IMT 595- Stakeholders, Information and Technology PROJECT STATUS REPORT	
Project Name	*Designing a Sustainability Metadata Schema for the University of Washington*
Dates	*April 9, 2009 – April 15, 2009*
Prepared by:	*Peter Ellis*

⬆⬇ ➡ **Schedule:** ⬆   **Budget:** ⬆   **Issues:** ⬆   **Risks:** ⬆

Activities accomplished this week

- Meeting on Monday with Ruth Johnston, Associate Vice President for Strategy Management and the Environmental Stewardship and Sustainability Office. Stephanie Harrington, Assistant Dean for Planning and Initiatives, College of the Environment, was unable to attend.
- Initial meeting with capstone sponsor.
- Research findings are being incorporated into preliminary list of metadata elements.

Activities planned for next week

- Establish preliminary elements, attributes, etc. for metadata schema.
- Capstone sponsor meeting, Tuesday 4/21.

Milestone Status

Flag	Milestone	Deliverable	Plan Date	Forecast Date	Actual Date
⬆	▪ Project Sponsor Meeting: Week 3	▪ n/a	4/14	4/14	**4/14**
⬆	▪ Establish preliminary elements, attributes, etc. for metadata schema.	▪ n/a	4/16	4/16	
⬆	▪ Research previous, current, and ongoing sustainability efforts by the UW	▪ Research summary document	4/9	4/10	**4/10**
⬆	▪ Research currently existing data across campus	▪ Research summary document	4/8	4/10	**4/10**
⬆	▪ Research sustainability initiatives undertaken elsewhere	▪ Research summary document	4/8	4/10	**4/10**

Issues / Red Flags

1) None.

Change Requests

Number	Description	Impact	Status
1	None.	None.	N/A

Additional Comments

- Research summary: http://www.petercellis.com/pdf/capstoneresearch.pdf
- Meeting notes from meeting with Ruth Johnston: http://www.petercellis.com/capstone/meeting04132009.php

There may be additional meetings with various stakeholders next week (these have not been scheduled yet).