Audit Plan

Here is our list of tasks and who will be doing them:

1. Email the department to set up a date for audit. (Michael)
2. Plan and prepare for interview. (all)
3. Conduct audit and collect data. (all)
4. Organize data into a spread sheet. (Michael)
5. Calculate KWH used, device cost, etc using spread sheet.(John)
6. Design Graphs used for ppt. (John)
7. Create template for ppt. (Sarah)
8. Come up with analysis and recommendations. (John & Michael)
9. Enter analysis and recommendation information into ppt. (Sarah & Michael)
10. Return to class for presentation. (all)

Email

Dear Mrs. Jotcham  
  
John Morse, Pureum Sun (Sarah) and I are team members in the COMP 4923 Green IT class.  As referenced previously in an email from Dr. Danny Silver, we are conducting department audits to assess the impact of computers and related peripherals on the environment in terms of energy use and consumables. The purpose of this audit is to determine the impact of computer technology on our carbon footprint at Acadia. Our plan is to collect and analyze data from your unit and to present our findings and recommendations to you. No private or organizational information will be recorded and none of the computer systems will be disturbed.  
  
We anticipate this audit will take no longer then 2-3 hours.  We will need to meet with a person who knows about the use of the computers in the unit and has access to them. We may not be able to access all computers in the unit, but our goal is to see at least 10 plus their associated peripherals.  
  
We plan to:   
a) Conduct a pre-audit interview (15-30 minutes) - Understand where equipment is and who to speak with.  
b) Create an inventory of computers and peripherals? Laptops, desktops, servers, other.  
c) Collect data on each piece of equipment.  
d) Conduct a post-audit interview (15-30 minutes) - Clarify / ask questions that may have come up during data collection.  
e) Present a PowerPoint presentation of our findings and recommendations.  
  
We will bring all materials necessary for the audit. We would prefer to visit your unit at the following times: Tuesday March 30 at 2:00pm or later  
  
If this is not possible please let us know so we may schedule a different time that is convenient for you.  
  
As the due date for our team project is Apr 8, we would greatly appreciate a reply by Monday, March 29, so that we can set up a meeting date and prepare to conduct the audit. I have attached a copy of the spread sheet we will be using to store our information. This should give you an idea of the kinds of information we will be looking for during the audit.  
  
If you have any questions or concerns please don't hesitate to contact myself or Dr. Silver.  
  
Thank you for your time and we look forward to meeting with you.  
  
Sincerely,   
  
Michael Stevenson, John Morse and Pureum Sun (Sarah)