

Online Scoresheet – Creating a Project

You are invited to use the online scoresheet for project self-assessments. This file lists the steps in creating a project online and managing project team members.

- 1) **Login to your account.** At www.sustainableinfrastructure.org, select “Login”.
- 2) **Create a project.** Navigate to “My Projects,” scroll to the bottom of the page, and select “Envision Scoresheet”.

PROJECTS

TOOLS [Home](#) » [Projects](#)

My Account Home

My Projects

My Credentialing

My Membership

My Invoices

Projects Overview

Search Projects

Project Name	Project Lead	Project Status	Modified	
Sustainable Project (demo)	Denise Nelson, Institute for Sustainable Infrastructure, Vice President Edit Team	Appeal has been completed: Final scores have been awarded. Print Award	03/24/2016	

Envision Scoresheet (begin assessing a project)

Envision guidance manual

- 3) **Name the project.** Provide the project name and location.

CREATE A PROJECT

TOOLS [Home](#) » [Projects](#) » Create

My Account Home

My Projects

My Credentialing

My Membership

Project Name and Location

Project Name* United States

Project City* Alabama

Zip Code

- 4) **Identify the project point of contact (optional).** This is the main point of contact on the project team.

Project Point of Contact	Contact Name	Contact Email
	Contact Phone	



- 5) **Identify the Envision Sustainability Professional on the project team (optional).** This may be the same person as the project point of contact.

ENV SP Contact	ENV SP Name	ENV SP Email
	ENV SP Phone	

- 6) **Identify the organizations on the project team (optional).** This may include the owner, designer, contractor, major stakeholders, and others.

Companies Involved in the Project	
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- 7) **Provide a brief summary of the project (optional).** Describe the project in 500 words or less. Address the project goals, type of infrastructure being developed, project boundary, timeline, key challenges, and key sustainability features.

Brief Description of the Project 	
	<div style="border: 1px solid #ccc; height: 60px;"></div> <p>1 / 500 words</p>

- 8) **Provide the key project dates (optional).** Provide the estimated dates for completion of design and construction. Click in each field to access the calendar feature. Click on the default date to select the month and year. If the year you require is not shown, select the last year shown and then click on the year field again to see more options.

Project Dates	Estimated Design Completion	Estimated Construction Completion
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Project Dates

Estimated Design Completion: 01/31/2016

Estimated Construction Completion:

Total Constructed Project Cost

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Do You Plan on Submitting this Project for Verification

Brief Description of the Project

1 / 500 words

Project Dates

04/25/2016

Estimated Construction Completion:

Total Constructed Project Cost

Su	Mo	Tu	W	Sa
				2
3	4	5		9
10	11	12		16
17	18	19		23
24	25	26		30

Do You Plan on Submitting this Project for Verification

Brief Description of the Project

1 / 500 words

Project Dates

04/25/2016

Estimated Construction Completion:

Total Constructed Project Cost

Su	Mo	Tu	W	Sa
				4
5	6	7		11
12	13	14		18
19	20	21		25
26	27	28		

Do You Plan on Submitting this Project for Verification

- 9) **Provide the total constructed project cost (optional).** This includes the engineering, construction, and right away acquisition costs of the project. You can select a range for the project cost. This range will be used to determine the verification fee for projects that register for the verification program.

Total Constructed Project Cost	<input type="text" value="---Choose One---"/>	
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- 10) **Indicate if you plan to submit the project for the verification process.** This is not a commitment, and is only for ISI's tracking purposes. If you select "yes," enter the estimated date you expect to register the project for the verification process.

Do You Plan on Submitting this Project for Verification	<input type="radio"/> Yes
	<input type="radio"/> No

Do You Plan on Submitting this Project for Verification	<input checked="" type="radio"/> Yes	<input type="text" value="Estimated Verification Date"/>
	<input type="radio"/> No	

- 11) **Submit the project.** You are welcome to contact us if you have any questions on the process.

<input type="button" value="Create Project"/>	If you have any questions, please contact us .
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Project has been created! You may now add team members below!
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- 12) **Add team members to project account online.** Scroll down to the new “Project Team” field and select “Manage Team”.

Project Team	
Name	Account Type
Denise Nelson	ENV SP - Lead

[+ Manage Team](#)

Type in the email address for the person you would like to add. You can add anyone from any company to your project.

🔍 Look up User by Email

[Search](#)

Results

Nelson, Denise 👤 Project Leader
nelson@sustainableinfrastructure.org

You can add the person as a team member or make him/her the project leader. The person who created the project is initially designated as the project leader. The project leader has the ability to add team members and submit the project for the verification process.

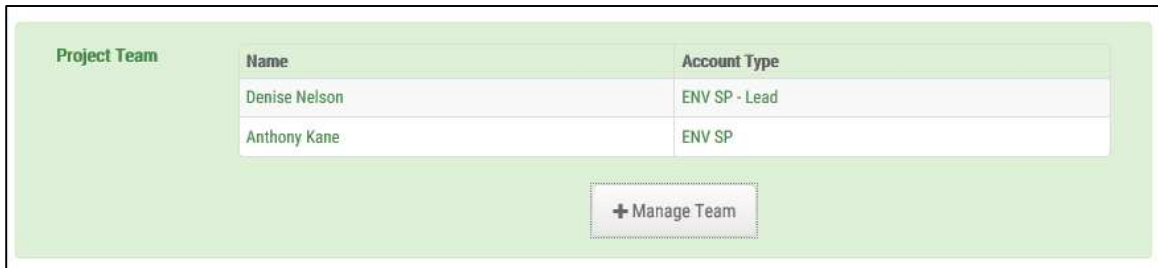
🔍 Look up User by Email

[Search](#)

Results

Kane, Anthony [+ Add](#) [👤 Make Project Leader](#)
kane@sustainableinfrastructure.org

At any time, the project leader can select “Manage Team” to add or remove team members or designate a new project leader.



The screenshot shows a 'Project Team' section with a table listing team members. Below the table is a '+ Manage Team' button.

Name	Account Type
Denise Nelson	ENV SP - Lead
Anthony Kane	ENV SP

+ Manage Team



The screenshot shows a search interface titled 'Look up User by Email'. It includes a search input field with the email 'kane@sustainableinfrastructure.org' and a 'Search' button. Below the search bar, the results for 'Kane, Anthony' are displayed, including the email 'kane@sustainableinfrastructure.org' and two action buttons: 'Remove' and 'Make Project Leader'.

Look up User by Email

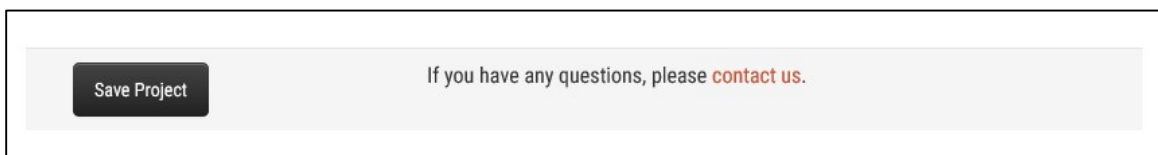
kane@sustainableinfrastructure.org Search

Results

Kane, Anthony
kane@sustainableinfrastructure.org

Remove Make Project Leader

Be sure to save your changes!



The screenshot shows a footer area with a 'Save Project' button and a text prompt: 'If you have any questions, please [contact us](#).'

Save Project

If you have any questions, please [contact us](#).