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Module 6
Next steps
"Where do we go from here?"

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ifeu INSTITUT FÜR ENERGIE- UND UMWELTFORSCHUNG HEIDELBERG

TdLab GEOGRAPHIE

UNIVERSITÄT HEIDELBERG
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Toolbox content

1 **Module 1** Introduction: "Why a Toolbox?"

2 **Module 2** Checklist: "Where do we stand?"

3 **Module 3** Backgrounds & Arguments: "What backgrounds should I know?"
- **3.1** Relevance
- **3.2** Travel reasons
- **3.3** Framework conditions
- **3.4** Success factors & stumbling blocks
- **3.5** Sufficiency

4 **Module 4** Methods & Tools: "What tools are available to me?
- **4.1** Project management
- **4.2** Stakeholder management
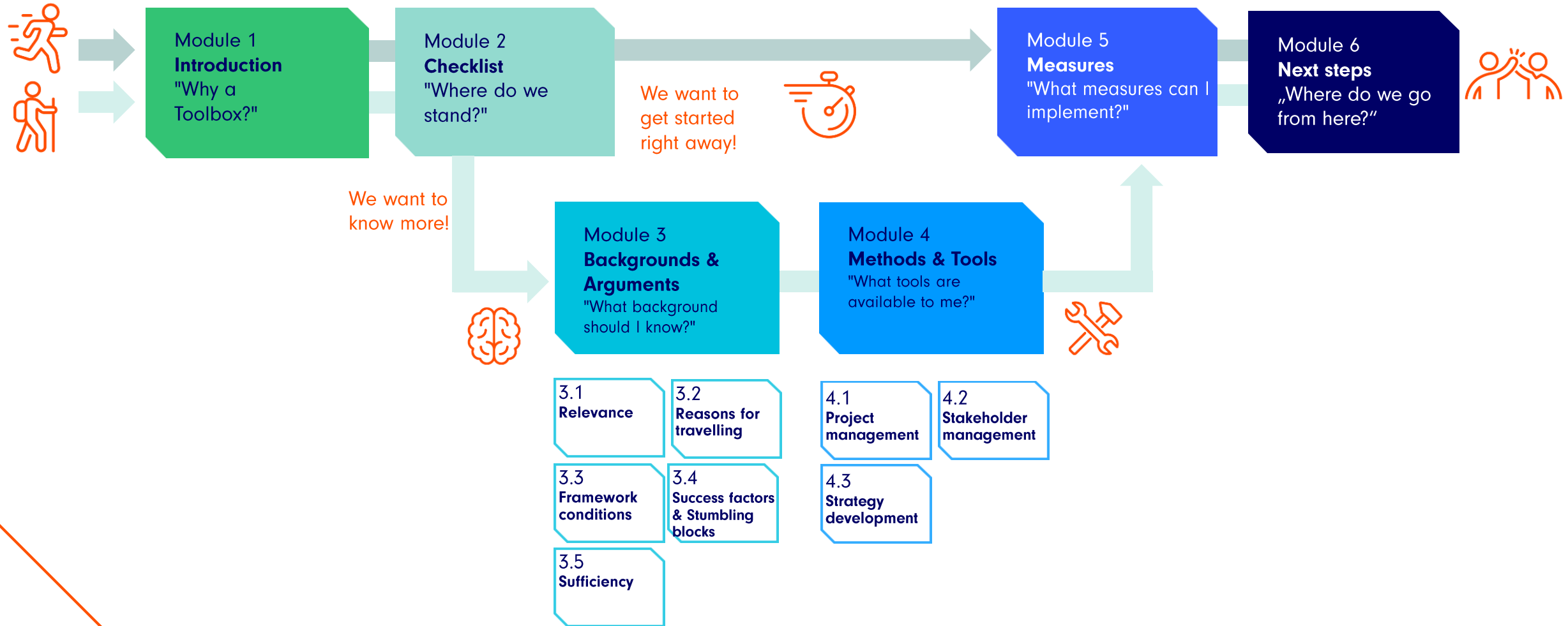- **4.3** Strategy development

5 **Module 5** Measures: "What measures can I implement?"

6 **Module 6** Next steps: "Where do we go from here?"

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Flowchart Toolbox

Module 1
Introduction
"Why a Toolbox?"

Module 2
Checklist
"Where do we stand?"

We want to get started right away!

We want to know more!

Module 5
Measures
"What measures can I implement?"

Module 6
Next steps
„Where do we go from here?"

Module 3
Backgrounds & Arguments
"What background should I know?"

Module 4
Methods & Tools
"What tools are available to me?"

3.1
Relevance

3.2
Reasons for travelling

4.1
Project management

4.2
Stakeholder management

3.3
Framework conditions

3.4
Success factors & Stumbling blocks

4.3
Strategy development

3.5
Sufficiency

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How to use the toolbox?

The **FlyingLess Toolbox** is a modular collection of content and methods on the topic of reducing air travel.

Depending on the occasion or need, suitable modules or individual modules or individual slides can be selected and used.
The order of the modules is only a recommendation.

Depending on your level of knowledge and interest, you can start with different modules.

The FlyingLess logo and the link to the website (www.flyingless.de) should remain on the slides.

Module 6: Next steps

What do I find in this module?

› The module provides an overview of further possible steps to drive the transformation process forward and implement changes permanently.

What can I use the module for?

› Move from talk to action in workshops and meetings.

› Mobilise momentum and support for the change process.

› Increase commitment and create visibility for the issue.

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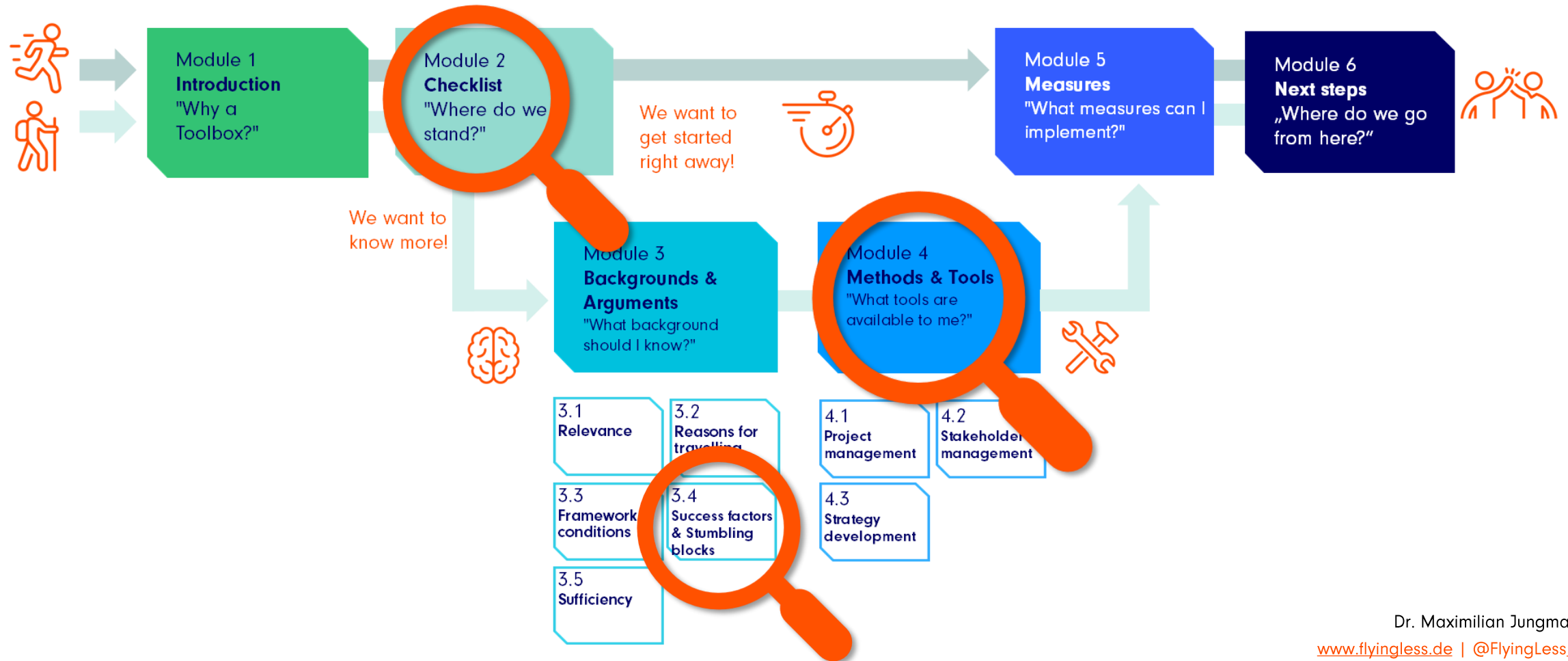# Evaluation
Step back: Flowchart - Where do we stand?
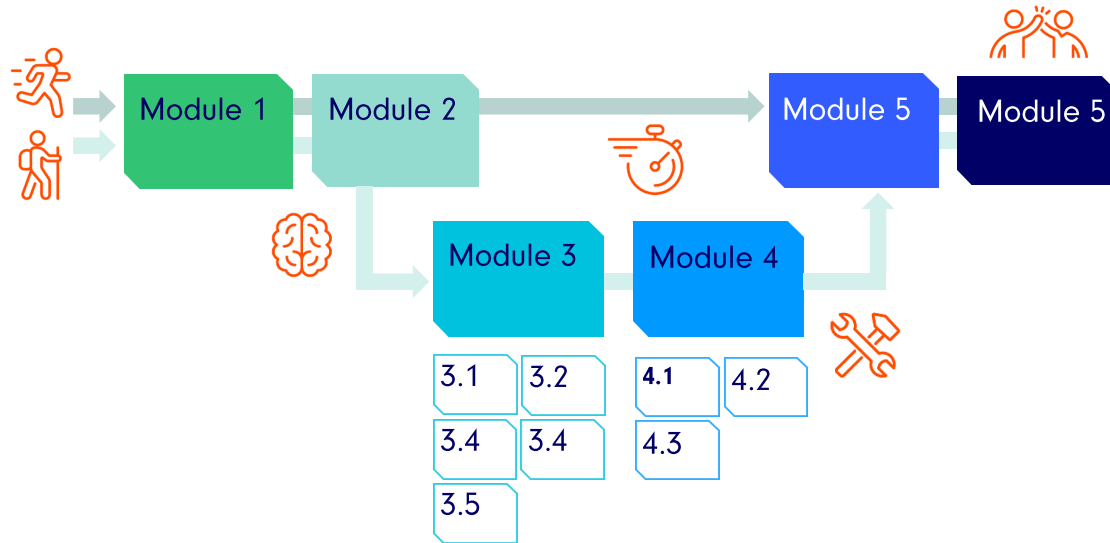
Check critically again using the flowchart:

› Where do we currently stand?

› Which steps have we already completed? Which measures have been implemented?

› Which steps may have to be repeated / processed again?

› Where are the actors involved?

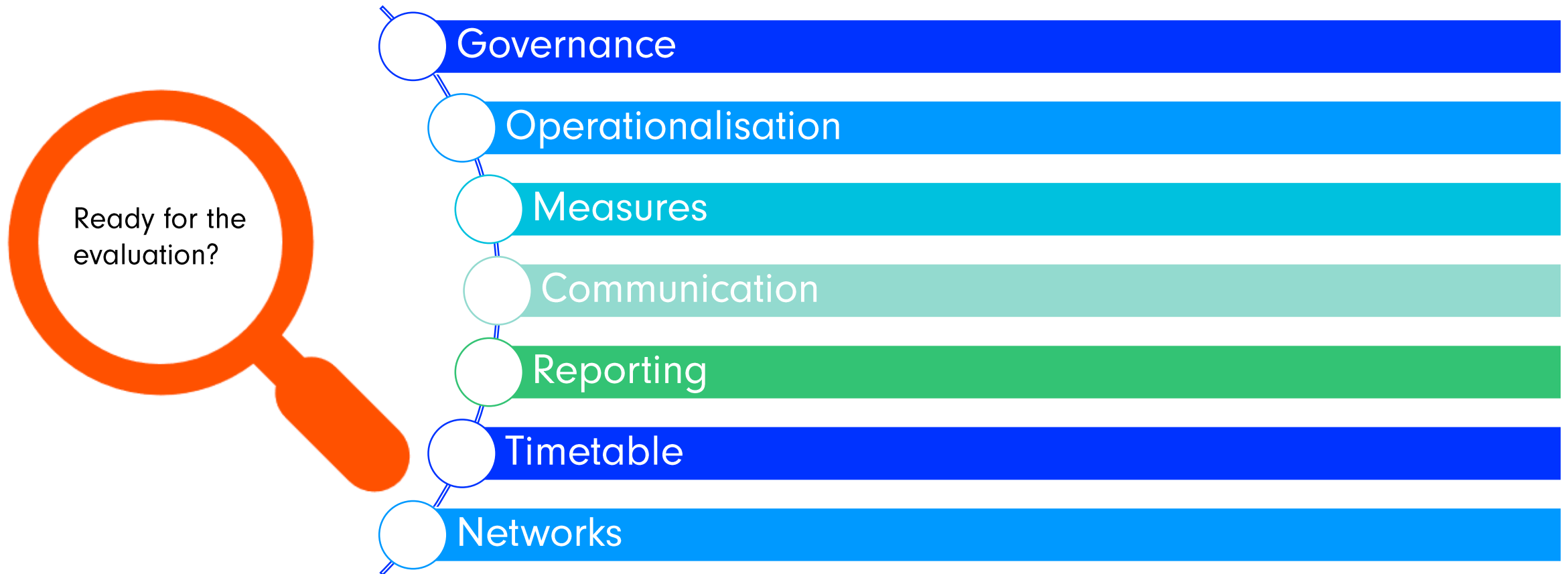› Which steps cause difficulties?

› Where do we need further support?

Graphic: Own illustration, ifeu.

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Evaluation
Step back: Flowchart - Where do we stand? Zoom in again!

Module 1
Introduction
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3.5 Sufficiency

4.1 Project management

4.2 Stakeholder management

4.3 Strategy development

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Evaluation

Step back: Flowchart - Where do we stand? Zoom in again!

Ready for the
evaluation?

Governance

Operationalisation

Measures

Communication

Reporting

Timetable

Networks

Graphic: Own illustration, Momentum Novum.

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Evaluation
Step back - Take a step back and evaluate the project process
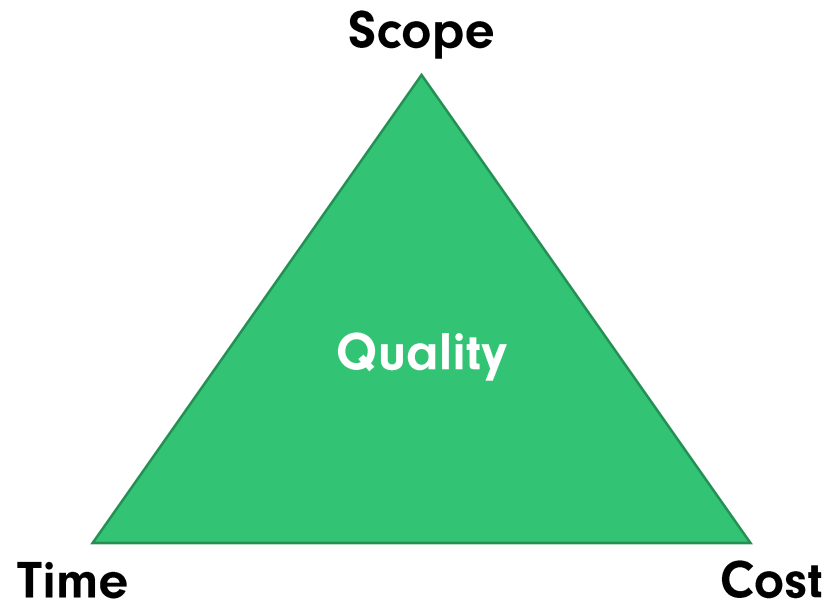
Projects are implemented within the following 3 framework conditions and in terms of quality:
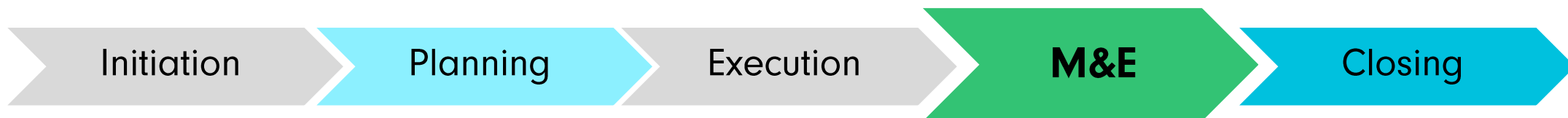
1. **Costs**

2. **Time**

3. **Purpose**

These are followed by the allocation of resources.

› Is it still suitable? What adjustments need to be made?

Scope

Quality

Time

Cost

Graphic: Own illustration based on „The Traditional Project Management Triangle" by Cobb, C. G., (2011): Making sense of Agile Project Management: Balancing Control and Agility. Jhon Wiley & Sons, Inc., Hoboken, New Jersey.

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Evaluation
Evaluation and review (1/2)

› Monitor progress (create / review milestone plan; Gantt chart)

› Monitor costs

› Respond to risks and problems in the process (adjust milestones?)

› Consider abandoning tasks

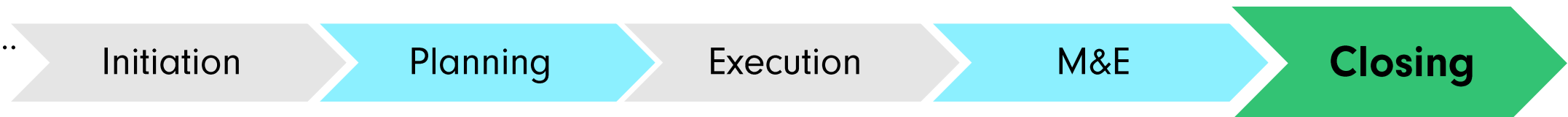› How do you track progress? (Interim evaluation? Reporting?)

| Initiation | Planning | Execution | **M&E** | Closing |

Graphic: Own illustration based on Cobb, C. G., (2011): Making sense of Agile Project Management: Balancing Control and Agility. Jhon Wiley & Sons, Inc., Hoboken, New Jersey.

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Evaluation
Evaluation and review (2/2)

› Have we fulfilled the plan?

› What was good? → Repeat.

› What was bad? → Avoid/improve

› What could be done differently? → What might not have happened.

This is a must! → Avoid excuses

› No time for implementation

› Too many other to-dos

› Process too costly

› ...

| Initiation | Planning | Execution | M&E | **Closing** |

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Evaluation
Wrap up! Line underneath!

Conclusion

> What have we learned?

> What do we (still) need for effective project management and implementation?

> Which tools, if any, will we use in other projects?

> What are the success factors that have brought us forward?

> What potential obstacles remain and need to be addressed?

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About FlyingLess

The aim of the FlyingLess project is to support universities and research organisations in reducing air travel, which causes a significant part of their total greenhouse gas emissions.

FlyingLess develops approaches to reduce air travel in the academic sector, which are implemented at different levels (research, teaching and administration).

The project is being carried out in close cooperation with four pilot institutions - EMBL (European Molecular Biology Laboratory) and MPI Astronomy in Heidelberg as non-university research institutions and the Universities of Konstanz and Potsdam as universities.

Further information can be found on the website www.flyingless.de.

The project is being led by ifeu Heidelberg in close cooperation with the TdLab Geography at the Institute of Geography at Heidelberg University.

The project is funded over 3 years as part of the National Climate Initiative (NKI) of the Federal Ministry for Economic Affairs and Climate Protection.

Contact

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