**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. |  |

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. | We prioritize projects based on the agreed upon criteria and ranks described in the task 10 worksheet |
| [ ]  | We have obtained approval to implement the project. | Top management provides approval during management briefings where project selection is justified. |

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 an example |
| [ ]  | The action plans developed will meet our organization’s objectives and energy targets | We explicitly refer to objectives and targets when writing justification for a given project.  |

[ ]  A project leader has been designated for each project

We designate project leaders based on volunteers, available time to work on the project, and decision-making authority.

[ ]  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 details 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 group agreement detailing roles and expected time commitments. |
| [ ]  | We held a project kick off meeting for each project. | Project leaders take responsibility for coordinating kick-off meetings and documenting discussion appropriately. |
| [ ]  | We have regular meetings to review the action plan(s) to determine if implementation is progressing as expected | This occurs semi-annually and on an as-needed basis for more frequent checks. |

Top Management Approval

|  |  |  |
| --- | --- | --- |
| [ ]  | Date approved: | Click here to enter a date. |
| [ ]  | Who approved: | Click here to enter text. |

Comments

Click here to enter text.

Energy Management Action Plan Template

|  |  |  |
| --- | --- | --- |
| **Project Objective/Target:**Motion sensors in wet lab A.This project supports our objective to reduce wet lab energy use by 15% in 3 years based on a 2015 baseline. |  | **Planned Completion Date:** |
|  |  |
|  | **Actual Completion Date:** |
|  |  |
|  | **Project Description:** We will install motion sensors light switches to reduce energy lost due to lights being left on in unused rooms.  |
| **Project Budget:** $3000 |  | **Project Leader:** Wet Lab Facilities Manager  |
| **Actual Cost:**  |  | **Management Review:**  |
|  | **Project Planning** |
| Action Items | Responsible Position | Due Date |  | Required Resources/Comments |
| Ask energy research team to borrow occupancy monitors | WL Facilities Manager |  |  |  |
| Install occupancy monitors borrowed from behavioral science lab | WL Facilities staff |  |  |  |
| Assess motion sensor light product options based on lifecycle cost and FEMP designated/Energy Star options and select best fit | WL Procurement Coordinator |  |  |  |
| Analyze one week of lab occupancy data to check if any rooms are NOT left with lights on for over 1.5 hours without occupancy more than 3 times over the assessment period | Sustainability Team Member |  |  |  |
| Procure designated volume of motion sensor light switches | WL Procurement Coordinator |  |  |  |
| Install motion sensor light switches | WL Facilities Staff |  |  |  |
| Interview 3 wet lab staff about motion sensor light switch efficacy | WL Facilities Manager |  |  |  |
| Compare one month of energy data after installation to the month before to verify improvement | Sustainability Team Member |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Project Results Verification** |
|  | **Describe the method(s) to be used to verify the results of the action plan and the energy performance improvement achieved:**We will use qualitative short interviews and quantitative analysis comparing energy consumption before and after installation to assess effectiveness of this project. |
| **Unit(s) of Measurement** | **Pre-Project Value** | **Post Project Value** | **Net Change** | **Source of Measurement****(e.g. meter ID, calculation formula, etc.)** |  | **Responsible Party** |
| Monthly energy expenditure |  |  |  | Building utility bill |  |  |
| Monthly electricity consumption |  |  |  | Building utility bill |  |  |
|  |  |  |  |  |  |  |
|  | **Evaluation of Results:**  |
|  | Energy Management Action Plan – Page 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 with /affected by sustaining the project improvements.) |
| All Departments |  |  | Production |  |  | Lab |  |  |
| Sales/Marketing |  |  | Maintenance |  |  | Purchasing | X |  |
| Accounting |  |  | Transportation |  |  | Bldg/Facility Ops & Mgt |  |  |
| Human Resources |  |  | Warehouse |  |  |  |  |  |
| Customer Service |  |  | Custodial/Housekeeping |  |  |  |  |  |
|  | Sustaining the project improvementsDocument the details for each responsibility necessary to sustain the energy savings achieved by the project’s implementation.  |
| Function |  | *Procurement* |
| Roles |  | Must verify continued purchase of best available monitor |
| Resources |  | FEMP designated product list, and affiliated federal efficient procurement support resources |
| Communication |  | Training after verified success of this pilot, explaining the product and sharing the contract used to get it/specify the product initially. ensures all procurement professionals can use this as a template.New occupancy monitor requirements are listed in site-preferred purchases quick reference guide, too.  |
| Training |  | No additional training beyond annual efficient procurement training needed. |
| Controls |  | Review of purchase record is included in internal audit.  |
| Monitoring & Measurement |  | Procurement team leaders monitor purchases to ensure preferred purchase guidelines are followed.  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Project Follow-up Notes/Lessons Learned |
|  |  |