

Sustainability Project Fund Application

Applicant/Project Leader: Jérôme Conraud, Energy Manager, Utilities and Energy Management, Facilities Operations and Development (University Services)

Contact Information:

Name: Jérôme Conraud

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Project Title: MyPulse Information Assistant

Budget Requested: \$1,200

Project Group - *Please include the names and contact information of all group members*

In an attachment (maximum 4 pages), please summarize the proposal using the following structure. Please ensure that all relevant points listed below are addressed. Last revised: May 31, 2013

I. Project Overview

Project summary:

- *Provide a brief background, describing the project, objectives and outcomes.*

The University has purchased an energy management software (Pulse Energy) that would provide real-time information about energy consumption of approximately fifty major buildings on the downtown and Macdonald Campus. While the staff of the Utilities and Energy Management unit would primarily be using the software's 'Manage' module to manage operations, the software also contains a 'Dashboard' module that will be available to the public to view energy consumption of metered buildings in real time as well as provide auxiliary information of interest to building occupants, such as green features of their building/campus, energy tips, the equivalent energy consumption (ex. Building A consumed ? kWh, which could power the Eiffel Tower for ?? hours.) While this lies outside of the mandate and resource capacity of the Utilities and Energy Management staff, we are proposing the hiring of a student to act as a temporary McGill Energy Dashboard Information Assistant who could assist with development and maintenance of this Dashboard module.

Project eligibility:

- *How will the project contribute to building a culture of sustainability on campus?*
- *Provide any supporting information that demonstrates a need for the project on campus.*

Evidence from other universities show that people are more inclined to change their habits if they see the results of their actions. Similar to what is being done at the University of British

Columbia, McGill can potentially make real-time building energy consumption information available to students, staff and faculty so that they are aware of the impact of their activities on energy consumption, and by extension the larger environment: for example, by overlaying a graph of baseline energy consumption of their building (adjusted for temperature) on top of the actual building consumption. However, the McGill Energy Dashboard Information Assistant can provide added value to the Dashboard, by doing research on:

- Potential equivalents for energy consumption that would be salient to campus users (ex. instead of using the Eiffel Tower as a comparison)
- Building-specific information such as:
 - Historical information (year of construction, type of use, etc.)
 - Images
 - Green features (types of equipment, activities – student groups, faculty research therein, etc.)
 - Major energy consumers (e.g. fume hoods)/activities
- McGill-specific energy tips

The software can also potentially be used for inter-residence energy competitions or inter-campus building energy competitions, which would also assist with awareness of building occupants of their impact on energy consumption and the larger environment.

Timeframe/Milestones:

- *Indicate the anticipated project timeframe, providing key milestones for deliverables. Please specify projected project start and finish dates.*
- *What performance indicators may be used to gauge the success of the project?*
- *How will the outcomes be shared with the community?*

January 2011: Recruit McGill Energy Dashboard Information Assistant (Work Study position if possible)

February 2011: Preliminary research on required subjects as identified above

March 2011: Distillation of information into reader-friendly “sound bites”; translation into French. Proofreading.

April 2011: Entry of building-specific text into MyPulse. Final review by staff for bugs and other issues.

May 2011: Launch McGill Energy Dashboard for use by general public.

Performance could potentially be measured by

- Number of visitors to the site
- Number of uses of the site for specific campaigns/events by different groups
- Number of emails submitted by the site’s ‘suggestion box’

In addition to providing real-time information and acting as a portal for accessing information building-specific sustainability initiatives and success stories, the outcomes can be shared with the community via other means, including traditional media outlets (McGill Media Relations

Office, Tribune, Daily) and new media such as the University Services website and Sustainability Office page on Facebook.

Stakeholders:

- *Other than the project team, who will ~~be~~ have a stake in your project? Please list the other individuals, groups or departments affiliated or affected directly or indirectly with your project.*
- *In what capacity will they be involved? How they will be contributing to the project, i.e. immediate funding, future/ongoing funding, technical expertise, in-kind donations, etc. Letters of commitment may be attached.*
- *Who will be otherwise affected by the project? Have they been consulted? Please summarize their reactions. Letters of support may be attached.*
- Kathleen Ng, Environmental Officer, would act as a resource person.
- François Gagnon, Director - Logistics and Macdonald Campus Operations (University Services) had been consulted to identify potential for tie-in with FAMIS; however, this was not seen to be a priority although it could potentially be opportunities for collaboration in the future.
- Media Relations Office – potential medium for communication with relevant stakeholders

II. Project Implementation

Tasks and Responsibilities:

- *Indicate clearly all activities associated with the proposed project, the person responsible and the length of time each task is expected to take. Use the table below (expanded as required) to summarize this information.*
- Jerome Conraud would act as project lead. Tasks: working with Kathleen Ng to develop job description for McGill Energy Dashboard Information Assistant, interview and select the candidate, supervise the incumbent’s work and provide technical expertise as necessary.
- Kathleen Ng would post the job description on Work Study’s website, receive applications at rethink@mcgill.ca and collate these for review by Mr. Conraud. She would also work with the incumbent to identify information that could be of potential interest to the community with regards to building-specific information.
- Martha Elvir, Administrative Assistant, Utilities & Energy Management, would be responsible for processing POPS casual payroll transactions for the incumbent.

Type of Activity – Task	Estimated Time Required	Group Member in Charge
Recruiting	3 weeks	Jerome Conraud
Information gathering	4 weeks	McGill Energy Dashboard Information Assistant
Preparation of final text for data entry in MyPulse (including translation)	2 weeks	McGill Energy Dashboard Information Assistant
Data entry of final text for data entry in MyPulse	2 weeks	McGill Energy Dashboard Information Assistant

Review of McGill Energy Dashboard information	2 weeks	Jerome Conraud
Launch of McGill Energy Dashboard public website. Examples: <ul style="list-style-type: none"> • Press releases • Presentations to relevant committees (Committee on Environment/ Senate Committee on Environment, Macdonald Campus Environment Committee, SSMU Council/ Environment Committee, PGSS Council/ Environment Committee, other committees as relevant) • Launch event (such as information kiosk with laptops) 	2 weeks	Jerome Conraud Kathleen Ng Media Relations Office

All future updates to the Dashboard are anticipated to be made by the Energy Management group in collaboration with the Sustainability Office as relevant.

III. Financials

- *Critical Date: Please state if there is a critical date by which funding is required*
- *Funds this year: if your project is multi-year, please specify how much you are requesting before December 31, 2010.*
- *Please provide details of the budget that is being requested in the tables below (expanded as required).*

Critical date: January 15, 2011

Detailed expenses:

Expense Description	Estimated Cost
Salary	100 hours at \$12/hour = \$1,200 + benefits
Laptop rental (from ICS)	4 laptops @\$30/day x 5 days = \$600
Communications	In-kind
Total estimate	\$1,800

Detailed revenues:

Revenue Source	Amount Requested	Confirmed?
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Sustainability Projects Fund	\$1,325	No
Work Study Program	\$475	No

IV. Additional information:

- *Provide supporting information regarding the qualifications and/or related experience of the project leader and other project members*
- *Any other pertinent information may be appendicized (e.g., detailed budget, detailed timeline, survey results, examples of similar projects, confirmations of funding, etc.)*

Jerome Conraud has acted as McGill’s Energy Manager since February 2010; he held the same position at the Montreal Municipal Housing Bureau for two years prior to joining McGill. Jerome is a graduate of Concordia University in Building Engineering and holds an engineering degree in Energy Systems from France.

Kathleen Ng has acted as McGill’s Environmental Officer since 2003, during which time she coordinated a variety of sustainability projects, including energy campaigns and residence competitions.

This project will be a part of a larger series of strategies to sensitize building occupants to energy consumption issues, such as energy competitions and other energy awareness events.