**MADISON FOOD POLICY COUNCIL**

**PROJECT SUSTAINABILITY CHARTER 2020**

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| **Project Name** | | | | | |  | | | | |
| **Work Group** | | | | | |  | | | | |
| **Chair(s)** | | | | | |  | | | | |
| **Members** | | | | | |  | | | | |
| **Statement of Need** *(Why is this project important now?)* | | | | | | | | | | |
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| **Project Description / Statement of Work** | | | | | | | | | | |
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| **Stakeholders** | | | | | | | **Stakeholder Needs / Requirements** | | | |
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| **Stakeholder Roles and Responsibilities** | | | | | | | | | | | |
| **Stakeholders** | | | | | **Roles** | | | | | **Responsibilities** | |
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| **Project Definition** | | | | | | | | | | |
| **Project Goals** | |  | | | | | | | | |
| **Project Scope** | |  | | | | | | | | |
| **Project Deliverables** | |  | | | | | | | | |
| **How will progress be measured?** | |  | | | | | | | | |
| **Project Team Roles and Responsibilities** | | | | | | | | | | |
| **Team Members** | | | **Roles** | | | | | | **Responsibilities** | |
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| **Does this project move the City towards sustainability?** | | | | | | | | | | |
|  | **SYSTEM CONDITION 1.**  Reduces dependence upon fossil fuels, extracted underground metals and minerals? | | | | **SYSTEM CONDITION 2.** Reduces dependence on chemicals and other manufactured substances that can accumulate in Nature? | | | **SYSTEM CONDITION 3.**  Reduces dependence on activities that harm life-sustaining ecosystems? | | **SYSTEM CONDITION 4.**  Reduces dependence on activities that interfere with other people’s abilities to meet their basic needs? |
| Specify how project moves City towards improving or achieving each system condition. |  | | | |  | | |  | |  |
| Identify trade offs involved as relates to each system condition |  | | | |  | | |  | |  |
| **Does this project provide a stepping stone towards sustainability?** | | | | | | | | | | |
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| **Does this project provide a sufficient return that the City could use to seed future investments?** *(Include fiscal, environmental and social returns)* | | | | | | | | | | |
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| **Project Constraints / Risks / Key Inputs** *(Elements that may restrict or place control over a project, project team, or project action; results from other projects or input from other sources needed for project to be successful)* | | | | | | | | | | |
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| **Implementation Plan / Milestones** *(Due dates and durations)* | | | | | | | | | | |
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| **Communication Plan** *(What needs to be communicated? When is communication needed? To whom? How?)* | | | | | | | | | | |
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| **Change Management / Issue Management** *(What is process for addressing concerns of those impacted? How decisions will be made? How changes will be made?)* | | | | | | | | | | |
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**Direct questions about this document to:** George Reistad, Office of the Mayor, [greistad@cityofmadison.com](mailto:greistad@cityofmadison.com), (608) 266-4611