Energy Management Action Plan Template

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| **Project Objective/Target:** | **Planned Completion Date:** |
|  |
| **Actual Completion Date:** |
|  |
| **Project Description:**  |
| **Project Budget:**  | **Project Leader:**  |
| **Actual Cost:**  | **Management Review:**  |
| **Project Planning** |
| Action Items | Responsible Position | Due Date | Required Resources/Comments |
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| **Project Results Verification** |
| **Describe the method(s) to be used to verify the results of the action plan and the energy performance improvement achieved:** |
| **Unit(s) of Measurement** | **Pre-Project Value** | **Post Project Value** | **Net Change** | **Source of Measurement****(e.g. meter ID, calculation formula, etc.)** | **Responsible Party** |
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| **Evaluation of Results:**  |
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| **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 |  |  | Lab |  |  |
| Sales/Marketing |  |  | Maintenance |  |  | Purchasing |  |  |
| 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 | Tasks/Assignments for this Function |
| Roles |  |
| Resources |  |
| Communication |  |
| Training |  |
| Controls |  |
| Monitoring & Measurement |  |
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| Project Follow-up Notes/Lessons Learned |
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