**Date last modified/updated:** Click here to enter a date. **Internal audit:** Click here to enter a date.

**Who last modified/updated:** Click here to enter text. **Management review:** Click here to enter a date.

**This part of the Navigator Playbook is completed when you have:**

1. **Used your prioritized opportunities from Task 10 to select projects for implementation.**
2. **Applied any applicable criteria set by your organization to justify and gain approval of the project.**
3. **Developed action plans for meeting your organization’s objectives and energy targets identified in Task 12.**
4. **Communicated expectations to relevant positions and review action plan progress.**
5. Use your prioritized opportunities from Task 10 to select projects for implementation.

|  |  |  |
| --- | --- | --- |
|  | We have used the opportunities tracker available in Task 10 to select projects for implementation. | Confirmed. |

1. Apply any applicable criteria set by your organization to justify and gain approval of the project.

|  |  |  |
| --- | --- | --- |
|  | We have included applicable criteria set by our organization to justify selecting the project for implementation. | All applicable criteria were documented and utilized in the Task 10 Opportunity Tracker |
|  | We have obtained approval to implement the project. | Management have approved the project based on the outcomes of the opportunity tracker |

1. Develop action plans for meeting your organization’s objectives and energy targets identified in Task 12.

|  |  |  |
| --- | --- | --- |
|  | We have used the Energy Management Action Plant Template below for each project approved for implementation | See below for example |
|  | The action plans developed will meet our organization’s objectives and energy targets | All action plans will call out specifically what energy objectives and targets they are addressing |

A project leader has been designated for each project

All project leaders are indicated for their respective project in the Task 10 Opportunity Tracker

Project leaders have assembled project teams for their respective projects and have communicated expectations and responsibilities

Leaders take responsibility for recruiting and engaging project team members outside of the energy team

The following items have been detailed in each action plan:

Activities to be completed to implement the project and achieve energy targets(s)

Resources needed to complete activities

Time frame for completing activities

Description of the method for verifying project results

Description of the method for verifying the improvement in energy performance

Method(s) to verify results of action plan and performance improvement

Process and procedure changes required by projects

Training of employees or contractors on the changes implemented due to the project, as needed

Continued monitoring and measurement of project parameters to ensure that the energy performance is sustained over time

Communication of benefits to stakeholders

1. Communicate expectations to relevant positions and review action plan progress.

|  |  |  |
| --- | --- | --- |
|  | Everyone involved in energy projects knows their roles and responsibilities. | Each project begins with a kick-off in which all roles and responsibilities are directed. |
|  | We held a project kick off meeting for each project. | Project leaders plan and run the initial project kick-off meeting |
|  | We have regular meetings to review the action plan(s) to determine if implementation is progressing as expected | All actions plans are reviewed in the quarterly energy objective and target review. |

Top Management Approval

|  |  |  |
| --- | --- | --- |
|  | Date approved: | Jane Doe |
|  | Who approved: | 8/20/20 |

Comments

Click here to enter text.

Energy Management Action Plan Template

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Objective/Target:**  Reduce Energy Intensity of the Aeration Process by 15% by 2025 | | | | **Planned Completion Date:** | |
| 1/15/21 | |
| **Actual Completion Date:** | |
| TBD | |
| **Project Description:** Replace Current Coarse-Bubble Diffusers with Fine-Bubble Diffusers | | | | | |
| **Project Budget:** $200,000 | | **Project Leader:** Jimmy Doe | | | |
| **Actual Cost:** TBD | | **Management Review:** John Doe | | | |
| **Project Planning** | | | | | |
| Action Items | Responsible Position | | Due Date | | Required Resources/Comments |
| Begin Typical Aeration Diffuser Cleaning of Aeration Tank 1 | Jimmy Doe | | 12/1/20 | | Proceed as if typical semi-annual cleaning |
| Ensure Aeration Tank 2 is operating smoothly with increased flow | Jack Doe (Aeration Maintenance) | | 12/1/20 | | Typical semi-annual cleaning procedure |
| Proceed with typical cleaning of Aeration Tank 1 | Jimmy Doe | | 12/1/20 | | Typical Procedure |
| Instead of Cleaning Diffusers, Replace Current Diffusers with New Fine-Bubble Diffusers | Jimmy Doe | | 12/1/20 | | Appropriate Equipment for Replacement of Diffuser Heads |
| Re-fill Aeration Tank 1 | Jack Doe | | 12/1/20 | | Typical Procedure |
| Ensure Aeration Tank 1 Operating Correctly (for 24-hour period) | Jimmy Doe | | 12/2/20 | | Typical Procedure |
| Repeat above action items for Tank 2 | Jimmy / Jack Doe | | 12/9/20 | | See above. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Results Verification** | | | | | | | | | | | | | | |
| **Describe the method(s) to be used to verify the results of the action plan and the energy performance improvement achieved:**  Record all Aeration-related BAS data points, along with typical data recorded, and calculate applicable EnPIs.  These will be calculated for one month after project completion and compare to the same month of the previous baseline year. | | | | | | | | | | | | | | |
| **Unit(s) of Measurement** | **Pre-Project Value** | | | | | **Post Project Value** | **Net Change** | | | | **Source of Measurement**  **(e.g. meter ID, calculation formula, etc.)** | **Responsible Party** | | |
| kWh/mo | 595,833 | | | | | TBD  *Expected: ~506,458* | TBD  *Expected: ~90,000* | | | | BAS Power Readings from Aeration Basins | Jimmy Doe | | |
| **Evaluation of Results:**  TBD | | | | | | | | | | | | | | |
| Energy Management Action Plan – Part 2 | | | | | | | | | | | | | | |
| **Communication/Training Plan** (Departments affected by the project. Mark the first column for departments involved/affected with the project implementation. Mark the second column for departments involved/affected with sustaining the project improvements.) | | | | | | | | | | | | | | |
| All Departments | | |  |  | Production | | | X | X | Lab | | |  |  |
| Sales/Marketing | | |  |  | Maintenance | | | X | X | Purchasing | | | X |  |
| Accounting | | |  |  | Transportation | | |  |  | Bldg/Facility Ops & Mgt | | | X | X |
| Human Resources | | |  |  | Warehouse | | |  |  | Energy Team | | | X | X |
| Customer Service | | |  |  | Custodial/Housekeeping | | |  |  |  | | |  |  |
| Sustaining the project improvements Document the details for each responsibility necessary to sustain the energy savings achieved by the project’s implementation. | | | | | | | | | | | | | | |
| Function | | Tasks/Assignments for this Function | | | | | | | | | | | | |
| Roles | | N / A | | | | | | | | | | | | |
| Resources | | N / A | | | | | | | | | | | | |
| Communication | | N / A | | | | | | | | | | | | |
| Training | | N / A | | | | | | | | | | | | |
| Controls | | Ensure Dissolved Oxygen controls are behaving as expected | | | | | | | | | | | | |
| Monitoring & Measurement | | Continue typical monitoring and measurement of Aeration Basin data points from BAS system | | | | | | | | | | | | |
| Project Follow-up Notes/Lessons Learned | | | | | | | | | | | | | | |
| **N / A** | | | | | | | | | | | | | | |