**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.

**For Task 1: This part of the Navigator Playbook is completed when you have:**

1. **Identified the external and internal issues that affect your organization’s ability to improve its energy performance and achieve the intended outcomes of the EnMS.**
2. **Recorded this information.**

***Add this information to the Risks and Opportunities Register (below) by completing columns one through three.***

**For Task 7 outputs: This part of the Navigator Playbook is completed when you have:**

* 1. **Identified the impacts, likelihood of occurrence, and risk level arising from the issues you already recorded**
	2. **For each of the identified risks and opportunities, plan and implement actions to address them using the processes of the EnMS.**

***Add this information to the Risks and Opportunities Register (below) by completing columns four through eight.***

Risks and Opportunity Register

|  |  |
| --- | --- |
| **Task 1** | **Outputs for Task 7** |
| **Internal or external (I or E)** | **Risk or opportunity (R or O)** | **Issue** | **Impact on EnMS (1-3)** | **Likelihood (1-3)** | **Risk Level (Low, Medium, High)** | **Action to address** | **Effectiveness Evaluation** |
| I | R | Reduced operating budget and reduced staffing levels | 3 | 3 | 9 High | Identify and pursue low- or no-cost opportunities that can be incorporated into standard operating procedures, while using existing communications channels to maintain and improve employee awareness of no-cost opportunities. |  |
| I | R | Reduced capital project budget | 3 | 3 | 9 High | Determine the highest ROI projects to be proposed. Look for opportunities where the cost may be offset by rebates/incentives |  |
| E | R | Changes to ventilation requirements in response to COVID-19 | 1 | 3 | 3 Low | Develop a strategy to minimize energy use while achieving new guidelines; inspect and maintain outside air dampers and controls; and engage controls contractors to help assist engineering department with best way to meet CDC requirements with greatest efficiencies to control energy cost  |  |
| E | O | City Mandates | 3 | 3 | 9 High | The City has introduced several mandates and local laws for mandatory benchmarking and energy performance improvements. While this may be viewed by some as a risk it may be an opportunity to get faster approval for energy saving projects, so look for ways to leverage the mandates. |  |
| I | R | Team buy in | 3 | 2 | 6 Med | Work to reinforce benefits of energy management practices.  |  |
| E | O | Corporate commitment to sustainability | 3 | 3 | 9 High | Reinforce areas of alignment between the EnMS and the corporate sustainability commitment. |  |
| E | R | Extreme weather events | 3 | 2 | 6 Med | Ensure that the EnMS addresses resilience to extreme weather. |  |

This column to be completed in Task 7

Top Management Approval

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

Comments

Click here to enter text.