Energy Management Action Plan Template

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | | | | |
|  | | | | | | |  | | | |  | | |  | | | | | |
|  | | | | | | |  | | | |  | | |  | | | | | |
|  | | | | | | |  | | | |  | | |  | | | | | |
|  | | | | | | |  | | | |  | | |  | | | | | |
|  | | | | | | |  | | | |  | | |  | | | | | |
|  | | | | | | |  | | | |  | | |  | | | | | |
|  | | | | | | |  | | | |  | | |  | | | | | |
|  | | | | | | |  | | | |  | | |  | | | | | |
|  | | | | | | |  | | | |  | | |  | | | | | |
|  | | | | | | |  | | | |  | | |  | | | | | |
| **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** | | |
|  | |  | | | |  | |  | |  | | | | | | |  | | |
|  | |  | | | |  | |  | |  | | | | | | |  | | |
|  | |  | | | |  | |  | |  | | | | | | |  | | |
| **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/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 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 |  | | | | | | | | | | | | | | | | | | |
| Resources |  | | | | | | | | | | | | | | | | | | |
| Communication |  | | | | | | | | | | | | | | | | | | |
| Training |  | | | | | | | | | | | | | | | | | | |
| Controls |  | | | | | | | | | | | | | | | | | | |
| Monitoring & Measurement |  | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | |
| Project Follow-up Notes/Lessons Learned | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |