**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. **Optionally, identified business drivers and benefits applicable to your organization.**
2. **Optionally, prepared and delivered a briefing to top management on the identified business drivers and benefits, management roles and responsibilities, and how these responsibilities will be met.**
3. **Secured commitment from top management to continual improvement of energy performance and the development and use of a 50001 Ready system.**
4. **Briefed top management on their EnMS leadership responsibilities.**
5. **Planned for how top management will meet their responsibilities.**
6. Optionally, identify business drivers and benefits applicable to your organization

|  |  |  |
| --- | --- | --- |
|  | Benefits and business drivers have been identified | Benefits: continuous improvement framework familiarity across many functions that can be applied to other performance focuses in the future;  Resilience in our energy system;  Coordinated effort for energy and financial savings |

1. Optionally, prepare and deliver a briefing to top management on the identified business drivers and benefits, management roles and responsibilities, and how these responsibilities will be met

|  |  |  |
| --- | --- | --- |
|  | We have prepared a briefing for top management | We have a one-page summary of goals, expected timeline, organizational benefits shared with top management and stored locally with Playbook tasks. |
|  | We have delivered a briefing to top management | Click here to enter text. |

Elevator speech

|  |
| --- |
| Summarize in one simple sentence what the energy management system can do for your organization. |
| Our best practice EnMS institutionalizes continuous energy performance improvement, bolstering a legacy of energy efficiency and teamwork. |
| Describe the benefits that your organization will receive as a whole or to your product or service. List the benefits that set this program apart from other programs already in place. |
| Our organization will benefit from improved cross-functional communication and collaboration systems based on those established in the EnMS. Additionally, the EnMS will help establish a culture of project verification and mission-driven action. |

3-minute speech

|  |
| --- |
| Summarize in one to three simple sentences what the energy management system can do for your organization. Include a sentence on what is energy management. |
| Best practice energy management is a holistic approach to performance improvement that connects business operations and engineering functions that manage an energy system. A best practice energy management system enables our organization to institutionalize knowledge about each ‘sink’ and ‘flow’ in our energy system, while incorporating business operations functions like compliance and procurement into traditionally facilities-exclusive conversations. |
| Describe the benefits that your organization will receive as a whole or to your product or service. List the benefits that set this program apart from other programs already in place. |
| Our facility will benefit from transferable standards of communication, documentation, and project verification established in our 50001 Ready EnMS. |

|  |
| --- |
| Identify your organization’s policy or vision regarding energy (business card style – short!). |
| **This is the focus of Task 5**  Reduce consumption through data-driven action and verification. |
| Describe your organization’s business objectives and how energy performance improvement supports achieving those objectives. |
| Continuous energy performance improvement supports our facilities goals to conduct world class space research and maintain expertise by creating resilient computational and analytical systems. |
| Give an example of a successful outcome from systematic energy management. |
| One successful outcome from systemic energy management will be decreased energy procurement costs. |
| Provide a simple statement of what is next. |
| We will implement the 25 tasks of the 50001 Ready navigator and assess energy performance in 2020 relative to a 2015 baseline. |

Identify Key Influencers

| **Job Position** | **Energy Type** | **Energy Use** | **Energy Need** | **Frequency of Use** | **Potential Results/ Consequences** |
| --- | --- | --- | --- | --- | --- |
| Facilities Director | All | All | Tied to total site | continuous | Key authority for engaging facility staff and giving an ok to changes for many operational changes |
| Site Director | All | All | Tied to total site | continuous | Key authority and decision-maker for choosing and implementing improvement opportunities, and integrating energy management into mission |
| HQ | all | all | Tied to total site | n/a | Can help increase acceptance of changes and streamline communications with interested parties and to general audience |
| Mission ‘Owner’ | all | all | Tied to total site | continuous | Relevant for changes/targeted efforts with certain functions at the site. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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1. Secure commitment from top management to continual improvement of energy performance and the development and use of a 50001 Ready system

Top management commitment:

I approve our Scope and Boundaries

I commit to deploying our Energy Policy and updating it as needed

I commit to consider Energy Performance as part of design and procurement

I commit to empowering our Energy Team

I commit to consider energy performance in strategic planning

I commit to providing resources to set up, operate and improve the EnMS

I commit to working towards our Energy Objectives, using the appropriate energy performance indicators

I commit to working towards our Energy Targets, with results measured and reported at defined intervals

I commit to communicating our Energy Policy, Energy Team, Targets and Objectives and importance of energy across the organization

I commit to maintaining this 50001 Ready Playbook content, related documents and records, to represent our EnMS

I commit to successfully complete an annual internal audit of our 50001 Ready EnMS

I commit to conducting management reviews of our 50001 Ready EnMS

1. Brief top management on their EnMS leadership responsibilities

|  |  |  |
| --- | --- | --- |
|  | Management responsibilities have been detailed | Click here to enter text. |
|  | Management has been briefed of responsibilities | Click here to enter text. |

1. Plan for how top management will meet their responsibilities

|  |
| --- |
| To meet the aforementioned responsibilities, top management will meet semi-annually with the energy team, including a procurement representative, to identify any witnessed budgetary/time resource constraints and discuss how to solve this issue. Top management will participate in requested communications efforts by sharing statements about the EnMS, it’s goals, successes and opportunities with guidance from the Energy team offered during the semi-annual meetings. |

|  |  |  |
| --- | --- | --- |
|  | Name(s) of Top Management Committed: | Click here to enter text. |
|  | Date of Commitment: | Click here to enter a date. |

Comments

Click here to enter text.