåne (Seminar: Individual Assignment 1)
CEMUS library (Progression meetings)
- **EBC (Evolutionsbiologiskt Centrum)**
White building on the corner Villavägen/Norbyvägen between Geocentrum and Engelska Parken



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We look forward to an exciting semester!

// Katie, Isabel & Daniel