# Final Deliverables and Presentation

**Title**

Bike Registration

**Project Information**

* 1. **What is the project scope? Include background information, if necessary, to understand the task.**
		1. The new bike registration project through 529 was implemented by Facilities and Services. The goal of this project was to reach out to students and staff bike owners on campus and alert them of mandatory bike registration. I tried to make the process as simple as possible—basically scanning a QR code to move onto the next steps.
	2. **What did you accomplish?**
		1. Initially, this project was going to be accomplished through creating yard signs and placing them around campus to raise awareness in a COVID-friendly manner. Unfortunately, I could not receive any funding for the creation of the signs due to the ongoing pandemic, so I pivoted to contacting staff on campus to include a flier—that I designed—into their newsletters so that I could reach a wider population of bike-owners to alert them of this mandatory registration.
	3. **Who did you collaborate with? (Organization titles rather than people’s names.)**
		1. I collaborated with Facilities and Services as well as iSEE to see this project through.
	4. **What was the result of your project work and how will it be used in the future?**
		1. This project resulted in a flier, that I designed, and it was added to various newsletters sent out by the University of Illinois. Some of these newsletters included iSEE (Institute for Sustainability, Energy and Environment) and ISSS (International Student and Scholar Services). The goal is to be able to reach as much of the campus’ population as possible and inform them about mandatory bike registration.

**Timeline Reflection**

|  |  |  |
| --- | --- | --- |
| **Task** | **Hours Spent on Task** | **Reflection of Task Work** |
| Creating a Plan of how to reach a bunch of bike-owners on campus. | 5 hours | I was able to come up with a plan to print a good amount of yard signs. To determine the amount, I had to use the heat map of bike parking. I was able to determine the locations near student housing and other academic buildings. To work through all of this, I also contacted Sarthak Prasad at F&S to walk through the plan and guide my next steps. The process was pretty straightforward and easy to accomplish. |
| Contacting SSC for funding. | 6 hours | I had to research the types of signs I was going to need to print, as well as how many I needed. This required asking Sarthak Prasad for help because of his previous experience with projects like this one. Then, I had to prepare the Project Proposal for SSC and fill out the remaining steps of the application. This was slightly difficult because it was my first time writing a project proposal. Unfortunately, SSC was not giving out funding this semester due to the pandemic, so I had to set up a new game plan—which is detailed in the following tasks.  |
| Determining the next steps of who to contact.  | 2 hours | I touched base with Sarthak Prasad, Morgan White, and Stacey DeLorenzo to come up with the idea of contacting the heads of different newsletters on campus and asking them if they could include a flier in their upcoming newsletters. We were able to come up with a good list of contacts from Housing to Sustainability Committees.  |
| Designing the Flier | 2 hours | I designed the flier on Word using previous examples as templates and making sure I highlighted all the important information. I included links, a QR code, and focused on making sure viewers saw that registration was mandatory. Sarthak Prasad made a few edits as well.  |
| Sending the flier to my contacts. | 1 hour | I sent emails explaining the project and attached the flier. I got some responses back agreeing to attach the flier in their newsletters. These included iSEE and ISSS. I also contacted the New Students Program, Parents and Family Program, and Housing Information in Private Certified Housing.  |

**Final Takeaways**

**What is your biggest takeaway from being a part of this project in collaboration with iSEE?**

Working on this project has really made me aware of the small ways we can increase campus sustainability. I would have never thought that working on this project will not only encourage more students and staff to use bicycles, but also help Facilities and Services plan bike-related infrastructure changes. This project also helped me develop a lot of networking skills in a virtual setting. I learned to better draft professional emails and even learned how to write a project proposal to receive funding. I was grateful to learn so much about out campus’ efforts to make UIUC a more sustainable place.

**Explanation of Deliverables**

My final deliverable is the flier that I designed to include pertinent information to the project as well as a QR code to scan for each bike owner to move onto the next steps for bike registration.

**Presentation (50 points):**

*Please address the following points in a 5-minute presentation in class on Feb 24th. You are welcome to show visuals if they would supplement your content, but they are not required. In preparation for your presentation, please type a brief bullet-point outline below and use it to guide your presentation.*

1. **Explain what you created as a final result/deliverable for your project. (10 points)**
	1. Flier
2. **What lessons did you learn as a consultant? (10 points)**
	1. How to communicate better through email
		1. How to reference other individuals with importance
	2. How to check in but work independently.
	3. Clients were Meredith, Stacey, Sarthak? How I handled the project for them
	4. Time-management
3. **What did you learn about the importance and implementation of sustainability in engineering projects? (10 points)**
	1. It can vary so much
	2. Smallest changes really help
	3. Not necessarily an engineering project but learned about communication
	4. Learned how this project can lead to many more sustainable projects on campus.
4. **How has your view of sustainability changed with your project experience? (10 points)**
	1. Sustainability can vary, from small steps to noticeable changes. This project essentially promotes the use of bikes but it also works towards….
5. ***Answer individually:* What will this experience do for you moving forward/where do you see yourself going? (10 points)**
	1. Learn to talk to others and network
	2. More aware of sustainable efforts on campus related to engineering and otherwise