

Green Team OMF Cross-Functional Team

Project Charter

Team Sponsor(s)	Team Lead	Type of Team	Kickoff Date	Target End Date
Bryant Enge Jane Braaten	Abby Coppock	Standing	Fall 2009	N/A
Project Purpose	The OMF Green Team exists to share sustainability information and best practices across OMF, increase education among OMF employees, assist implementation of OMF-wide sustainability efforts, and report annually on bureau accomplishments to the Bureau of Planning and Sustainability (BPS).			
Project Definition	<p>Bureau sustainability plans began back in 2005 with Bureau Innovation Project #18. The Bureau of Planning and Sustainability coordinates the Citywide sustainability effort.</p> <p>The OMF Green Team was created in fall 2009 as a voluntary committee for ground level staff who were interested in sustainability issues. The purpose of the group focused on sharing best practice among different OMF groups, planning events, and writing the monthly Green Matters fact sheets. The Green Team has slowly taken on more official bureau work, including responding to official requests for sustainability information and accomplishments from BPS. Recently, the committee switched from meeting during lunch to during work hours, signaling its role as an official OMF committee and an effort was made to recruit members from all parts of the organization. Almost all OMF groups are represented on the committee.</p> <p>Several members of the OMF Green Team represent OMF at the quarterly Citywide Sustainability Committee, coordinated by BPS.</p>			
Decision making / Scope of Authority	Recommend scope and activities for the annual work plan – Level 5; authority level for each activity determined by the type of activity – Level 3, 4, or 5.			
Goals and Deliverables	<p>Deliverables identified for 2012 include:</p> <ul style="list-style-type: none"> • Conduct a shoe recycling event in partnership with BHR’s wellness program (Jan. 2012). • Compile OMF sustainability accomplishments for a Citywide report published by BPS (April 2012). • Draft and pilot sustainable operations orientation materials for new and existing OMF employees (draft materials – Spring/Summer 2012; pilot materials – Fall 2012). • Based on identified gaps compiled for orientation materials, increase consistency across OMF bureaus in what services and information are available to OMF employees (for example, Tri-met tickets are currently available in some bureaus for work-related meetings, but not all OMF bureaus provide this option). (Fall/Winter 2012) • Coordinate OMF’s participation in the Bike to Work Challenge, sponsored by the Bicycle Transportation Alliance (Sept. 2012). • Publish monthly Green Matters fact sheets sent to all OMF employees (on-going). • Respond to BPS requests for sustainability information, as needed (on-going). 			
Project timeline	Ongoing.			
Customers	All OMF employees. The team also assists OMF Directors by compiling information for			

	management reports.
Cross-functionality of team	Almost all OMF divisions are represented on this team to ensure consistency and best practice sharing throughout the organization. Especially since some of the work is building-specific, it is helpful to have most OMF buildings represented.
Team members	<p> Financial Services – Tess Jordan Human Resources – Kathy Robertson/Brandon Roberts BIBS CityFleet – Kim Epling BIBS Facilities – Wendy Gibson BIBS P&D – Heather Saby BIBS Procurement – Stacey Foreman Revenue Bureau - Kita Xayachack Technology Services – Jake Bissell/Stephan Niquet Business Operations – Abby Coppock (Chair) Enterprise Business Solution – Jen Clodius </p> <p> BHR has two members because they share the role/meeting attendance. BTS has two members – one member represents operations in the Portland Building and one member represents recycling efforts that occur at the Communications Center. </p>