**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. Developed action plans, time frames, and project teams
2. Defined methods for verifying and tracking Improvement Projects
3. Communicated expectations
4. Documented and updated action plan(s)

Note: Task 13 uses the table developed in Task 12 as input.

Action Plan Teams

A project leader has been designated for each project

Click here to enter text.

Project leaders have assembled project teams for their respective projects and have communicated expectations and responsibilities

Click here to enter text.

Action Plan Development

Energy projects that will enable our facility to achieve its energy objectives and targets have been listed, prioritized, and selected (Task 12)

Click here to enter text.

We have developed an energy management action plan for each selected project

Click here to enter text.

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

Verification

|  |  |  |
| --- | --- | --- |
|  | Project leaders have assigned responsibility of project  verification to a qualified member of the associated project team | Click here to enter text. |
|  | Project leaders will ensure that results are verified and  reviewed by project teams and included in energy management  action plan | Click here to enter text. |

We have developed methods for verifying the performance of Improvement Projects and have detailed below:

|  |
| --- |
| Click here to enter text. |

Method(s) of verification and process(es) for verifying have detailed the following:

What will be measured or evaluated to identify project impacts

How this will be measured or evaluated

A baseline to compare performance improvements to

|  |  |  |
| --- | --- | --- |
|  | We have committed to regularly verifying Improvement Project  performance | Click here to enter text. |
|  | We have identified who will be responsible for verification | Click here to enter text. |
|  | Project teams have established regular schedules for verification | Click here to enter text. |

Documentation, timeframes, and Continual updating

Action plans have documented responsible parties and stakeholders

Click here to enter text.

Time frames with due dates have been established for each improvement project

Click here to enter text.

|  |  |  |
| --- | --- | --- |
|  | We are committed to continually updating action plans at defined  intervals and will communicate necessary roles and  responsibilities to project team | Click here to enter text. |
|  | We have established regular team meeting schedules for project  implementation teams to review action plans and communicate  with management | Click here to enter text. |

We have developed action plans to implement Opportunity Projects and have detailed necessary details below:

(Note: Table may be modified to reflect the unique criteria of Improvement Projects)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Opportunity | Project | Project Leader | Action Plan in Place? | Timeframe | Responsible Parties | Date Initiated? | Date last reported to Management? | Date Completed or Expected? |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Note:**

Improvement projects are not complete until the verification of results is complete and recorded, and the project team has reviewed them.

|  |  |  |
| --- | --- | --- |
|  | Action Plans for Improvement Projects have been approved by  project leaders | Click here to enter text. |
|  | Date: | Click here to enter a date. |
|  | Action plans for Improvement Projects have been approved by  management | Click here to enter text. |
|  | Date: | Click here to enter a date. |

Hint: Improvement Projects

* Improvement Projects should be based on Improvement Opportunities
* Team meetings should be used to identify additional resources needed to ensure action plans result in energy improvement
* You should be able to use project action plans to track progress of Improvement Projects

Comments

Click here to enter text.

ACKNOWLEDGEMENT:

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